

Childcare Concept

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1.Introduction

The present operating regulations provide comprehensive information about Zürisee-Krippe GmbH. They inform parents who intend to enroll their child in Zürisee-Kinderbetreuung about the institutional framework, educational concept, operational specifics, staff, spatial conditions, safety and hygiene, as well as opening hours.

The daycare center and its educational approaches are continuously evolving. Consequently, the concept is reviewed, further developed, and supplemented as needed in collaboration with the management and staff. Zürisee-Krippe is a limited liability company (GmbH) and is managed by the business owners, Vanessa Lutz and Sascha Lang, according to recognized educational principles outlined in this concept.

«The child is at the center»

We want to give children the chance to take themselves seriously as independent individuals, to recognize their needs and to learn to deal with compromises. They should also learn to treat others with empathy and live respectfully in the community. Our aim is to create a basis of trust between the parents, the children and us, so that we can meet as equals. In order for the child to accept the nursery as a second home and a place of well-being, trust, cooperation and a continuous exchange between the teachers and the parents are of great importance. Through friendly, cooperative and exemplary interaction within the team, with the children and their parents, we want to offer the children the greatest possible freedom and opportunity to develop their personalities and become self-confident and self-determined individuals.

2. Mission Statement

At Zürisee-Krippe GmbH, we attach great importance to ensuring that every child feels completely at ease. We create a loving and safe environment in which the needs and interests of each individual child take center stage. Through sensitive care, varied activities and a stimulating play environment, we aim to give the children a feeling of security and belonging. We promote their individual development and support them in developing their personality. The children should be able to develop freely, discover new things and, above all, have lots of fun. We are always there for them to support and encourage them, to accompany them on their way to becoming self-confident and happy little people.

We look after all children, regardless of religious, political or geographical background, starting from the year prior to kindergarten entry through to the 6th grade of primary school.

Our goal is to offer parents the opportunity to successfully combine family and career. By offering a wide range of flexible childcare models, we aim to provide the best possible care.

3. Pedagogical Concept

3.1 Preschool Group

The national reference document for quality in early childhood, «Orientierungsrahmen für frühkindliche Bildung, Betreuung und Erziehung» (2016), forms the basis of our educational approach. In our work with young children, we are guided by its core principles, which set clear priorities in care.

From birth, children possess abilities, are active, and have a strong sense of curiosity. They are naturally driven to explore and understand the world. There is no need to "educate" children; they act independently, investigate, ask questions, observe, and express themselves. Children grow by experiencing and learning from daily life.

As adults, we create a stimulating learning environment that allows children to gain a wide range of experiences. We support them holistically, closely encouraging their development in a way that respects their individual needs and enables them to pursue their interests. Only what brings joy to children can be firmly rooted within them. Play is the essential foundation for their development. We provide each child with the opportunity to develop their strengths and receive inspiration across areas of growth.

3.1.1 Guiding Principles

The guiding principles of the orientation framework (2016) are of great importance for our work with children. They are centered on the well-being of the children and are based on scientific findings.

Guiding Principle 1: Well-being

A child who feels comfortable can be curious and actively learn. For children to grow and develop well, it is essential that they feel both emotionally and physically secure. A trusted caregiver who is present for the child plays a crucial role in this. This caregiver recognizes the child's needs and responds to them appropriately.

Guiding Principle 2: Communication

Children learn a lot about themselves and the world when they talk and interact with others. From the very beginning, they communicate in various ways. It is important for them to experience communication as something positive, playful, and helpful. We offer them diverse opportunities to express themselves. The motivation to communicate and connect is essential for learning a language and, later on, for developing reading and writing skills. In doing so, we ensure the use of non-violent communication, I-messages, and active listening.

Guiding Principle 3: Participation promotes self-efficacy, a sense of belonging, and co-determination (self-efficacy and participation).

This means that children experience: "I can make a difference." They realize that their actions and decisions have an impact. Every child wants to feel welcome and a part of the group from the very beginning. In the daycare, children have the opportunity to be with other children regularly and to feel like part of the group. It is important that children are allowed to participate by expressing their opinions, being heard, and having a say in decisions. In this way, they learn to take responsibility and to develop their social skills.

Guiding Principle 4: Empowerment and Encouragement

How others respond to a child, influences how the child views themselves. In the early years, children develop their self-image and self-esteem through direct experiences. Genuine interest and encouragement help children take joy in their discoveries, try new things, and practice.

Guiding Principle 5: Inclusion and Acceptance of Diversity

Every child needs a place in society. Being part of a community is an important developmental task. For integration (becoming a part) and inclusion (being included) to work well, all children must be welcomed and respected. This way, the diversity of the children and their families can enrich the community in the nursery.

