



## **Regulations Wichelhuus Day Nursery**

### **1 Scope of Application**

The Wichelhuus Day Nursery is an institution of the Municipality of Unterägeri. Operationally, the Day Nursery is lead by the Supplementary Childcare Manager (see organisation chart). These regulations are an integral part of the contract between parents or guardians and the Wichelhuus Day Nursery.

### **2 Operating Licence / Recognition by KitaS**

Our institution has a cantonal operating licence. The Wichelhuus Day Nursery is part of the Swiss Nursery Association (SKV, Schweizerischer Krippenverband) since January 2004, and meets the quality standards established by the association. The Swiss Nursery Association KitaS allows teaching at our institution.

### **3 Admission & Care Contract**

#### **3.1 Documents & Application**

Applications can be submitted at all times. The application must be submitted in writing or in electronic form.

#### **3.2 Admission Criteria**

The following criteria are the basis of decision-making:

1. Priority is given to children from Unterägeri and Oberägeri, who may also apply for a subsidized place. Children from other municipalities must pay the maximum fee.
2. Children from 3 months of age until they enter kindergarten are accepted.
3. Children younger than 18 months and children who need special care take 1.5 places. Their number is limited to two children per group and per day. Special fees are applicable (see fees regulations).
4. Children with half-day care have to attend nursery for at least two days a week.
5. For pedagogical and operational reasons children with full day care are given priority.

#### **3.3. Waiting List**

Depending on the number of nursery places there is a waiting list. If possible, a place is assigned according to the date of the application. To be put on the waiting list is free of charge.

### **3.4 Contract**

The contract between parents or guardians and the Wichtelhuus Day Nursery will be established as soon as the following conditions are met:

1. Application documents have been submitted duly completely.
2. The income of the household has been declared according to the calculation sheet and submitted to the Supplementary Childcare Manager.
3. The contract has been signed by both parents or by the guardians and returned before the entrance date.
4. The contract will come into effect on the entrance date, and the fees according to the Fees Regulations will be due.

### **3.5 Termination**

The care contract can be terminated giving two months' notice as of the end of any calendar month. The termination is due in writing.

Once the contract has been terminated, re-entrance will be blocked for three months. A re-entry will only be possible after three months at the earliest. In exceptional cases the Nursery Management may permit re-entrance after a period shorter than three months on the basis of a written application.

During the settling in phase the contract may be terminated by either party giving one week's notice.

The Wichtelhuus Day Nursery reserves the right to terminate the contract without notice for cause at any time. This will apply particularly if parents or guardians do not accept these regulations or if there is reason that the mutual trust is no longer given. Circumstances that no longer allow a child to stay at nursery are also an important cause.

### **3.6 Contract Changes**

A reduction of childcare days must be made in writing two months in advance as of the end of any calendar month. An increase must be submitted in writing and is basically always possible if the capacity utilization allows so.

The Wichtelhuus Day Nursery reserves the right to change these regulations at any time. Any change of the regulations will be duly communicated. The contract can be terminated pursuant to paragraph 3.5 if the changes are not accepted.

### **3.7. Data Protection**

All employees of the Wichtelhuus Day Nursery as well as of the Department of Social and Health Affairs treat data confidentially according to Swiss and Cantonal laws on data protection. All available data may be saved (e. g. paediatrician, emergency

numbers, persons authorized to pick up the child). Changes concerning address (phone number, employer etc.) are to be communicated immediately.

## **4 Nursery Care**

### **4.1 Opening Hours**

The Wichtelhuus Day Nursery is open Monday to Friday, from 06.30am to 6.30pm. It is open all year with the exceptions of closures between Christmas and New Year, during three weeks in the school summer holidays, on cantonal holidays, and on team days for the staff of the municipality of Unterägeri. These dates will duly be communicated to the parents or the guardians in writing.

The Wichtelhuus Day Nursery is closed on public holidays.

The Management of the Wichtelhuus Day Nursery can ask parents or guardians to pick up their child at any time if the management deems necessary (e. g. sickness, incident). They are obliged to pick up their child as soon as possible if they are asked to.

### **4.2 Bringing and Collecting Children**

The standard times for bringing and collecting children (see entry folder) are to be adhered to. Not meeting the standard times may cause charges of CHF 50.00 for inconvenience. In case of recurrence the contract can be terminated according to paragraph 3.5.

