



# Information dossier

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## Mission Statement

### "Who are we?"

The Kinderhaus LOKI was founded in 2004 with the sponsorship "Verein Kinderhaus LOKI" (LOKI Children's Day Care Association) and is located directly next to Dietikon railway station and the Limmat recreational area. In 2015, the association was transformed into a limited liability company.

Kinderhaus LOKI is a professionally run family-supplementing institution in accordance with the guidelines of the Canton of Zurich. We offer all-day and part-time care for babies from three months and toddlers until they enter kindergarten. In our two houses with plenty of space, the children are cared for in three age-separated and one mixed-age group.

The company has a cantonal operating licence and is recognised as a company providing vocational training.

### Our vision

*"Not all care is the same: We make the difference!"*

At Kinderhaus LOKI, a familial, benevolent, cordial atmosphere as well as a positive working atmosphere are of great importance. The well-being of the child is our focus. This is also reflected in our slogan "Here is your child's turn".

In addition to a child-friendly house with a large garden for playing, we offer the children a varied daily routine with a wide range of childcare options. We treat the children, parents and the team openly, positively and without prejudice, regardless of gender, nationality or social class. In doing so, we cultivate a loving and authentic interaction. A customer-oriented attitude is very important to us. Not only the children, but also the parents should feel comfortable with us.

We are also distinguished by our longstanding, constant and motivated staff, who not only know our values, but also visibly live them.

### Opening hours and company vacations

Monday to Thursday: 7:00 am - 6:00 pm

Friday: 7:00 am - 5:00 pm

Company vacations: 2 weeks during the summer vacations, 1 week over Christmas/New Year and general holidays.

### Childcare options

All-day care: Monday to Thursday: 7:00 am - 6:00 pm  
Friday: 7:00 am - 5:00 pm

Half-Day Care Morning: Monday to Friday: 7:00 am - 1:00 pm

Half-Day Care Afternoon: Monday to Thursday: 1:00 pm - 6:00 pm  
Friday: 1:00 pm - 5:00 pm

## **Children's groups**

Kinderhaus LOKI offers space for 4 groups in the two houses with large grounds.

Group "Wage Kunterbunt":	2 babies from 3 months and 7 children from 1.5 to 4 years, 3 caregivers
Group "Wage Nuggichrabler":	8 - 10 babies and toddlers from 3 months to 2 years, 4 caregivers
Group "Wage Bananefüess":	12 children from 2 to 3 years 3 caregivers
Group "Wage Gwunderfitz":	15 children from the age of 3 until kindergarten entry 3 caregivers

## **Staff**

The management team of Kinderhaus LOKI consists of the managing director, the children's house and co-children's house director and the deputy children's house director. All of them have a qualified, pedagogical education.

Several group leaders, trained co-caregivers, apprentices and interns work in the childcare team.

The LOKI team also includes a cook, a room attendant and a caretaker.

Regular pedagogical training is supported and financed by the company.

## **Bringing and pick up times**

Children can be brought from 7:00 am to 9:30 am and picked up from 5.00 pm to 5.50 pm (Friday 4:00 pm to 4:50 pm). We kindly ask you to inform us early if you exceptionally want to bring your child later or pick him/her up earlier. In order to be able to carry out a good and professional handover, we ask you to pick up your child at least 10 minutes before Kinderhaus closes.

## **Daily Routine**

The children are brought to Kinderhaus between 7:00 am and 9:30 am. During the bringing time we provide a small snack with fruits. From 8:35 am to approximately 9:00 am, a communal breakfast takes place. After that, we offer the children an individually designed program. At 11:30 am we will have lunch together. After lunch, the little ones take a nap and the big ones have a rest. The afternoon program is also designed according to the needs of the children. At about 3:30/ 4:00 pm there will be a snack (Zvieri). Between 5:00 pm and 5:50 pm (Friday 4:00 pm to 4:50 pm) the children are picked up. At 6:00 pm (Friday 5:00 pm) LOKI closes.

A varied and child-oriented daily routine is very important to us. In addition to guided activities and various excursions, we offer the children appropriate free spaces in which they can develop and unfold individually.



## **Pedagogical Principles**

### **1. Our goals and values for the children**

#### **1.1 Personal development**

We support each child's personality development in a need-oriented way through an open and guided offer. We therefore offer them:

- guided group activities
- various excursions
- adequate space for independent play
- Attention through open, positive and unprejudiced encounters

It is important to us to build good and supportive relationships with the children. They should develop enough confidence to express their needs and feel comfortable.

