

**Rules of use
for the Day Care Facilities
of the City of Besigheim**

Besigheim, Status September 2023

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Regulations for the Use of the Day Care Facilities of the Town of Besigheim

1. Validity

The regulations apply to places in the day care facilities for children in the city of Besigheim from the Kitajahr 2023/2024.

The usage regulations are part of the admission contract/agreement and will be handed out with it.

2. Tasks of the day care centre

The aim of the day care facilities is to promote the development of the child into a self-reliant and socially competent personality. This includes the education, upbringing and care of the child. The promotion of children in day care facilities fulfills an independent age- and development-specific educational, upbringing and care mandate. The orientation plan for education and upbringing is an overall concept for all kindergartens in Baden-Württemberg, published by the Ministry of Education and Cultural Affairs of Baden-Württemberg.

Through the orientation plan, the state of Baden-Württemberg strengthens the day care centres as a place of early childhood education. The children are individually accompanied in their development and educational processes. This is an important basis for later learning at school and for education as a lifelong process. The Orientation Plan Baden-Württemberg looks at early childhood education processes from different perspectives. Based on the fundamental idea of the self-educating child who wants to discover and experience the world, the Baden-Württemberg orientation plan focuses on a total of six fields of education and development.

Day care centres promote the development of every child and thus counteract disadvantages. All children in the facilities thus experience equal opportunities.

3. Registration

You can find information about the day care centres in Besigheim on our homepage: <https://www.besigheim.de> and register your child/children via the online portal: <https://nhkita.besigheim.de>. Before the start of childcare, a preliminary discussion will take

place with your child/children at the facility. At this meeting you will receive the complete registration documents with the module sheets (choice of care times). Your registration becomes binding with the signing of the admission contract and the preliminary interview at the day care centre. Parents are required to submit the necessary documents for admission. The intention to record personal data electronically must also be pointed out again verbally. If places are available, children will also be admitted at short notice.

4. Data protection

Personal data which is collected and used in connection with the upbringing, education and care of the child in the facility is subject to the data protection regulations applicable to the provider. The provider guarantees compliance with the data protection regulations. Data may only be transferred to persons or bodies outside the facility if there is a legal authorisation to transfer data or a voluntary written and specific declaration of consent from the child's legal guardian. The collection, processing and use of data for the creation of education and development documentation requires the consent of the legal guardians. The consent must be given in writing form (Annex 14).

Publication of photos of the child in print media and/or on the internet will only take place with the written consent of the child's legal guardians (Appendix 14).

Without the consent of the legal guardians, the institution collects personal data about them or their child or children only to the extent necessary for the upbringing, education and care of the child in the institution.

5. Selection

Children who live in Besigheim are generally admitted to the day care facilities. Children with physical, mental or other disabilities are generally admitted if their special needs can be taken into account in the day care facility.

The basis for the allocation of a kindergarten place is, in principle, the completion of the child's third year. In the case of a crèche place, the child must be at least one-year-old. In principle, the date of birth determines the order of priority in the selection process. Exceptions are possible if the day care centre has to ensure a balanced group structure. If there are more applications than places available, the following criteria are weighed up; the list does not represent a ranking:

- Parents' occupation or education

- Overcoming and/or preventing the need for social welfare or unemployment benefit II-Siblings
- Children with special needs (e.g. children with disabilities).

When making the selection, particular attention must be paid to the diversity (mix of age, gender, culture of origin, social situation, special needs) of the respective day care centre for children.

6. Admission

With the submission of the admission contract, your registration becomes binding. The attached declarations (Annexes 2, 3, 6,7) and the presentation of the certificate of medical examination (Annex 5) must be submitted before admission to the day care centre for children. There is no entitlement to a particular day care centre.

It is recommended to have the vaccinations against diphtheria, tetanus and polio carried out before the child is admitted.

