

kita ennetsee

PEDAGOGICAL CONCEPT

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1 Introduction

Our day-care centre offers supplementary childcare for children from 3 months until kindergarten entry. We care for max. 12 children per day in two mixed-aged groups. There are never more than 2 children under the age of 18 months in either of the groups.

We offer our services to all children, regardless of their family background and religion. Furthermore, the personal reasons why parents would like to have their child looked after by non-family members is irrelevant to us. The day-care is run in a politically neutral manner.

1.1 Daily routine

A daily routine with rituals provides the children with a feeling of safety. The children know what is going to happen next at the day-care centre at any given time when there is a structured daily routine in place. The daily routine is adaptable and is put together based on the needs and interests of the children.

The daily routine of the Kita Ennetsee is as follows:

07.00am	The day-care centre opens. All of the children get together in their groups
07.30am – 08.00am	communal breakfast
08.00am	all children who had some breakfast brush their teeth
09.00am	the remaining children have arrived in both groups
09.00am– 09.30am	greeting the children/ sensitivity circle/ morning snack (Znüni)
09.30am – 10.45am	activities / go for a walk depending on the weekly and yearly plan
10.45am – 11.10am	singing circle / changing nappies / bathroom/ wash hands
11.10am	all children go to the lunch table
11.00am – 11.15am	children are picked-up or dropped-off
11.15am – 12.00pm	communal lunch/ 11.50am last serving of food, possibly already teeth brushing
- 12.15pm	brush teeth / wash face / put on and check nappies / children get ready for bed
12.15pm – 2.15pm	employee breaks / lunch tasks are completed
12.15pm – 2.30pm	children sleep individually / children's siesta (blinds are closed for 30 min with a tape playing and book) / carry out an activity with the children at the table
1.30pm – 2.00pm	children are picked-up and dropped-off
4.30pm – 4.00pm	activities / go for a walk depending on the weekly and yearly plan
4.00pm – 4.30pm	afternoon snack (Zvieri)
4.30pm – 5.00pm	wash hands and face / change nappies
4.30pm – 5.30pm	evening tasks are completed
4.30pm – 6.00pm	unstructured playtime for the children
6.00pm	communal tidying-up
4.00pm – 6.15pm	children are picked-up and an extensive report is provided
6.30pm	the day-care centre closes

1.2 Opening hours / General holidays & public holidays

The Kita Ennetsee is open from Monday to Friday from 7am – 6.30pm. The day-care centre is closed as from the 24th of December until and including the 2nd of January. Additionally, the day-care centre is closed on cantonal holidays. The day-care centre remains open during the Summer holidays. However, we take a long weekend after Ascension Day and shut at 5pm before Easter and Ascension Day.

The exact openings hours can be found in the yearly «Public Holidays and General Holidays»-document.

1.3 Familiarisation

The initial phase at the day-care centre is the basis for building a relationship between the child, their parents and the carers. This phase is a big challenge for all parties involved. One of our fundamental objectives of the familiarisation phase is to be able to establish a stable and trustworthy relationship with the parents, the child and the new carer. Experiences which are made during this initial phase will impact the remaining time at the day-care centre. Furthermore, they can influence how the child handles new living conditions later on in life.

The child needs certainty that their parents will return, even if they are gone for a long time. This is why each child needs a contact person who can give them the needed support and stability.

The duration of the familiarisation phase is normally two weeks. The children should take their time in adapting to the new surroundings and impressions. Gradually, the child should get used to the new environment and should, with the presence and support of their parents, gain self-confidence and start to feel comfortable with the new environment. The exact procedure is discussed together with the parents at the beginning of the childcare service. The individual needs of the child are considered whilst establishing the procedure.

2 Goals and Values for the Children

2.1 Pedagogical principles

The child's well-being is our main focus. We respect the personality and the individual development of each child and support them according to their age, abilities and preferences. The aim of the Kita Ennetsee is to provide the children with a safe place where they feel comfortable and where they can develop themselves.

The following aspects are important to us:

- A child-friendly institution offering lots of playing possibilities
- Support the children in becoming independent
- A positive company atmosphere
- A benevolent and friendly atmosphere
- Being encouraging and appreciative
- Patience and fairness
- Listening and acting attentively
- Simple and transparent rules

The Kita Ennetsee releases a yearly planner every year, which can be found on our homepage, in order to provide parents with an overview of what we experience with the children throughout the year. The following details are listed on the yearly planner:

- Activities with the children (Easter egg hunts / Children's day / vegetable planting etc.)
- Monthly topics (an activity is organised every day according to the monthly topics)
- Activities with parents (Summer party / Parents' evening / Progress updates etc.)

We support each child in integrating and feeling part of their group. We want the child to feel comfortable at the day-care centre. We structure the children's familiarisation phase in such a way that it ensures that the children always have the same carer as a person of contact in their group. We do this in order to assist the child in feeling part of the group.

We offer sufficient movement in the above-mentioned monthly topic activities and consider them in our weekly plan. Each child has its own carton box for the monthly topics. The group leaders keep a «Children's File Folder», in which they keep track and document the most important happenings of the children. Parents are welcome to take these documents home with them when their child leaves the day-care centre.