#### **1.2 Social Development**

The child should learn to recognise and respect that every person has their own personality. They should learn to recognise and represent their needs and to express their joys and disappointments. In the case of educational difficulties in everyday life, especially on the behavioural level, we separate between difficult behaviour of the child and his or her person. We are concerned that the children learn to deal with reactions to their behaviour (frustration tolerance and the ability to deal with conflicts). Transparent and well thought-out group rules and the discussion of them are part of the design of the social area of our children's house. Rules give children security and orientation. It is particularly important for us that:

- Conflicts among themselves are resolved without violence
- the children treat each other and their toys respectfully
- they use a cultivated conversational language

We refer to the children's resources and not their deficits. Therefore we want:

- strengthen them in their self-confidence
- encourage and motivate them in difficult situations
- support and accompany them in coping with everyday situations

### 1.3 Physical Development

We encourage the children in their language, imagination, creativity, motor activity and their senses:

- with games, gymnastics, romping and dancing
- with age and development appropriate games
- with music-making and singing
- with telling stories
- with handicrafts and painting
- with cooking and baking
- etc.

In addition to the various activities, we offer the children appropriate free spaces in which they can pursue their individual play.

### 2. Our values in the cooperation with parents

It is important to us that your child feels comfortable with us and that you have the assurance that your child is in good hands at Kinderhaus LOKI. A prerequisite for this is a good cooperation between the parents and the team. In order to be able to respond adequately to the individual situation of the child, the following points are necessary for us:

- mutual trust
- open and transparent communication
- good flow of information through daily exchange
- support and advise on education issues
- conduct parent events
- if necessary, conduct meetings with parents about the developmental status of the child

### 3. Our values in teamwork

We are convinced that constructive cooperation within the team has a positive effect on the atmosphere and the children's behaviour. Our cooperation is characterized by:

- openness and transparency
- honesty
- mutual trust
- the ability to deal with conflicts
- flexibility

Regular exchange, team meetings and qualification discussions ensure professional cooperation. Our employees continue their education with at least one further training course per year.

### 4. Our cooperation with other care facilities

The children's house networks with other day nurseries, kindergartens etc. An interdisciplinary cooperation enables new insights and experiences to flow into the work. Another goal of the regular exchange is to provide mutual support.



## **Information About Care**

### **Registration**

Registration is made in writing by means of a childcare contract, which is signed by both parties. The contract concluded with the parents is binding.

### **Familiarisation**

Familiarisation is an important time for the child and the parents. Duration and form therefore depend on the needs of the child and are discussed in advance between parents and caregiver. As a rule, about 2 weeks are planned for the familiarisation period.

### **Preparation**

Parents are responsible for preparing the following for their child: Weather appropriate day wear, house shoes, season appropriate spare clothes, rain gear as well as rain boots and nappies.

Everything else, such as toothbrushes, various care products, powdered milk, vegetable and fruit porridge we prepare ourselves, etc., is provided by the children's home.

We do not take responsibility for toys brought into the children's house.

### **Communication**

A good flow of information is very important to us. In addition to personal exchanges, it is also important to us to keep parents up to date with information about the LOKI children's house. Therefore, current and important information for parents (e.g. about children's groups, team, regulations, etc.) is regularly sent by e-mail.

### **Promotion of Independence**

The older children (3 years and older) are no longer accompanied by a caregiver around the clock during free play. They are sometimes allowed to play in selected groups in a room or in the separate play room (Depi), without permanent supervision. This is to promote independence and give children the opportunity to solve interpersonal issues without an adult (social behaviour). The children's group is of course observed and supervised at regular intervals.

### **Excursions**

A varied daily routine for the children is very important to us. In addition to free play and guided activities, we make various excursions by public transport, LOKI-bus or private cars to various playgrounds, the forest, farm, etc.

## **Disease**

Ill children must not be brought to the LOKI to avoid infecting other children. In case of illness of the child in the children's house, the parents will be notified immediately. In the event of an emergency, your child will be cared for by the family doctor in charge or by a doctor from the surrounding area. Medication will only be given without parental consent in acute emergencies if the parents cannot be reached. Allergies and other sensitivities must be discussed at the time of admission. Likewise, the children's home management must be informed about contagious diseases in the family.

## **Deregistration**

We kindly ask you to deregister your child early if he/she cannot come to LOKI. Holidays or longer absences should be reported to the group leader in advance.

## **Additional Care**

In consultation with the group leader, it is possible to have the child cared for on an additional day, either full or half-day, depending on the workload.

## **Changes in the relationship of care**

Changes to the days of care must be communicated to the Kinderhaus management at an early stage and cannot always be guaranteed immediately, depending on the workload. A reduction of the relationship of care must be communicated in writing (by letter or mail) at least two months in advance. If the childcare slot can be filled earlier, an earlier reduction is also possible. Changes or an increase in the number of days of care are only possible if there are still places available on the desired day.