The admission of the child requires the signing of the admission contract and the attached declarations as well as the presentation of the certificate of the medical examination. In order for the child to be able to educate and develop well in the day care centre and for his or her education to be well organised, the child should attend the day care centre regularly. In order to be able to create a daily rhythm in the day care centre, the child should be present in the day care centre by 9.00 a.m. at the latest. If a child is unable to attend the day care centre, the educational specialist must be informed immediately.

7. Settling in

The admission of the child begins with the settling-in phase. The educational specialist of the day care centre will inform you in advance about the structure of this phase. We attach importance to the presence of a parent at an individually agreed time. Parents will receive more detailed information at the day care centre, where the "Guidelines for settling in" are available.

8. Termination of place

A place can be cancelled by the parents with four weeks' notice in writing to the end of the month. The day care centre for children and Mrs. Barth, City of Besigheim, must be informed of this in good time. For children who are admitted to school and attend the day care centre until the end of the kindergarten year, a written notice of termination is not necessary. For children starting school, the childcare relationship ends at the beginning of the summer holidays of the day care centre. For children starting school, deregistration's on the last day of the month preceding the holidays will not be accepted unless the vacant place can be filled immediately. Temporary deregistration's will not be accepted. A deregistration is considered temporary if the child is re-registered within three months for which fees are due.

The City of Besigheim may terminate a place with four weeks' notice to the end of the month for the following reasons

for the following reasons:

- The child is absent without excuse for at least 4 weeks.
- The child requires special help which the parents do not cooperate in arranging or supporting or support.
- If the payable parental contribution has not been paid for two consecutive months.
- If the parents repeatedly fail to comply with the duties set out in these regulations.

9. Illness of the child

Children suffering from fever, vomiting or diarrhoea are not allowed to visit the centre. If the child falls ill with a contagious disease (e.g. diphtheria, measles, rubella, ringworm, head lice, scarlet fever, chicken pox, whooping cough, mumps, tuberculosis, polio, jaundice, transmissible diseases of the eyes, skin or intestines), the day care centre must be informed immediately, at the latest on the day following the illness (Annex 11 Protection against infection). In any of these cases, attendance at the facility is excluded. After the usual infectious diseases (except for notifiable ones), the pedagogical staff can have the parents/guardians sign a confirmation that the child is healthy and no longer contagious (Annex 7). After the following illnesses that must be reported to the health office, e.g. scabies, lice, tuberculosis, hepatitis, salmonellosis, meningitis and others, a doctor must certify that there is no longer a risk of infection. Furthermore, re-admission to the day care centre in case of tuberculosis, diphtheria, typhoid and paratyphoid fever, bacterial dysentery and cholera is only possible after the health authority has lifted the ban on day care. Children who fall ill during the care period

are to be collected from the facility immediately by their legal guardians. In particularly justified exceptional cases (in the case of chronically ill children), specialist staff also hand out medically prescribed medication to children (Annex 8). In order to prevent food-borne illnesses, the information sheet (Appendix 10) should be followed.

10. Documentation of educational processes

More and more day care centres are starting to document the educational processes of the children. The documentation of the educational processes of the children with the help of observation sheets, photographs, audio and video recordings is becoming more and more common. This serves in particular for professional reflection in the team and as illustrative material for development discussions with parents (Annex 14).

11. Duty of Supervision

The duty of supervision of the educational staff exists for the duration of the child's stay in the day care centre. It begins when the child arrives or is handed over at the day care centre and ends when the child leaves the centre and is handed over to the parent or legal guardian or their representative with written authorisation. Parents alone can determine how their children travel to the day care centre, and the educational staff are responsible for the return journey, see Annex 9. Parents and day care centres must pay particular attention to a good transition from one area of supervisory responsibility to the other (Annex 19). Children are not permanently supervised during play according to their age and development. supervised at all times.

12. Parent Participation/Parent

Advisory Council Parents and guardians shall be involved in essential matters of upbringing, education and care. It is therefore equally important for mothers and fathers to participate in parents' evenings and other events. The parents are also represented by a parents' council; which is elected annually. The pedagogical staff and the parents' council agree annually on how they want to work together in the conceptual process of the day care centre. Upon request, rooms for meetings in the day care centre are made available to the parents' council (Annex 13).