Guiding Principle 6: Holism and Appropriateness

Young children learn with all their senses and are guided by their interests and experiences. They need stimulation that corresponds to their stage of development and what they have already experienced. It is important to consider the differences between children, such as their age and personality. The children should be provided with activities and opportunities that promote their development in all areas (emotional, social, motor, cognitive, linguistic, perceptual).

3.2 Supplementary school day care (before- after-school care for short)

At Zürisee-Kinderbetreuung we provide school-age day care for children from the year before they enter kindergarten until the end of primary school. This care is based on current educational research and complements family care during the week.

Children have the chance to interact with others, either through play or shared activities. Trained staff ensure that each child receives appropriate support for their development. Inspired by the *Purzelbaum Project*, we focus on key areas such as nutrition, physical activity, play spaces, prevention, and parent involvement. We provide children with the right resources and strategies to guide and support their learning and development in the best possible way

Supplementary school day care aims to help parents balance work and family life. For parents whose children attended a nursery, this service ensures a smooth transition into school. These families are given priority on the waiting list.

4. Pedagogical Work in Everyday Life

4.1 Purzelbaum Nursery

Since 2019, our Zürisee-Krippe in Freienbach, has been a certified *Purzelbaum* nursery. This location attends an annual *Purzelbaum* conference, and our daily care routines are designed around its principles.

The key components of a *Purzelbaum* nursery are nutrition, movement, play areas, prevention, and parental involvement. We provide children with suitable resources and measures to optimally guide and support their self-directed learning process.

An important aspect of our *Purzelbaum* daily routine is addressing various fundamental movement needs. Our facilities have ample space to accommodate all of these movement needs at any time. The children are involved in the preparation of meals, and we always strive to maintain a positive atmosphere as a role model.

4.2 Daily Routine

06.30- 07.00 Uhr: Opening by prior arrangement.

07:00: Childcare opens its doors, and the first children arrive.

07:30 - 08:00: We have breakfast together.

08:00 - 09:00: Free play and arrival of more children. Schoolchildren and kindergarteners leave.

09:00 - 09:30: Fruit break.

09:30 - 10:45: Excursions, activities, playground, garden, or a walk. We decide individually based on the needs of the group and the individual children.

11:30 - 12:00: Schoolchildren and kindergarteners arrive.

12:00 - 12:45: We enjoy a freshly prepared lunch.

12:45 - 13:00: Group cleanup and tooth brushing.

13:00 - 13:30: Rest time for all children. Schoolchildren and kindergarteners leave.

13:30 - 16:00: Excursion, activities, free play, or playground. From 15:00, schoolchildren and kindergarteners return.

16:30 - 17:00: Hand washing and snack.

17:00 - 19:00: Children go home or may play freely during this time.

4.2.1 Excursions

During school breaks, there are frequent opportunities to go on excursions that match the seasons. These excursions help build a sense of community and improve group dynamics.

4.2.2 Free play

Free play is one of the most important fundamental needs of children. During free play, there is a balance between externally directed and self-directed time. During this time, children have the opportunity to decide for themselves where, with whom, and for how long they want to play. They act according to their individual needs within the framework provided. Free play promotes motor, cognitive, and linguistic skills, strengthens self-image, and enhances social and emotional intelligence. It stimulates the imagination and creativity of children.

4.2.3 Rituals

Rituals are a way of rhythmizing daily life. They involve a balance between activity and rest. Rituals are characterized by being repetitive, structured, and consistent. This provides children with orientation and security in their daily routines.

There are various types of rituals: daily routine rituals, situational rituals, settling-in and departure rituals, and celebrations.

4.2.4 Activities and Sequences

By implementing our offerings, we enable the joy of discovery and playful learning. In doing so, we pay attention to the well-being of the child and make adjustments to the offerings as necessary. This way, we promote the child's independence, self-efficacy, and self-confidence. Activities and guided sequences are always planned by the caregivers. Using a situational approach, we observe the interests shown by the children and derive their needs from this. Specific, measurable, attractive, realistic, and time-bound goals are formulated. Another form of activities is free activity, where children can select materials from the available resources in the studio based on their wishes and needs. Here, the process is what matters, not the end product. Both types of activities are important for the education and developmental processes of the children. To support this, we provide the right learning environment on a daily basis

4.3 Homework Support

School-aged children usually have 10 minutes of homework per grade level each day. This means 10 minutes in 1st grade, 20 minutes in 2nd grade, and so on.

To prevent children from having to do their homework completely exhausted in the evening, we offer homework support. This means we guide the children through their homework. However, it is outside of our responsibilities to correct their work. If children do not understand the tasks, we try to explain or guide them in the right direction, but we do not complete the tasks for them.

