



Regulations of Kinderkrippe KIKRI ETH Zentrum

INTRODUCTION

The Kinderkrippe KIKRI ETH Zentrum daycare center (hereinafter referred to as KIKRI) is an association of parents. It is bound by the requirements and recommendations of Kibesuisse, the City of Zurich's Department of Social Affairs, and the statutory provisions of the Canton of Zurich. KIKRI holds the necessary permission to operate.

SERVICE PROVIDER

The daycare center is run by the association called "Kinderkrippe KIKRI ETH Zentrum." The association's Executive Committee and the daycare management are responsible for the daycare center. The association's General Assembly is the highest body with decision-making and supervisory duties as well as complaint authority. The organization, management and operation of KIKRI are regulated as stated in the following text.

PRINCIPLES OF CARE

KIKRI is an educational establishment where qualified staff encourages and supports children in their development. It aims to supplement the family's educational work and offers the child a stimulating learning environment. The goal of the daycare center is to empower the child step-by-step to live a life guided by self-fulfillment and social responsibility. We support the all-round development of each child by taking into account his/her individual pattern of learning and development and following the educational concept. KIKRI is bound by the quality standards set out by the association of university daycare centers.

CAPACITY

KIKRI offers daycare services for children four months and older until they enter "Kindergarten." There are 48 places available for mornings (7:00 a.m. to 2 p.m.) and 28 for afternoons (2 p.m. to 6:30 p.m.). The daycare center gives priority to children of ETH Zurich employees.

PREMISES

The daycare center is housed in rooms specially designed and laid out for daycare services, which the association rents from the ETH Zurich. The premises include an outdoor yard as well. The rooms comply with the specifications set out by the appropriate competent authority. The ETH Zurich bears the costs of maintenance and repairs for the buildings and facilities.



ADMISSION

When admitting children to available places in the daycare center, the following criteria apply as best as possible:

1. Siblings of children already enrolled at the daycare center.
2. Children of ETH Zurich employees and students (Art. 2-8 of the ETH provisions, SR 414.131) and KIKRI staff.
3. Children of employees for ETH-affiliated companies, of University of Zurich staff and students, and parents living in the immediate vicinity of the daycare center.

These admission priorities take precedence over any financial considerations.

Admission criteria

Enrollment at the daycare center is subject to compliance with various city provisions and ETH Zurich guidelines, which govern how children are admitted to KIKRI.

The educational concept and current capacity level at the daycare are taken into account when deciding on admissions. Children are cared for in mixed-age groups. The sizes of groups are mandated by the city and Canton. The age and gender of the children act as further admission criteria; that is, the daycare center places high value on a balanced age structure and a balanced proportion of girls and boys.

Social hardship is taken into consideration on a case-by-case basis.

The ETH Zurich has the right to place one child per year at the top of the waiting list for operational reasons.

Registration, waiting list, admission

There is an application form ("application approval") to register children for a place in writing.

Once a year, parents with children on the waiting list will be asked whether they still require a place in a daycare center. If no reply is received, they are removed from the list.

Due to the above-mentioned criteria, the waiting list does not constitute an admittance list based solely on receipt of the enrollment application. We will take the waiting list into consideration to the extent permitted by the admission criteria.

Once a place becomes available, the KIKRI management will ask the interested parents to attend a meeting about the availability of a place.

KIKRI stipulates that parents submit confirmation of compatibility of family and work (proof of employment) for admission.

A one-time enrollment fee is due upon receipt of the definitive confirmation of admission (conferral of a place at the daycare center).

The daycare center applies a three-month trial period, during which either party is free to give thirty days' notice of termination, ending with the end of a week. Definitive admission as a member of the association is granted after the end of the trial period. The membership dues are then due.

LEAVING THE DAYCARE CENTER

Leaving a place at KIKRI is normally on July 31 of the relevant year. It is not permitted to leave in the months of May, June, or August. Two months' written notice of leaving must be given to the daycare management.



TERMINATION OF AN ETH ZÜRICH TRAINEE OR EMPLOYMENT CONTRACT

Parents working for or studying at the ETH Zurich are obliged to inform the daycare management immediately if their trainee or employment contract is terminated. All ETH Zurich privileges regarding daycare payments cease as of the date of such termination.

TRANSITION PERIOD

A transition period helps children adjust to their new settings at the daycare center with as little stress as possible. With a parent nearby, the child can gradually build up a trusting relationship with his/her caregiver at the daycare. The transition period generally lasts between two and four weeks. During this period, one of the parents must be available to accompany their child for several hours each day in the first week and pick them up at any time during the remaining time of the transition period, if necessary. The group head will adapt the amount of time the child stays at the facility initially to the child's specific progress. Children younger than 18 months old may not stay full days at the daycare during his/her first three months at the daycare; he/she may stay from the morning until 2 p.m. at the latest.

OPENING TIMES

KIKRI is open daily from Monday through Friday from 7:00 a.m. until 6:30 p.m. KIKRI remains closed for: the Christmas holidays- between Christmas and New Years in the last week of July and the first week of August (may be altered by the Executive Committee, if necessary). KIKRI will remain closed on the following public holidays: December 24–26 (part of the Christmas holidays) January 1–2 (also part of the Christmas holidays), Good Friday, Easter Monday, Whitsun/Pentecost, Ascension Day, May 1 (Labor Day), August 1 (part of the summer break generally). KIKRI closes at 4 p.m. on the days before public holidays (Maundy Thursday and the Wednesday prior to Ascension Day).