## **Cancellation**

Cancellation must be made in writing (by letter or e-mail) at the end of the month. The cancellation period is two months. This must be adhered to. Otherwise, the deposit is used to settle the outstanding invoice amount. If the care contract is cancelled before the start of childcare relationship, a notice period of two months must also be observed. Otherwise, the monthly rate will be charged.

## **Hygiene and safety**

The legal requirements for hygiene and safety are regularly checked. The required fire protection regulations comply with the legal guidelines. A child will not be handed over to a third party unless the care team has been expressly informed in advance by the parents.

## **Insurance**

The parents need a liability insurance and are responsible for the child's health insurance. The children's house has a business liability insurance.



## Price Structure

### Price composition

In addition to educational support and meals, the price also includes excursions and various care products.

### Price range for babies up to 18 months

Gross income	Full-day	Morning	Afternoon
Regardless of income	CHF 140.00	CHF 98.00	CHF 84.00

### Price range for children from 19 months

The prices are calculated according to the current gross income.

Gross income	Full-day	Morning	Afternoon
up to CHF 110,000	CHF 120.00	CHF 84.00	CHF 72.00
CHF 110,001 to 125,000	CHF 125.00	CHF 87.50	CHF 75.00
from CHF 125,001	CHF 130.00	CHF 91.00	CHF 78.00

### Composition of income

The following is added to the gross income of both parents: Additional earnings, alimony, disability pensions, scholarships, social aid, support contributions, orphans' and half-orphans' pensions, widows' and widowers' pensions, etc.

We would be grateful if you could provide us with copies of the following documents unsolicited or inform us if your gross taxable income is over CHF 125,001:

- Last year's pay slip (if the salary is still current) or the last three pay slips of both parents
- Additional documents listed above (if available)
- EBV: Test form from the school administration Dietikon

The information will be kept strictly confidential.

## **Subsidised places (EBV)**

The LOKI children's house has a limited number of subsidised places. Parents residing in Dietikon, have the possibility to apply for subsidies (EBV) at the city of Dietikon.

In order to calculate the monthly parental fee, parents must contact the Early Childhood Centre at Bremgartnerstrasse 22, 8953 Dietikon with the necessary documents (see "Composition of income"). A test form will then be created on which the monthly rate can be seen.

The city of Dietikon calculates with following care percentages:

- Full-day care: 100%
- Half-day care morning with lunch: 70%
- Half-Day Care Afternoon: 50%

The monthly rate is calculated by the city as follows: Subsidised care rate x number of days per week x 4.2.

At <https://kitarechner.ch/Dietikon/> the parental fee per month can be determined by the parents themselves.

More detailed information on subsidies can be found at:

[www.schule-dietikon.ch/de/betreuung/ausserschulische/kinderkrippen](http://www.schule-dietikon.ch/de/betreuung/ausserschulische/kinderkrippen)

In case of additional care, the regular price of CHF 120 will be charged.

## **Payments arrangement**

The monthly price is calculated from: Care rate x number of days per week x 4.

In the monthly price, the company holidays and public holidays are already deducted, as only 48 out of 52 weeks have to be paid in the year.

The monthly price is payable in advance on the 1st of each month. Any additional days of care will be charged in arrears.

## **Reservation of a childcare place**

Free childcare places can be reserved. If these are reserved more than two months in advance, the Kinderhaus will charge a reservation fee of CHF 200. This amount is non-refundable.

If a childcare place is reserved for another child, no reservation fee has to be paid.

## **Paying a deposit**

Parents pay a deposit of one month's fees on admission, which is refunded on termination of the childcare relationship, provided there are no outstanding debts.

For families with more than one child, a deposit must be paid for each child.

## **Admission fee**

A one-time admission fee of CHF 100 is paid in cash upon the child's admission to cover administrative expenses and familiarisation.

For families with more than one child, an admission fee must be paid for each child.

## **Sibling discount**

For each additional child cared for at Kinderhaus LOKI, parents receive a 10% discount on the monthly fee of the older child (except for subsidised places).

**Care costs in case of absence**

The costs for the agreed care times will also be charged if the child is absent (illness, holidays). In case of longer absence (from 1 month), parents receive 50% discount on the monthly price. Holidays as well as vacation days cannot be compensated.

**Reporting changes**

Please notify us of any changes in your place of residence or employment, as well as any changes in your income. Anyone who does not provide Kinderhaus with this information, or provides false information, risks losing the childcare place.

**We look forward to welcoming you to LOKI!**

**Please do not hesitate to contact us if you have any questions or require further information.**



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