4.3.1 Mediennutzung

We are aware that children grow up with media and are confronted with it everywhere. Excessive media consumption can lead to sensory overload as well as developmental delays. Therefore, it is important to us that media are used as little as possible and only as often as necessary. The children are allowed to use our computers for homework, and we will supervise them.

Mobile phones and smartwatches are kept in the locker area, stored away in the bags.

4.4 Drop-Off and Pick-Up at the daycare

The drop-off and pick-up process is an essential part of the daily routine.

Dropping Off

It is important for the child to start the day at the daycare in a relaxed atmosphere and a structured environment. Therefore, enough time should be planned to allow the child a gentle start. We achieve this by having the parents help the child put on their slippers and accompany them to the room where their group is currently located. During this time, parents and caregivers can discuss the child's well-being, address any questions, wishes, suggestions, and other important information relevant to the day ahead. After this joint start to the day, the parents say goodbye to the child. This relaxed handover greatly eases the child's transition into the daycare day.

Picking Up

An eventful day is coming to an end, and the children look forward to seeing their parents. After a warm welcome, parents should take a little time to engage with what their child has experienced. Children are eager to share their experiences with their parents. To conclude the day, a brief conversation takes place between parents and caregivers, during which parents learn about their child's day at the daycare. This also gives the child a chance to finish any activities and say goodbye to the other children and their caregiver. The daycare's responsibility for supervision officially ends with the handover and farewell of the child. In the case of repeated late pickups, a fee of 20 CHF per additional quarter-hour will be charged and paid directly to the team.

4.4.1 Kindergarten Accompaniment

For kindergarten children, supervision to and from kindergarten can be arranged if needed. Depending on the child's development and in agreement with the parents, the child will gradually learn to navigate the path to kindergarten independently. This is intended to foster independence and build self-confidence.

This service costs CHF 5 per trip, per child and is exempt from the usual notice period. The contract will be adjusted in the next monthly payment.

4.5 Eating Culture

Shared meals within the group help create a harmonious atmosphere and are intended to bring joy and fun to everyone involved. Meals are served at the table, tailored to the children's age and developmental stage.

Throughout the day, all children have access to glasses of water or unsweetened tea. The staff encourage the children to drink enough by offering regular breaks for drinks.

The meals are freshly prepared daily by the staff. For the youngest children, the food is offered in bite-sized portions, while the older children have the option to cut their own food. It is important that the children are able to experiment with food, as eating should be fun. Additionally, the children have the opportunity to help with the preparation and cooking of meals. As part of regular annual rituals, such as Easter and Christmas, we cook and decorate Easter eggs with the children, bake cookies, and engage in many other creative activities.

As part of the *Purzelbaum* nursery program, we place great value on a balanced and healthy diet. Each week, there are two meat-based meals (beef, veal, and chicken), one fish meal, and two vegetarian meals. For vegetarians or children with food intolerances, we cook separately or offer an alternative menu, though this is not explicitly mentioned in the weekly meal plan.

4.6 Sleeping

Children attending Zürisee-Kinderbetreuung are not expected to sleep anymore, as this is preparation for kindergarten.

2.6.1 Rest Time

From 13:30 to 14:00, there is a rest time for the children who are still there. During this time, quiet activities (such as coloring, listening to stories, puzzles, reading books, etc.) can be enjoyed. The children also have the opportunity to rest for 30 minutes and take a break.

4.7 Personal hygiene

Personal hygiene care is very important to us, as it helps build and strengthen a trusting relationship with the children. By treating the children with love, respect, and consideration, we earn their trust. We take plenty of time for this regular care and encourage the children to try things independently and participate. Such respectful care routines promote the children's cooperation and boost their self-confidence. Children attending Zürisee-Kinderbetreuung are already potty trained and use the toilet independently. If any support is still needed, we gladly offer assistance. This serves as preparation for kindergarten.

4.8 Parental Involvement

The child experiences the day in the Zürisee-Kinderbetreuung and in the family as two different environments. In order to ensure a sense of security and the best possible care in our nursery, continuous, honest communication between the parents and staff is necessary. A constructive collaboration with the parents is of great importance to us. We strive to create an honest, open, and transparent atmosphere based on mutual respect.

To ensure differentiated care for each child, parents are encouraged to regularly share their wishes, thoughts, and suggestions. Events in the family can affect the child, which is why we appreciate ongoing communication about significant occurrences. We see ourselves as partners in making important decisions (such as potty training, entry into kindergarten, etc.). We offer parents a meeting after each group transition (or as needed), during which we discuss the child's development together. Our approach to parent meetings and developmental work with the children is resource-oriented (what can the child already do) rather than deficit-oriented (what it cannot yet do). Self-development and educational processes are clearly communicated to parents during these meetings. In this context, it is our duty to point out any irregularities to the parents. However, we are not experts in this area, and in such rare cases, we recommend consulting a specialist for the child.

