

KiBiZ Kinderbetreuung Zug

Daycare Regulations in KiBiZ Kitas

Translation as per Care Regulations of 1.1.2024

The actual regulations may vary, and the latest German version prevails in case of any discrepancy. This translation is only to be considered as an orientation; it will not be regularly revised.



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SAMPLE - current regulations may vary

1 Scope

To allow for the best day-care possible and ensure a good cooperation between parents and the KiBiZ Kitas, the rules for cooperation are documented in the Day-care Regulations. The fee regulations are an integral part of the care contract.

2 Care

2.1 Basic Principles

Care in the KiBiZ day-care centers is provided in accordance with the legal requirements of the Canton of Zug and an operating licence from the relevant municipality. The responsible municipality regularly inspects the day care centres. The education is carried out according to recognised pedagogical and developmental psychological principles and is based on the cornerstones of **Care – Educate – Rear**. The pedagogical concept is available on request and can be found on the website. High standards are set for the quality of care and the qualifications of the care staff. In addition to pedagogy, aspects such as the childcare ratio, rooms, healthy nutrition, safety and hygiene are also part of the concept. All KiBiZ Kitas are certified QualiKitas or are striving for certification.

2.2 Remit

Our care relates to the vicinity of the KiBiZ Kita and/or walks and trips in the area around it. The responsibility of the Kita only starts when the child is handed over face-to-face from the parent to the KiBiZ staff (except for kindergarden kids).

Accompanying children, either to kindergarten or school, is not in the scope of the KiBiZ day-care centers. An exception is accompanying children attending a kindergarten in the close neighbourhood during the settling in period until the autumn school holidays. The day-care center informs the parents should the child not come to the day-care center after the kindergarten lessons.

Accompanying children to doctors or to therapies by the Kita staff is not possible (except in case of emergency). As a matter of principle, the Kita staff may drive the child by car in case of emergency.

In case of common events of KiBiZ with the parents, the responsibility for the child lies solely with the parents, both inside and outside of respective day-care center.

2.3 Extent of Care / Minimum scope of care

As a matter of principle, children are taken care of on predetermined days. The minimum scope care is regulated on the fee sheet. The care days are fixed on predetermined weekdays that remain the same (unless changed in general in written form). The extent of care is calculated as follows:

5 full days/ week	100%
4 full days/week	80%
3 full days/week	60%
2 full days/week	40%

2.4 Settling-in Period

A good settling-in or transition period is very important to us, as the rest of the stay in the day-care center is greatly affected by these first impressions. The first two to three weeks at the day-care center (according to the contractual agreement) are used for the settling-in period. To optimally integrate a child into the day-care center, a gradual approach to the new environment and the new caregivers takes place during this phase. The child initially only spends a few hours a day in the day-care center and is accompanied by one or both parents. Little by little, the parent or parents withdraw. The parents receive a settling-in plan from the day-care center in good time before they start. The days may during deviate from the contractually agreed care days for an optimal settling-in. The settling-in phase is chargeable according to the contractually agreed scope of care.

2.5 Meals

We have lunch together in the KiBiZ day-care centers. In addition, snacks are provided. Attention is paid to fresh, seasonal and regional products as well as a balanced diet. There is also a daily vegetarian menu. If children need a special diet for proven health reasons, the parents must bring the appropriate food. Details are regulated in the nutrition concept.

2.6 Children with Special Needs

Children with special care needs (physical or mental impairment, behavioral deficiencies, developmental deficits) can only be admitted and cared for on a case-by-case basis, after prior consultation with the day-care management and in cooperation with the curative education service (Heilpädagogischer Dienst) or other suitable bodies. Parents are requested to report any special needs when registering.

2.7 Safety

“Stumbling does not mean falling over”.

Ensuring the safety of children forms the basis of our care. A safety concept, which we have developed together with a safety engineer, as well as annual safety reviews form the basis.

In addition to the emotional and physical need for security, it is also important for the development of children that they are given enough freedom to have a wide range of experiences. The children need challenges, want to experiment, try things out, get to know their limits and be able to grow thereby. This claim is not always compatible with an absolute understanding of security. Our KiBiZ day-care centers take the view that children must deal with obstacles and dangers to acquire skills in dealing with them.

With this in mind, we constantly weigh pedagogical, learning and safety aspects against each other and give children - considering their development stage - space to explore new worlds. On this account we integrate traffic, scissors, trees and being in the forest, stairs, climbing-frames, tools etc. into our daily care.

3 Contact Person for the KiBiZ Kitas

3.1 Legally responsible party

Unless special circumstances apply, the KiBiZ Kitas only communicate with the legally responsible parents or guardians.

3.2 Persons Authorised to Collect Children

As a matter of principle, the children are only handed over to the persons who have legal custody. Other persons must be in possession of personal permission, which expresses the will of the legal parent/guardian. If children are to be picked up by minors, a written authorization from the custodial person is required. The parents are obliged to inform the staff daily who is picking up the child. The children will not be handed over to unnamed or unknown people.

4 Hours of Operation

4.1 Operating hours and Holidays

4.1.1 Regular Operating Hours

The KiBiZ Kitas are open from 7.00 a.m. to 6.30 p.m. on workdays. The KiBiZ Kitas are closed on national and cantonal holidays.

4.1.2 Earlier Closures

Four times a year, the day-care centers close at 4.00 pm for internal training. Details can be found in the schedule of holidays/early closures for the respective calendar year.