Other activities:

We also go on longer excursions with the children, for example:

- Picnics by the lake
- A day in the woods
- Visit adventure playgrounds
- Boat trips
- Farm trips
- Trips to see various animals
- And much more...

We spend an hour at the sports hall each week as a fixed part of our weekly plan. We rent the sports hall on Wednesday afternoons for an hour. The activities during the hour at the sports hall are planned around the needs of the children as well as the current monthly topic.

We support the children in developing their personality by providing them with an open and varied range of activities to take part in. The needs of the children are considered at all times. Therefore, we offer the children the following activities:

- Guided group activities according to the monthly topics
- Enough space in order to play independently
- Attention from open, positive and unbiased encounters

It is important that we build good and sustainable relationships with the children. They should develop sufficient trust to be able to express themselves properly and feel comfortable.

2.2 Social development

The children should recognise and respect that each individual has their own personality. They should learn to identify and represent their needs by expressing their disappointments and joys. We distinguish between difficult behaviour of the child and their person, in the case of pedagogical difficulties in everyday life, especially on the behavioural level. It is important that the children learn to deal with rules (frustration tolerance).

Forming transparent, well-thought-out and self-executed group rules is very important at the Kita Ennetsee. We review our rules regularly and amend them if needed. Rules provide children with stability and orientation.

The following points are especially important to us:

- that conflicts are solved without violence.
- that children treat each other and their toys with respect.
- that they speak with each other in a polite and friendly manner.
- that the children integrate well in the groups.
- that they help one another mutually.

We focus on the children's strengths. We want them to learn how to take on responsibilities. That is the reason why we try to...

- strengthen the children's confidence and self-awareness.
- encourage and motivate the children during difficult situations.
- support and accompany the children in coping with everyday situations.

2.3 Physical state of development

We support the children in developing their speech, imagination, creativity, gross and fine motor skills together with their five senses:

- through running, dancing and gymnastics
- through going on adventurous and nature-related walks
- through singing games, verses and rhymes
- through playing instruments and singing
- through telling and re-enacting stories
- through listening to their own invented stories
- through dressing-up and acting
- through handicrafts and painting, (mainly with day-to-day materials. The process is more important than the end product)

We offer the children sufficient time and space along side the activities:

- in order to rest
- in order to have some time alone if desired
- in order to get creative with their own ideas whilst playing and have time to test their ideas
- in order to practise professional-, self-, and social competence.

2.4 Nutrition

Fresh communal meals are prepared for every day by the carers. We cater for breakfast, a mid-morning snack (Znüni), lunch and an afternoon snack (Zvieri).

- breakfast: bread with butter, jam and honey / Ovomaltine
- mid-morning snack (Znüni): colourful – seasonal fruit platter
- lunch: salad / vegetables / main course (1-2 x meat or fish per week)
- afternoon snack (Zvieri): colourful – seasonal fruit platter / varied and healthy Zvieri

Mealtimes allow the children to experience companionship and provide them with the chance to talk to other children and grown-ups. We offer varied and healthy meal at the day-care centre as well as unsweetened drinks such as unsweetened tea or water. Eating and drinking should take place in a relaxed atmosphere. This should allow the child to experience that food can be an enjoyment and delight. The child should be able to experience several senses and should continuously develop its independency whilst eating and drinking.

The children are prompted to eat, are however never forced. The children should enjoy food and should listen to their natural hunger signals. A defined structure, communal meals with rituals, regularity and appropriate table manners provide children with stability and orientation.

We prepare fresh vegetable and fruit purees, which we freeze in portion sizes, due to the fact that babies have different eating habits. It is important to us that the children have the same eating rhythms at the day-care centre as they do at home. Parents need to provide the day-care centre with milk powder as the choice of powder is very individual. We offer our full support should mothers still wish to breastfeed their babies or give them breast milk when they are at the day-care centre.

Children with allergies, intolerances and religion-related requirements are catered for strictly according to their personal nutrition plan. All details are discussed in depth with the parents and an extensive plan is created on the basis of the child's requirements. A plan is visible in the group rooms for the whole team to see as well as in the kitchen for the person responsible for cooking. The whole team receive a detailed introduction. We care for children of different religions at the Kita Ennetsee.

3 Collaboration within the team

We are convinced that constructive teamwork has a positive effect on the atmosphere as well as on the behaviour of the children.

Our teamwork is influenced by:

- openness and transparency
- the ability to criticise and deal with conflicts
- honesty
- mutual support
- mutual trust
- thoughtfulness and compassion
- flexibility
- further education
- frequent team meetings
- discussions with the apprentices
- discussions regarding the trainees practice instructions

- discussions with the group leaders

4 Collaboration with the parents

A good relationship between the day-care centre and the parents is an important prerequisite for the comfort of the child at the Kita Ennetsee. The following points are important to us in order to be able to address each child's individual situation:

- that we can build mutual trust
- that we inform parents regarding important happenings (better too much information than too little)
- that there is a daily exchange regarding your child
- that we integrate the parents in the happenings in and around the Kita Ennetsee
- that we take parents seriously, implement their requests and wishes whenever possible
- that we advise and support parents when requested in questions regarding raising their children
- that we carry out parents' evening and conversations