4.8.1 Family App

For communication throughout the day, we use an app to record all the children's activities (sleeping, eating, activities, diaper changes, etc.). Through the chat function, parents can contact the management or group leaders at any time. This method of communication helps us avoid constant distractions from phone calls, allowing us to respond to messages when we actually have time and are not with the children. However, for urgent or very important information, we are still grateful for a quick phone call.

4.9 Teamwork

The atmosphere in our Zürisee-Kinderbetreuung is of great importance to ensure that the children feel comfortable. Therefore, it is very important to us that the mood within the team, the foundation for harmonious coexistence, is maintained.

Through group supervision and intensive further training, we are highly motivated and value appreciative and transparent communication, where even disagreements can occur. For us, a harmonious team is not defined by the absence of conflicts, but by the ability to recognize tensions, address them openly, and work together to find solutions.

Effective teamwork is essential for our daily, solid, and professional care of the children, and it creates a positive environment for all involved.

5. Operation

5.1 Operating Permit/ Supervisory Authority

The Zürisee-Kinderbetreuung meets the operational guidelines for nurseries. The responsible department of the Canton of Schwyz supervises family-supportive childcare and operates an office for childcare services.

5.2 Capacity and Composition of the Children's Group

We have 40 places available per day, which are divided into two age groups. Each of our two preschool groups comprises a maximum of 10 places, corresponding to a total of 20 children. If there are up to 14 preschool children, they are cared for in a single group; if there are more, they are divided into two equivalent groups.

In the kindergarten/school-age group, there is a maximum of 26 places.

All groups of children come together in the mornings, at lunchtime, and in the evenings. The groups work closely together, which is why the group rooms are used jointly. All staff members from the different groups know every child and are responsible for all children. Siblings are given priority over other children on the waiting list. In doing so, we always adhere to the childcare ratio specified by the Canton of Schwyz.

5.3 Admission

Admission is granted regardless of nationality, skin color, religion, or social status. The only requirements for the pre-kindergarten groups are that the child is potty trained and no longer takes a nap. The child's admission is final once the childcare contract is signed by the management or group leader and the parents. Parents pay a deposit equal to one month's fee. Parents who receive subsidies from the Canton of Schwyz are exempt from the deposit payment, provided the municipality sends their share directly to us. A copy of the child's health insurance card must be submitted at registration. The Zürisee-Kinderbetreuung concept is part of the childcare contract and governs the cooperation between the parents and Zürisee-Krippe GmbH.

5.3.1 Care for Children with Special Needs

Children with special needs" refers to a child living with a medically recognized impairment. These children may make use of our services, provided that this is manageable for both the group of children and the staff. Regular evaluations are conducted, and we are informed about all important individual details. Collaboration with teachers, social pedagogues, or child psychologists is especially important to enable us to support the children as professionally as possible. For this reason, we rely on the cooperation of the parents. Decisions regarding continuation of care modules for the following school year are made on a case-by-case basis. If a child reaches the age of a sixth grader (12 years old) but is not yet in the sixth grade, the contract will not be renewed.

5.4 Adjustment Period

The transition period is tailored individually to each child. Normally, this includes a trial day shortly before the start to get to know the children and staff. A longer transition period is decided together with the parents and child. The cost for the transition period is CHF 250 per week. Shorter or longer transition periods are charged on a pro-rata basis.

5.5 Opening Hours

Monday to Friday from 07:00 to 19:00 (from 06:30 with prior arrangement)

Drop-off time: 07:00 - 09:00 & 11:00 - 12:00 & 13:00 - 14:00

Pick-up time: 13:00 - 15:00 & 17:00 - 19:00

Drop-off and pick-up times should be adhered to in order to avoid disrupting the children's group activities and to ensure the daily schedule can be followed. Other drop-off and pick-up times are only possible by prior arrangement.

Half-day places up to 6 hours should, if possible, be booked for at least 2 half-days.

If the child cannot be brought to the nursery on time or picked up at closing time, we would like to be informed by telephone or app by 8:30 and 18:00 at the latest.

5.6 Equipment

Each child should leave the following items at the daycare:

- Slippers or anti-slip socks
- Spare clothes (appropriate to the season)
- Medications/special sunscreen
- Rain gear/snow suit/swimwear

5.6.1 Items to Bring

If a child brings their own toy to the Zürisee-Kinderbetreuung, we expect them to be willing to share it with the other children. If sharing is not possible, the caregiver will store the item in the child's personal box in the wardrobe. Zürisee-Kinderbetreuung is not responsible for any toys brought from home that are lost or damaged.

