

Information sheet: daycare centre pop e poppa limminäscht

The daycare centre pop e poppa limminäscht provides childcare services outside the family. It is managed by the group pop e poppa familyservice and is run in close co-operation with the Limmattal Hospital.

Pop e poppa limminäscht furnishes its children with an environment conducive to furthering their happiness and giving them a wide variety of different experiences and skills. The emphasis is placed on the child's holistic development and social integration. Educational methods are described in the pedagogic mission statement.





The quality of the daycare services is ensured via a uniform quality management system that applies to all facilities operated by the group pop e poppa familyservice.

Child admission

Pop e poppa limminäscht provides daycare for children aged from three months to kindergarten/elementary school age. Children are looked after in two separate groups with a total of 18 places.

For pedagogical reasons and to guarantee a successful integration into the group, every child needs to be present at least two days per week.

The following conditions apply for admission:

-  The child should attend regularly
-  The registration is done through an online application form
-  An admission meeting takes place between the parents and the head of daycare centre (opportunity to discuss personal concerns and requests)
-  Compliance with the agreed orientation period

Please contact the head of daycare centre directly for a viewing tour of the facilities. Due to high demand, there might be a waiting period between registration and admission. If, during the waiting period after applying, you decide to use a different daycare solution, or if you wish to cancel your application for any other reason, you are requested to notify the head of daycare centre immediately.

Child registration

Parents register their child online and directly with the head of daycare centre and, where necessary, with the responsible employer's department. The head of daycare centre makes admission decisions and, in the case of company places, consults the respective department. The group pop e poppa familyservice or the affiliated company enter into a daycare agreement with the parents. The agreement specifies the extent and cost of daycare as well as the mutually applicable period of notice.

Orientation period

Familiarisation of a child to the new environment is expected to take two to three weeks. During this time, parents should be present at the daycare in the first week and be reachable by phone in the second week.

Business hours

Pop e poppa limminäscht is open from Monday to Friday, 6.45 am to 6.00 pm. The centre remains closed between Christmas and New Year's Day and on official holidays (Good Friday, Ascension Day, Christmas Eve) as well as on three employee training days. The details are specified in the centre's annual plan.

Rates

You find the exact care possibilities and prices on our separate rate sheet.

To ensure a child-friendly regular daily routine, the following drop-off and pick-up times should be kept:

Morning	6.45 a.m. (*for hospital staff 6.30 am) - 9.00 am (arrival of children)
Lunchtime	11.00 a.m. (arrival of children for afternoon care including lunch) 1.00 p.m. - 2.00 p.m. (arrival of children for afternoon care without lunch) 11.30 a.m. (pick-up of children from morning care without lunch) 2.00 p.m. (pick-up of children from morning care including lunch)
Evening	4.00 p.m. - 6.00 p.m. (pick-up of children)

You are asked to arrive on time for pick-up if you wish to get some information about your child of a centre staff member. If, for special reasons there is a day when you need to pick up your child early or late, please let the centre team know in advance. Please also notify the team if a different family member or trusted person will pick up the child. Children are never released to strangers

We charge parents who fail to collect their children on time. The same rate applies as to childcare on demand.

Childcare on demand

This additional childcare service is available in the evening (from closing time to 9.00 p.m.). Parents who take advantage of the service will be charged extra. Please register by email by 4.00 p.m. two days in advance. Registrations are binding.

Since high pedagogical standards are our top priority, a fully qualified member of the daycare centre staff will look after the children.

Rates for parents

The current daily rates are specified on a separate price sheet on our website. A reduced daily rate applies to staff working at the affiliated companies and to families resident in the town of Schlieren (see separate price sheet on our website).

The daycare costs are calculated in the form of monthly lump-sums beginning with the orientation period. Where children join during the month, a pro-rate lump-sum is charged. The full monthly lump-sum is payable throughout children's absences on holidays, their sicknesses and absences for any other reasons. The fixed monthly lump-sum is calculated on the basis of 240 childcare days per year.

Parents with flexible places only

Parents with flexible places submit the days they require care in the following month by the 15th of the current month – either in paper form or by mail as a scan including their signature.

The specified days will be invoiced and cannot be changed. Additional days can be obtained in the form of joker days. Once these are used up, additional days can be booked.