### **4.3 Responsibilities**

The Wichtelhuus Day Nursery supervises and cares for children according to these regulations, starting with the personal delivery of the children to the care staff until parents, guardians or any other persons authorized to do so collect their child. During joint events, regardless if within or outside the institution, the responsibility for the children lies with the parents or the guardians.

### **4.4 Settling of Children**

The familiarization phase for children usually takes two to three weeks following an individual Settling In Policy. The care person defines the settling in dates together with the parents or the guardians. During this time the parents visit the nursery regularly with

their children at the defined times and commit themselves to support their child intensely during this period.

The fees are defined in the Fees Regulations.

### **4.5. Sickness & Accidents**

When entering the nursery a copy of the child's vaccination certificate must be delivered to the Nursery Management. Special medical conditions and contagious illnesses within the family or in the neighbourhood are to be reported to the Nursery Management. If your child is ill, you are asked to report this as soon as possible, but no later than 9.00am on the concerned day.

Ill children and particularly children with contagious illnesses are not allowed to attend nursery because special care in this particular case cannot be guaranteed, and in order to protect other children from infection.

If a child falls ill at nursery, parents or guardians are contacted by phone. In urgent cases we see the doctor on duty in Unterägeri.

The decision whether a child can be cared for lies with the Nursery Management.

#### **4.6. Medication**

The employees of the Wichtelhuus Day Nursery usually do not administer prescription drugs to children. If a child relies on regular medication or as an exception, the parents or guardians are requested to confer with the Nursery Management and to sign a form confirming their agreement to administer drugs to their child. Furthermore, an exact medical prescription must be available. It is basically recommended that children stay at home during the times when they have to take prescription drugs.

#### **4.7. Holidays and Absences**

Individual holidays must be reported early to the Group Leader or the Nursery Management. Unforeseen absences shall be submitted to the Nursery Management or the Group Leader by 9.00am on the same day. There is no possibility to make up for missed care days.

#### **4.8. Childcare Staff**

All employees have the appropriate education for their function. The minimum requirements concerning qualification and personnel coverage are given and controlled by the Swiss Nursery Association KitaS. Wichtelhuus is recognised as a teaching institution. The basic ethical values and principles are defined in the Operational Policy and Educational Concept. They are reviewed in clearly defined intervals concerning liability, sustainability and effectiveness.

#### **4.9. Nutrition**

The operational and nutrition concept of the Wichtelhuus Day Nursery defines binding principles and guidelines of a balanced, diversified and healthy diet. Typically, meals are prepared at Wichtelhuus. If possible, meals delivered by an external caterer are prepared according to the same guidelines and principles defined in the Operational Policy and the Nutrition Concept. Apart from breakfast and lunch small snacks are offered in the morning and in the afternoon.

Bottled nutrition for babies must be brought to nursery. Otherwise, children are only allowed to bring food along if discussed with the Nursery staff. Special dietary needs for health, cultural, ethic or religious reasons may be accepted, if possible.

#### **4.10 Clothing**

Parents or guardians are responsible that their children wear clothes suitable to the weather conditions and to the season. Since the children also stay outside, substitute clothes must be provided. Dirty clothes will not be washed at nursery.

#### **4.11 Miscellaneous**

Slippers and a drinking bottle must be brought along. The nursery does not assume liability for personal belongings such as cuddly toys, toys etc.

## **5 Fees**

### **5.1 Service fees**

The fees for childcare are included in the Fees Regulations of the Wichtelhuus Day Nursery. They are part of the contract between the Wichtelhuus Day Nursery and the parents or the guardians.

### **5.2 Invoicing and Payments**

Invoicing and payments of the fees are defined in the Fees Regulations of the Wichtelhuus Day Nursery.

## **6 Authorities and Final Regulations**

### **6.1 Operating Approval & Duty of Supervision**

The operating approval and the duty of supervision lies with the competent authority of the Canton. The Wichtelhuus Day Nursery complies with the legal Buildings and Fire Regulations according to the inspection of the responsible authority. There is an employer's liability insurance for our staff.

### **6.2 Insurance**

Parents or guardians confirm by registering and signing the care contract that they have taken out health, accident and personal liability insurance for their child.

### **6.3 Severability Clause**

If singular clauses of these regulations are or will be invalid or unenforceable in whole or in part or if there is an omission in this contract, the effectiveness of other clauses will not be affected.

## **7 Validity**

These regulations apply from 1 January 2018 and replace the regulations from 1 October 2013.

Unterägeri, 24 May 2017

Municipal Council Unterägeri

Josef Ribary  
Council Leader

Walter Vattolo  
Deputy Municipal Clerk