5.6.2 Insurance

Health insurance, accident insurance, and personal liability insurance for the children are mandatory and are the responsibility of the parents. Parents are also liable for any damage caused by the child, as well as for the loss of personal valuables.

All necessary insurance for the operation is provided by Zürisee-Krippe GmbH.

5.7 Childcare Services

5.7.1 Regular Care

The care days are determined when the contract is concluded and are usually booked the same every week or month. Any desired change or extension of care days will be accommodated if possible - provided that the necessary care capacity is available. A reduction in the agreed care days is subject to a notice period of two months.

If a child does not attend the daycare for an entire month (30 calendar days) and the parents inform us of this at least 2 months in advance, payment can be suspended for this period. This makes it possible for the child to return after an absence of 1 to 3 months without the need for termination.

For longer absences of more than 3 months, the childcare place must be terminated it can be reassigned. However, if the child returns after more than 3 months, there is no guarantee that the spot will be available.

5.7.2 Short-Term Care

In the event of unforeseen parental absence, we offer the possibility of additional, short-term care for well-integrated children. The parents' request can be accommodated, provided that sufficient care capacity is available. The requested short-term care days should be registered by the evening before at the latest. Additional short-term care booked within the same week will incur an extra charge of +10 CHF on the normal rate. Swap days must be requested at least 24 hours in advance. Swaps can be made within the same week and on a one-to-one basis between modules. A module cannot be transferred to siblings or divided. However, holidays, sick days, public holidays, and bridge days do not entitle to compensation and are excluded from swap days.

5.7.3 Flexible Care in the Preschool Group

We offer the option of not having fixed care days in the preschool group. Parents can register their children on an ad-hoc basis, at least 1 week in advance. Parents who choose this booking model acknowledge that, due to our capacity limits, there may occasionally be a rejection of the booking, and an alternative day will need to be chosen. In addition, all parents have the option to request exchange days. If we have capacity on the requested day, we will confirm the booking. However, holidays, sick days, or public holidays do not qualify for compensation and are excluded from exchange days. Furthermore, exchanges can only be made within the same week and not across weeks.

Swap days must be requested at least 24 hours in advance. Swaps can be made within the same week and on a one-to-one basis between modules. A module cannot be transferred to siblings or divided. However, holidays, sick days, public holidays, and bridge days do not entitle to compensation and are excluded from swap days.

We would like to point out in both cases that for children with exchange days, a flexible care model, or half-day attendance, we cannot accommodate them for activities and outings.

5.7.4 SOS Care

Emergencies can occur in any family that may require the placement of the child. The SOS placement per day is also available for families who are not enrolled, provided that the required care capacity is available. This requires intensive pedagogical support for the child on our part, and the additional effort will be charged

5.7.5 Care in Case of Illness

Zürisee-Kinderbetreuung is not equipped to care for sick children. The decision to admit a mildly ill child is made by the daycare management on a case-by-case basis. Please refer to the information sheet: "My Sick Child and the Daycare" for the exact conditions.

In case of emergencies, the caregiver will contact the trusted doctor of Zürisee-Krippe GmbH (medical practice, Eugen Janzen, Schwerzistrasse 4, 8807 Freienbach) or the appropriate institution (hospital, etc.). If the parents do not agree with this, it must be submitted in writing. If we are unable to reach the parents or the child's emergency contacts in an emergency, we will take the necessary measures independently. In this case, a qualified caregiver will always accompany the child.

5.8 Preisliste für Betreuung

FULL-DAY

HALF-DAY

Preschool

Rate 140CHF

Preschool

Rate 85 CHF

1 day per week	= 588 CHF	1 day per week	= 357 CHF
2 days per week	= 1176 CHF	2 days per week	= 714 CHF
3 days per week	= 1764 CHF.	3 days per week	= 1071 CHF
4 days per week	= 2352 CHF	4 days per week	= 1428 CHF
5 days per week	= 2940 CHF	5 days per week	= 1785 CHF
Flat rate for 5 days per week	= 2800 CHF	Flat rate for 5 days per week	= 1700 CHF

FULL-DAY

HALF-DAY

From Kindergarten Rate 100 CHF

From Kindergarten Rate 75 CHF

1 day per week	= 420 CHF	1 day per week	= 315 CHF
2 days per week	= 840 CHF	2 days per week	= 630 CHF
3 days per week	= 1260 CHF	3 days per week	= 945 CHF
4 days per week	= 1680 CHF	4 days per week	= 1260 CHF
5 days per week	= 2100 CHF	5 days per week	= 1575 CHF
Flat rate for 5 days per week	= 2000 CHF	Flat rate for 5 days per week	= 1500 CHF