13. Parental assistance

If, by agreement, parents help out in the day care centre for children and take on tasks that are also carried out by the staff of the day care centre, they are treated the same as the staff in terms of insurance and liability law for this activity (e.g. supervisory accompaniment on an excursion/project, short-term supervision of children in the centre in emergencies, etc.; not, however, participation in summer festivals or similar).

14. Opening and Closing Hours, Holiday Care

The opening hours of the day care centre for children can be found on the module sheet of the day care centre. Parents are obliged to collect their child at the latest at the end of the agreed care time.

During the Kita - year (beginning and end of the summer holidays) the day care facilities are closed for 20 days during the school holidays. The closing times are determined from year to year. The closing times are determined in a participation and consultation process with the parents' council for the coming calendar year and announced by 15 November of the current year. If the day care centre or a group has to be closed for a special reason (e.g. due to illness or being prevented from attending work), the parents will be informed in good time. The responsible body of the day care centre shall endeavour to avoid closing the day care centre or the group for more than three days. This does not apply if the day care centre has to be closed to prevent the transmission of contagious diseases. The day care centre year ends on 31 August and therefore all children who start school in September can attend the day care centre until 31 August.

15. user fee (parental contribution)

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1. A parental contribution and, if applicable, a meal allowance will be charged for attendance at the day care centre. The parental contribution is to be paid by the legal guardian.
2. The parental contribution is to be paid in the set amount from the beginning of the month in which the child is admitted to the facility. It is to be paid in advance by the 5th of each month (Annex 2). The parental contribution is a contribution to the operating costs of the facility and

must therefore also be paid during holidays, in the event of temporary closure, in the event of prolonged absence of the child and until the termination takes effect.

3. One month per year is free of charge (August).

4. If the parent or guardian is unable to pay the parental contribution despite public assistance (assumption of the parental contribution by the Youth Welfare Office/Social Welfare Office), the contribution can be reduced by 50%. This applies in particular to children from families who are in possession of a municipal family pass.

1. The amount of the parental contribution in the day-care centres is graduated according to the amount of time spent at the centre, the number of children who have not yet reached the age of 18 and who are not only temporarily living in the household of the person liable for the contribution. These family circumstances change the amount of the contribution, e.g. the birth of a sibling, must be notified to the provider by the parents.

2. If children under 3 years of age are cared for in kindergarten groups, a surcharge of 100% will be levied until the month in which the child turns.

3. For details of the contribution rates, please refer to the lists above.

4. For children under 3 years of age, the fee is reduced by 50% in the month of admission if the child can only attend the facility by the hour during the acclimatisation phase.

16. Insurance/Liability

According to § 2 of the Social Security Code VII (accident insurance), the children are legally insured against accident insurance

- on the direct way to and from the day care centre and
- during their stay at the day care centre

with the Württemberg Municipal Accident Insurance Association. This applies both to children admitted on the basis of an existing care contract and to visiting or trial children. These "additional" children must stay in the facility with the knowledge and will of the provider/day care centre staff (educational specialist). If, for example, a summer party takes place outside of the childcare hours, these children are only insured against accidents during the official part

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of the event. If children are in the centre or on the grounds of the centre (playground, etc.) outside of care hours, they are not covered by accident insurance. All accidents that occur on the way to and from the day care centre must be reported to the centre management immediately. No liability is accepted for the loss, damage or confusion of the child's wardrobe and other personal belongings (including valuables, especially jewellery). It is recommended that the child's belongings be marked by name. Parents may be liable for damage caused by a child to a third party.

17. Complaints

The staff of the Main and Regulatory Administration, Childcare and Youth Work Team, Mrs Barth, Team Leader (Tel.: 8078-266) and Mrs Goebel (Tel.:8078-275) are interested in both positive and critical feedback from parents. This feedback prompts the staff to check the quality of their work again. Parents receive a response to critical feedback after 4 weeks at the latest (Annex 13).

Besigheim, September 2023