4.1.3 Opening Hours during Power Blackouts

The KiBiZ Kitas are prepared for announced power cuts of limited duration and can continue to provide care. In the event of an unannounced blackout of uncertain duration, care is arranged as follows:

- Blackout **during** daycare operation: We look after the children until the end of operation or until they are picked up by a defined caregiver.
- Blackout **before** the day care centre opens: The day care centers do not open during a blackout. If the blackout is over by 10.00 a.m., the daycare centers open in the afternoon from 1.30 p.m. onwards.

4.1.4 Regular Organisation's Holidays

KiBiZ day-care centers are closed for two weeks during the Zug schools' summer holidays. These holidays are generally between the last week of July and the first week of August. KiBiZ day-care centers are closed between December 24th and January 2nd (inclusive). Details can be found on the annual holiday plan.

4.2 Bringing and Collecting Times

Children must be brought and collected at the agreed operating times.

- Arrival in the morning between 7.00 – and 08.45 a.m. The activities start at 9 a.m.
- Collection in the afternoon from 4.15 pm and 6.15 p.m.. The day-care center closes at 6.30 p.m.

These bringing and collection times are binding since daily activities are planned during the remaining times.

4.3 Attendance time for children under 18 months

If considered to be in the child's best interests and following consultation with the parents, the management of the day-care center may limit the daily attendance time for children under 18 months.

5 Absences

5.1 Unforeseeable Absences

If for any reason a child is unable to attend the KiBiZ Kita, we kindly request to be notified by 9.00 a.m. on the day.

5.2 Planned Absences

To enable optimal day, week and vacation planning, foreseeable absences such as vacation are to be announced in good time. This makes our planning a lot easier.

6 Illness

Sick children may not be brought to the day-care center since we are unable to provide the necessary individual care. Should a child fall ill whilst at the KiBiZ Kita, parents/guardians will be notified immediately and requested to collect their child as soon as possible.

In the event of an emergency, the staff is entitled and obliged to immediately send the child to medical care or hospital care. The staff must be informed in writing of all illnesses, allergies, therapies, medication, and diets using the form provided by KiBiZ. Supportive measures during therapy can be carried out if necessary and in consultation.

Parents are informed about trips the children take. Following trips to the forest will be the parents recommended that children be checked for ticks. The parents are responsible for the control.

7 Accoutrements

7.1 Children's needs

Parents must ensure that spare clothing (warm clothes in winter), slippers, rubber boots, diapers, special baby food etc. are always available. Requirements change according to season and parents will be kept informed as to what is necessary. We are unable to assume liability for personal belongings.

7.2 Entry badges

Parents need an entry badge to enter the day-care center. The badges are compulsory and come at a charge. The costs are available on the fee sheet.

8 Cooperation with Parents and other Parties

Good cooperation between the KiBiZ Kitas and the parents/guardians forms the basis of a trustworthy relationship. It is also vital for successful care. Therefore, the involvement of parents and other partners is essential.

8.1 Daily Information Exchange

A daily information exchange is conducive to a good cooperation. Information is also regularly placed on the parents' notice board.

8.2 Parental Activities

To further good cooperation, parents/guardians should take part in parental activities in the KiBiZ day-care events and at parent events. In the interests of good cooperation, the parents (or legal custodians) take part in parenting activities and parental events in the KiBiZ day care center and at KiBiZ Kinderbetreuung Zug.

8.3 One on One Meeting

An in-depth discussion takes place at the latest one year after entry. In this meeting, we will look at the child's development and current situation. If required, parents may request such a meeting later.

8.4 Administrative Information

We report any changes, news and happenings in the KiBiZ day-care center via e-mail, letters and KiBiZ Info to parents. The KiBiZ office will gladly help with any other information.

8.5 Cooperation with external partners

If needed for the child's wellbeing, KiBiZ cooperates with different partners. The discussion takes place upon mutual agreement and authorisation of the parents.

8.6 Cooperation with municipalities

- The operation of day-care centers is subject to a license by the respective municipal authorities. KiBiZ holds operating licenses for all day-care centers and works with the licensing and supervising authorities.
- Data is exchanged in connection with childcare vouchers (Betreuungsgutschein) and subsidized places.
- With regards to kindergarten children, there might be coordination with the public school (kindergarten) by exchanging name, address and care days.

8.7 Membership

Parents can become a member of the KiBiZ sponsorship, the non-profit association Zug (Gemeinnützige Gesellschaft Zug (GGZ)). A membership supports the broad social commitment of GGZ as well as the commitment to a needs-based and qualitatively convincing offer around childcare in the Canton of Zug. A first annual membership is included in the care package.

9 Insurance

9.1 Health, Accident and Personal Liability

Parents/guardians are responsible for all insurance for their children (health, accident and personal liability) and are to ensure that this is at the necessary level of coverage.

9.2 KiBiZ Kinderbetreuung Zug Operating Liability

As legally required, the KiBiZ Kinderbetreuung Zug has operating liability insurance for damages caused to persons and/or to property. The insurance covers the personal liability of children whilst in the KiBiZ Kita with the exclusion of the way to and from the institution.

10 Exclusion

In the following circumstances a child may be excluded from the KiBiZ Kita, either for a time-limited period or permanently:

- When its behaviour harms others or property.
- Unacceptability on account of grave behavioural disorders or high psychological stress.
- If the fees are not paid.

11 Final Clause

The Day-care Regulations were approved by the Directors and are valid as from 1.1.2024. KiBiZ Kinderbetreuung Zug reserves the rights to alter these provisions at any time.

Zug, in October 2023

KiBiZ Kinderbetreuung Zug