The monthly daycare fee (without pick-up and drop-off service) is calculated as follows:
Number of days or half-days per week × daily rate × 4.2 weeks = monthly flat rate

Example for a 2-year-old child, 2.5 days per week:

2.5 days per week = 2 × CHF 140 × 4.2 weeks

CHF 1176.—

1 x half day = 1 × CHF 85 × 4.2 week

CHF 357.—

Monthly daycare fee (flat rate)

CHF 1533.—

Additional Services

Kindergarten Accompaniment per trip

CHF 5.00

Sibling discount

10 %

Additional hourly rate

CHF 20.00

Short-term additional day (within the same week) to the regular module

CHF +10.00

SOS admission per day

CHF 180.00

SOS transport per trip

CHF 15.00

5.8.1 Costs for Food and Drinks

The children's meals are included in the price based on the chosen care option. In case of allergies or special dietary needs, it may be necessary to bring your own food, but this does not entitle you to a reduction in the childcare price.

5.8.2 Pick-up and Drop-off Service

The pick-up and drop-off service for the Pfäffikon SZ location can only be booked based on availability and individual agreement with the Freienbach location. This service is charged at CHF 20 per family per day.

5.8.3 Events and Excursions

All costs and services incurred as part of the regular daycare operations (such as visits to the zoo, swimming pool, etc.) are included in the care fee.

5.9 Company Holidays

The last week of July and the first week of August are company holidays. The daycare is also closed over Christmas/New Year. The company holidays are not charged, as we calculate using the monthly factor of x4.2, which results in x12 months and 50 weeks per year. Additionally, one week of vacation is compensated by the holidays during which we remain open. The calculation of x4.2 weeks applies in every month, including July/August and December/January when the company holidays occur. There is no right to a reduction due to company holidays.

5.9.1 Public Holidays

The daycare will be closed on the following public holidays:

1st January, Karfreitag (Good Friday), Ostermontag (Easter Monday), Auffahrt (Ascension Day), and the following day, Pfingstmontag (Pentecost Monday).

On other public holidays in the canton of Schwyz, we are open as usual. We have received approval from the canton of Schwyz for this. Please inform us in advance whether your child will attend on those days.

5.10 Payment of Nursery Fees

The contractually agreed-upon monthly childcare days are always charged. This applies even during holidays and absences due to illness, accidents, or vacations. The daycare fee will also be fully charged during the daycare holidays. In the case of daycare closure without fault (e.g., closure due to a public health order, natural disasters, etc.), parents are still required to pay the fees.

During the settling-in period, one caregiver will be exclusively responsible for the parents and the child. This effort will be charged a flat fee of 500 CHF. Shorter or longer settling-in periods will be charged on a pro-rata basis.

The fees are due monthly in advance and must be paid by the 25th of the month. Parents are encouraged to set up a standing order with their bank to ensure timely payment.

5.10.1 Subsidies

The financing of the service is fundamentally the responsibility of the parents. Regardless of the income and financial situation of the parents, the goal is to ensure that all children have access to the daycare services. "Our aim is to operate as cost-effectively as possible. The management reserves the right to make adjustments if necessary."

Since August 1, 2024, the canton of Schwyz has approved an income-dependent subsidy program. Parents can apply for financial contributions for family support services through Kibon.ch. The financial support from the government is intended to make it easier for parents to balance family and work life. The amount of the contribution depends on the parents' income and the extent of childcare needed. Flyers with further details are available at our facility. (Source: Flyer Canton of Schwyz)

5.11 Notice Periods

Each daycare spot can be terminated by the parents or the Zürisee-Kinderbetreuung with a two-month notice period in writing, during operating hours, at the end of each month. If the notice period is not adhered to, the full daycare fees will be charged.

If a daycare spot has been contractually agreed upon and the parents cancel before the child starts attending, a cancellation fee will be charged as follows:

Cancellation 7 months before the start: 0% fee

Cancellation 6-4 months before the start: 20% of the monthly fee

Cancellation 3 months before the start: 50% of the monthly fee

Cancellation less than 3 months before the start: 100% of the monthly fee

During the settling-in period (the first two weeks), the daycare spot can be terminated by either party at the end of the week, without the two-month notice period. This is to protect both the parents, the child, and us as the provider, in case it turns out that the arrangement is not suitable.

5.11.1 Adjustments to Care Arrangements for the New School Year

Adjustments for the following school year are subject to a one-month notice period, provided that the child continues to be cared for by us in the upcoming school year.

5.12 Data Protection

We work on multiple computers or laptops simultaneously and at different locations, which is why we rely on cloud services like Dropbox and OneDrive. Since these are foreign cloud services, we are in violation of the new Data Protection Act (DSG), Articles 4, Section 4 and 6, unless we have your consent. This applies particularly to a document that is uploaded to Dropbox/OneDrive and continuously worked on. We are required to maintain a detailed record of the parent and child list for the Canton of Schwyz. Parents' contact details are included, and exits are documented. By signing the registration contract, you consent to these conditions.