Supplementary days, absences

The daycare schedule for each child is set at registration. Irregular daycare schedules have to be arranged with the head of daycare centre. Provided that not all places are occupied and after consultation with the head of daycare centre, parents can take advantage of a maximum of three additional days of childcare per calendar year at no extra cost. To guarantee optimum care of all children, we decide by the 15th of the preceding month whether an additional day at the daycare centre is feasible.

Additional days will be charged at the usual day rate. A change of the daycare schedule is possible as an exception after consultation with the head of daycare centre. Parents should report absences (vacation, sickness etc.) at their earliest convenience.

Special flexible daycare places are available for staff with shift work contracts at Limmattal hospital. Irregular childcare hours can be arranged with the head of daycare centre.

Sickness

Pop e poppa limminäscht can only provide care for children in good health. If a child cannot attend the daycare because of sickness, parents must notify the centre by 9:00 a.m. of the absent day. Any contagious disease occurring in the child's family must be reported to the daycare. If a child is brought to the daycare despite mild sickness (cold, diarrhoea, etc.), the responsible staff member decides if the child can stay. If a child gets sick in the course of the day, parents are informed promptly and the child must be picked up.

The daycare centre will keep records of the vaccinations of your children. If somebody falls ill with measles, children who are not vaccinated against it, are not allowed to attend the daycare centre for 18 days. This will help to prevent an epidemic. Therefore we recommend to have your children vaccinated against measles in time. Vaccination against measles is a recommended basic vaccination of the federal office of public health. When children receive a fresh vaccination, the parents are required to submit an updated photocopy of the vaccination record.

Emergencies, accidents

In case of an emergency, daycare staff members are permitted to place the child under the supervision of the daycare's trusted physician or a hospital. If such a situation occurs, parents are always notified immediately. All expenses (e.g. for a taxi) will be paid by the parents.

Children with a temporary handicap, e.g. as a result of an accident, can be cared for at the daycare as long as they can participate in the daily activities and do not require special additional care that exceeds the capabilities of the daycare. The head of daycare centre decides if daycare can be provided for a child. The daycare disclaims all liability for a retardation of the healing process or any consequential damages.

Staff






The qualifications of the head of daycare centre and the daycare specialists comply with the cantonal guidelines and the recommendations of the Association kibesuisse. On top of this, the number of staff is in line with our pedagogic approach (nurturing, educating and caring for children) and the practical teaching of trainees.

Meals

At the daycare centre pop e poppa limminäscht a healthy, balanced and seasonal child-appropriate diet is important. Whenever possible, preference is given to organic products. Lunch is prepared by an external caterer. Snacks – and puréed vegetables and fruit for infants – are prepared on-site. Parents are responsible for providing special food for infants or children with food allergies. Parents should refrain from giving their child other types of food to bring to the daycare (e.g. candy).

Clothing and toys

At the daycare centre, children should wear comfortable and practical clothes that can be soiled. Parents are responsible for making sure that their child has seasonally appropriate clothes when needed. These include:

-  Second (replacement) set of clothes
-  Rain gear
-  Protection against the sun
-  Diapers
-  Slippers or slip-resistant socks

Children are generally permitted to bring toys from home if they wish to do so, unless the toys in question are objectionable (war-themed, guns, etc.). The daycare centre, however, is not liable for any lost or broken objects

Insurance and liability

Parents are responsible for their child's insurance (against accident, sickness, personal liability). The daycare centre pop e poppa limminäscht maintains liability insurance, but is not liable for lost objects or damages caused by the child. Public means of transportation are used for educational trips. The daycare centre is not liable for any personal and material damages that may occur on public means of transportation.

Cooperation with the parents

An open exchange of ideas and concerns with parents is important to the daycare staff. In order to be able to address the special needs and traits of every child, the daycare centre depends on feedback and information provided by parents.

Parents should advise the group heads about any medications their child needs to take while at daycare. Please contact the head of daycare centre with any requests, ideas or educational questions you may have. Our team will be glad to assist you.

Parking

During pick-up and drop-off times, parents can use parking spaces near the daycare centre.

Change of address

Parents should inform the daycare promptly of address or telephone number changes.

Leaving the daycare centre / termination of contract**Basic points**

Notice of termination must be provided in writing by the end of the month, subject to a notice period of three months. If a child stops attending the daycare centre prior to the end of the notice period, the full monthly lump sum must still be paid until the notice period concludes. If the level of childcare is reduced, the agreed period of notice must still be observed.

Parental duty to notify

The parents shall inform the head of daycare about a child's planned departure from the daycare centre or the imminent departure from a participating company as soon as this is foreseeable.

Further information

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