REGULAR ATTENDANCE

A regular period when all children are present is necessary to ensure continuity and child-centered care which fosters a sense of community. Therefore children are obliged to attend five mornings per week (a morning is defined as 7:00 a.m. to 2 p.m., where the child needs to be present by 9 a.m. at the latest and stay in his/her group until after the noon meal is finished). Exceptions are possible in justified cases only and do not affect the parental contributions. If parents request a reduction, increase, or change of days in the duration of afternoon care, this can be arranged by request submitted to the daycare management. The request must come a full month before the requested change of care date (the change will begin on the first of the month following). Attendance on specific afternoons must be agreed upon with the child's group leader and the daycare management; the decision will be made according to individual needs and KIKRI's capacity. Additional afternoons will be charged separately.

DROP-OFF AND PICK-UP TIMES

Morning:	7:00 a.m.–9 a.m.
Afternoon:	1:30 p.m.–2 p.m.
Evening:	5:00 p.m.–6:30 p.m.

Apart from illness or emergencies, the daycare team must be notified of a child's absence from daycare at least one day in advance.



MEALS

A good selection of high-quality food and beverages is an important service for our children and their families. We believe that eating habits acquired in childhood often last for the rest of our lives. We therefore take care to provide high-quality meals that are varied, nutritionally balanced, and appetizing. Children are served a morning snack (Znüni), a lunch, and an afternoon snack (Zvieri). Meals are provided by KIKRI and freshly prepared by an in-house cook.

ILLNESSES

Sick children are not allowed to attend the daycare center because of the risk of infecting others. Sick children usually need more individual attention and require more familiar surroundings. If a child feels unwell or becomes ill while at daycare, the group leader will contact the child's parents and, if necessary, arrange with them for the child's pickup.

In the event of an accident, the child will be taken to the children's hospital or the child's physician. The parents will be informed.

SPECIAL EVENTS

Various special events will be organized by the daycare team, the board, or parents to promote social contact, shared experiences, discussion, and celebration among the parents and children.

PARENTAL INVOLVEMENT

Parents commit themselves to participate in work for the daycare's benefit for an equivalent of about one hour per week. The tasks are initiated, announced, and distributed by the Executive Committee and the daycare management and staff and will take various forms. Serving on the Executive Committee of KIKRI counts as parental involvement. If a parent continually refuses to take part in such work, it can be grounds for exclusion from the daycare based on the association's bylaws (Art. 4 (2)).

FUNDING/PARENTAL CONTRIBUTIONS

The income for KIKRI daycare services is derived mainly from contributions by ETH Zurich, municipal contributions and parental contributions. The monthly fees for the parental contribution vary according to the parents' taxable income. Whether parents are eligible for subsidies depends on their income, their place of residence, and their affiliation ETH Zurich.

In cases of illness, vacation, or other reasons for absence from the daycare, the fee still has to be paid in full.

REGISTRATION FEE PER CHILD

A one-time registration fee is charged per child when the daycare contract is signed. This fee is intended to cover administrative costs. This fee is payable within ten (10) days of receiving the contract signed by KIKRI. The daycare place is not reserved until the registration fee is received. If payment is not received within the ten-day period, the place is released for another child. The registration fee is non-refundable.



MEMBERSHIP DUES PER FAMILY

The membership dues are payable for the first time when the child is enrolled at KIKRI after successful completion of the trial period. Subsequently, the annual membership dues, which are charged per family, must be paid at the end of each calendar year. Membership dues already paid are not refunded when the child leaves the daycare. The amount of the dues is individually set by the General Assembly in accordance with the bylaws.

MANAGEMENT

Daycare management is appointed in accordance with the training requirements for daycare staff and managers issued by the Canton of Zurich's education directorate. The daycare management keeps the Executive Committee informed of the operations of the daycare. The duties and responsibilities of the daycare management are based on the relevant job descriptions.

DAYCARE STAFF

The appointment of daycare staff complies with the provisions set out by the Canton of Zurich's education directorate, which determine the required qualifications and the staff-to-child ratio. Each group of children is led by a staff member who holds a degree in childcare. Trainees and interns also work in all groups due to KIKRI being a registered training institution. When possible, the daycare center also allows for youth to serve their term of civilian service. Each member of the qualified staff is obliged to participate in continuing professional development once a year.

AUTHORITIES/RESPONSIBILITIES

The daycare center is organized as an association. The authorities and responsibilities of the association's individual bodies and of the daycare staff are clearly set out in a duty activities chart and in the relevant job description. The daycare management keeps the parents informed of the operations of the daycare.

INSURANCE

The children are insured against accidents during their regular hours at KIKRI. KIKRI has its own third-party liability insurance policy. KIKRI assumes no liability for the damage or loss of personal items. Costs accruing to parents due to an irregular closure of the daycare center cannot be passed on to KIKRI.

These Regulations shall replace the Regulations of March 27, 2019, and were approved by the General Assembly on March 28, 2023.

Disclaimer

This is a non-binding, unofficial translation of the original German version entitled "Betriebsreglement." Although it was prepared with all due care, KIKRI ETH Zentrum assumes no responsibility for any potential omissions or mistakes. The legally binding document is the original German version, which shall prevail in any case of doubt or differences of interpretation.

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Original German version dated March 28, 2023