For the daily recording of children's data (arrival times, meals, sleep, activities, etc.), we use the Family app. Our parents receive a login and can grant access to other family members for their child. Once the child exits the daycare, the login is deactivated, and the data is archived (as required by law).

Within the Family app, we share photographs of the children's daily activities (e.g., group photos) with all parents. Should parents expressly object to this, they are required to indicate "No" in the relevant survey (internal photos) within the Family app. These internal photographs are also utilized for the individual children's portfolios (in printed form).

Photos of the children are taken only for professional purposes, such as documentation or displays within the daycare.

On social media, children's identities are concealed if the parents have indicated in the Family app that they do not wish their children to be shown.

6. Staff

6.1 Qualifications

In addition to the requirement that all qualified employees are personally mature, they must also have a recognized professional qualification. An annual performance review is conducted with the employees.

6.1.1 Role Awareness

The responsibilities of an educational specialist are diverse and varied. These include leading the children's group, supervising assigned staff, conceptual work (collaboratively developing and refining concepts), public relations and parent communication, as well as household tasks within the daily care routine.

6.2 Management and Administrative Nursery Management

The owners of Zürisee-Krippe GmbH are Vanessa Lutz-Lang and Sascha Lang.

The management of Zürisee-Krippe GmbH is led by Vanessa Lutz. She is a trained childcare professional and vocational trainer. Since February 2016, she has been a certified team leader and an examination expert for the childcare apprentices. As the administrative manager, she oversees all staff at Zürisee-Krippe GmbH. Her husband, Sascha Lang, supports the team wherever possible. In addition to managing purchases, he is also responsible for maintenance of the premises.

6.2.1 Pedagogical Nursery Management

Our pedagogical nursery management works closely with the administrative daycare management to run Zürisee-Kinderbetreuung. The pedagogical daycare management has the appropriate qualifications or is in the process of completing their training.

6.3 Group Leader

We employ mature individuals with extensive experience as group leaders. All of our group leaders are trained childcare professionals and vocational trainers with practical experience.

6.4 Apprentices at Zürisee-Kinderbetreuung

The Zürisee-Kinderbetreuung is a training facility and offers a three-year apprenticeship program for childcare professionals.

6.5 Interns

Interns must be at least 15 years old. The requirements for an internship include an interest in interpersonal relationships, a passion for working with children, and a willingness to contribute to the team. Interns are typically hired for a one-year internship and should have a perfect command of German. After completing the one-year internship, interns usually begin their professional training as a childcare specialist (Fachfrau Betreuung Kind).

6.6 Interns for Trial

Trial internships are possible and typically last for 1 week, although the official duration depends on the individual's preference.

6.7 Staff Management

Each employee has a job description outlining their responsibilities and tasks. The job description, the employee regulations, the emergency and accident plan, the nutrition concept, the code of conduct regarding sexual violence, and the hygiene concept are all part of the employment contract.

6.8 Quality Development and Maintenance

6.8.1 Team Meetings

To ensure quality development and maintenance, monthly management and full team meetings are held.

6.8.2 Further Education

Zürisee-Krippe GmbH provides all employees with an annual training leave. The team is encouraged to continue their professional development through attending courses, lectures, supervisions, adult education, and similar activities.

6.8.3 First Aid Course

Zürisee-Krippe GmbH offers an internal first aid training course titled “Accident Prevention for Toddlers” every three years. Participation is mandatory for all employees.

6.9 Salaries

The salaries of the employees are adjusted according to their professional qualifications and work experience and align with the recommendations of Kibesuisse.

7. Facilities / Play Offer

7.1 Location

In cooperation with Zürisee-Krippe, Zürisee-Kinderbetreuung offers professional and comprehensive childcare services. Located in the center of Pfäffikon SZ, right next to the Felsenburgmatte Primary School, at Summelenweg 2, this is the ideal location for the extended childcare services of Zürisee Childcare.

7.2 Room Layout

In the 200 m² ground-floor rooms, the kitchen can be used for meal preparation. A designated area for rest, quiet time, and homework is provided for the children. During care hours, the children are supervised in self-chosen groups. The various age groups are catered to with a wide range of games, books, and toys.

Familiar routines, play activities, and available resources are clearly displayed and can be independently chosen. Quiet areas are also always available. The children are meant to find a loving, familiar, colorful, and playfully arranged family-friendly environment where they feel safe and are encouraged to explore their creativity and imagination.

7.3 Outdoor Time

We make sure to go outside at least once a day, regardless of the weather, so it's important that the children are well-equipped for outdoor activities. Depending on the time the half-day children arrive, it may not always be possible to include them in outdoor activities.

7.4 Utilization

The use of the premises as a childcare center and for supplementary school day care has been approved and inspected by the relevant authorities.

8. Safety and Hygiene

8.1 Safety

The building and rooms have been approved and inspected by the fire department. The daycare center has an emergency plan that is regularly reviewed and practiced. Smoke detectors and fire extinguishers are installed on both floors and are checked at regular intervals. The daycare team is regularly instructed on how to behave in case of a fire. There are three emergency exits available.

The BfU (Swiss Accident Prevention Institute) has inspected all rooms and the garden. The safety assessment is rated very well.

If a child is not to be personally picked up by the parents, the parents must notify us in advance. The parents must provide the full name of the person authorized to pick up the child, who must present an ID upon collection. We do not release children to unknown individuals.

8.2 Hygiene

Where many people come together daily, a hygiene concept and a well-thought-out cleaning routine are essential.

Based on a hygiene concept, the team performs the differentiated, daily recurring cleaning to ensure consistently high hygiene standards in the daycare rooms. The hygiene concept can be viewed upon request. Additionally, our rooms are thoroughly cleaned every weekend by our cleaning staff.

8.3 The UN Convention on the Rights of the Child

Every child has rights. Every child has the right to grow up healthy and safe, to develop their potential, and to be heard and taken seriously. Children have a pronounced need for protection until the age of 18, as they are still heavily dependent on their environment.

8.3.1 The Four General Principles Underlying All Rights

The 54 articles of the UN Convention on the Rights of the Child are based on four general principles, which are enshrined in the following articles:

The Right to Non-Discrimination:

No child shall be disadvantaged based on their gender, origin, language, religion, or skin color. (Art. 2 UNO-KRK)

The Best Interests of the Child:

When decisions are made that affect the child, the child's best interests shall be a primary consideration, both within the family and in state actions. (Art. 3 UNO-KRK)

The Right to Life, Survival, and Development:

The child shall be supported in their development and have access to healthcare and education. The child must be protected from abuse and exploitation. (Art. 6 UNO-KRK)

The Right to Be Heard and to Participate:

The child shall be able to express their views on all matters affecting them. Their opinions shall be taken into account in decision-making. This includes being informed in an age-appropriate manner. (Art. 12 UN Convention on the Rights of the Child)

The work of Child Protection Switzerland is based on the entire UN Convention on the Rights of the Child. We pay special attention, for example, to the right to non-violent upbringing (Arts. 3 and 19 UNO-KRK). Fundamental to our work are also the right to be heard and to participate (Art. 12 UNO-KRK) as well as protection from all forms of sexual exploitation and sexual abuse (Art. 34 UNO-KRK).

Source: [UNO-Kinderrechtskonvention](#) | [Kinderschutz Schweiz](#)

8.3.2 Implementation in Daily Practice

For our educational work, this means concretely that we recognize children as independent individuals with rights. It is important to us that children are involved in decision-making in an age-appropriate manner (participation). Their opinions should be taken seriously, and their dignity must always be respected. Our educational offerings are designed to be free of discrimination and appropriate for children.

Moreover, the UN Convention on the Rights of the Child (KRK) obliges us, as a childcare institution, to always place the child's welfare at the center and to promote their holistic development - emotionally, socially, physically, and intellectually.

10. Bearbeitungslegende

Sämtliche Änderungen, welche den Inhalt betreffen (nicht das Design oder Rechtschreibung) dieses Kinderbetreuungskonzeptes werden der Fachstelle Kinderbetreuung unverzüglich gemeldet.

Datum	Was	Wer
Dezember 2016	Hortkonzept erstellt	Yvonne Lang Vanessa Lutz
März 2019	Namensänderung aufgrund der neuen Trägerschaft Zürisee-Krippe GmbH und den neuen Namen Zürisee-Kinderbetreuung.	

März 2019- November 2024	Diverse Anpassungen des Ursprungskonzepts, auf Wunsch einsehbar in der «alten Version»	Verschiedene Personen durch die Jahre, kann im alten Konzept eingesehen werden
November 2024	Konzept aufgrund der Basis neu erstellt. Pädagogischem Grundsätze angepasst. Ergänzungen in diversen Bereichen. Gültig ab 1.1.2025	Michelle Schönbächler Vanessa Lutz
Dezember 2024	Englische Übersetzung	Evalynda Beutler
Juli 2025	Anpassungen gemäss neuen Auflagen vom Amt für Gesundheit und Soziales	Vanessa Lutz
Juli 2025	Englische Übersetzung	Evalynda Beutler