

[Übersetzt in die Sprache Englisch]

Rules of use:

**Rules for day care in the child and family centres
of KiTa Bremen**
from January 2023

Important info at the beginning

What are KuFZ?

KuFZ is the short name for KiTa Bremen's children's and family centres (in German: **Kinder- und Familienzentren**). KuFZ are places for children and their families. The KuFZ educate, raise and care for children.

What is important for the work of the KuFZ?

- The KuFZ supports each child in the way that is best for the child.
- The KuFZ works together with the parents. Parents means all guardians. This can also include, for example, single mothers and fathers, foster parents or relatives who live with the children.
- The KuFZ works together with the people in the district.

The KuFZ are important contacts for families. *You can find more information in the brochure "Framework concept for the development of child and family centres".*

To whom do the rules of use apply?

The rules of use inform about the rights and duties of parents, children and visitors.

The relationship of childcare

How do you get a place in childcare for your child?

You must submit an application for care. The childcare centres adhere to the Bremen Reception Places Act.

If a childcare centre can take your child, you will receive a confirmation.

You must confirm the acceptance in writing within 14 days. Otherwise, another child will get the place.

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For how long will your child get a place?

Children are always accepted for one kindergarten year. The kindergarten year begins on 1 August and ends on 31 July. If a child is admitted later, the kindergarten year still ends on 31 July.

The childcare place is for a specific offer, for example crèche, kindergarten or after-school care. Your child gets the place for a certain number of hours per day.

How can you extend the care for the next kindergarten year?

You have to submit a **new application every year** for the next kindergarten year. And you must again confirm the acceptance in writing within 14 days.

If you have the right to another year of care, your child will keep its place in the same KuFZ. This applies to children in the crèche and kindergarten.

Who is responsible for the supervision of your child during care?

The parents give the staff the duty of supervision for the time of care in the KuFZ and during excursions. The duty of supervision is described in the *German Civil Code in § 1631 paragraph 1*.

While your child is in care, these rules of use and other rules of KiTa Bremen apply.

Opening hours, holidays and emergency services

At what times can your child attend childcare?

The KuFZ are open from Monday to Friday from 8 am to 4 pm. After-school care centres are open Monday to Friday from 1 to 4 pm. The KuFZ discusses this with the parents' council beforehand.

Each KuFZ decides for itself whether to offer early or late services. The KuFZ asks all parents about their wishes. Then the centre looks at the possibilities and decides which services to offer. The services also depend on whether the KuFZ has enough staff.

Can your child attend the KuFZ during school holidays?

There is a limited holiday service during the school holidays. The holiday service can be different from the normal service. If you want your child to attend the holiday service, you must apply to the KuFZ management in good time before the holidays.

When are the KuFZ closed?

During the **school holidays**, each KuFZ is closed on a total of 20 working days per year. 15 of these days are during the summer holidays. The KuFZ discusses the dates with the parents' council beforehand.

You will receive the information about when the KuFZ are closed every year in March at the latest.

KuFZs in the vicinity coordinate their holiday times with each other. If there is no other possibility, your child can go to another KuFZ in the vicinity.

Four days in the kindergarten year are **quality development days (QD days)**. On these days, the staff do further training and team development. There is no supervision on the QD days. The KuFZ management sets the dates for the QD days and also coordinates them with the parents' council.

In special cases, a KuFZ can be closed or there is only limited care. This only happens when there is no other option. For example, because of an order from the health authority. In such a case, your child cannot attend another childcare centre. You will not get any money back.

It can also happen that there are **too few staff** at the KuFZ. For example, if many staff members are sick at the same time or because there are not enough staff members or because staff members are on strike. In such cases, there may be a limited range of services and an emergency service. Emergency service means, for example:

- Not all children can attend.
- Opening hours are shorter.
- One or more groups are closed.

The KuFZ wants to protect the children and provide good care. Therefore, only as many children can come as the staff can care for. The *Bremen Law on Day Care Facilities and Day Care for Children* states how many staff are needed.

The KuFZ managers decide on the emergency service. Depending on how many staff are missing, there are various possibilities:

1. Pedagogical activities are cancelled, for example excursions or special accompaniment of individual children.
2. Care hours are shorter. Or early service and late service cannot take place.
3. The KuFZ combines groups of children or closes individual groups.

Attendance, deregistration and accompanying persons

What do you have to do if your child cannot attend the KuFZ?

Your child must come to the KuFZ regularly so that the KuFZ can properly care for your child. If your child cannot attend, you must tell the KuFZ management or the group leader immediately. If possible, also tell them the reason, for example: Your child is sick.

What are the after-school hours for school children?

For school children: The KuFZ can arrange exact after-school hours on individual days for your child with you in writing.

Can you lose the childcare place for your child?

You can lose the place for your child if there is an important reason. An important reason is, for example, if you do not keep to important agreements. In such a case, however, it is always important to consider what is good for the child.

The KuFZ can give the place to another family if your child has not been at the KuFZ for more than two weeks and you have not informed them.

Before the KuFZ gives the place to another family, it contacts you. To do this, the KuFZ will send you a letter by registered mail. In the case of a registered letter, you confirm with your signature that you have received the letter. If there are important reasons why you could not let them know, you will get your place back.

Can you deregister your child from the KuFZ?

You can deregister your child at the end of the month. You must then inform the KuFZ at least 14 days before the end of the month. If you deregister your child in the last month before the summer holidays, you will still have to pay the remaining fees. If you deregister your child because of a move, you do not have to pay the remaining fees.

Can another person bring or pick up your child?

Your child should be safe on the way to the KuFZ and on the way home. Arrange this with the KuFZ:

- When will you bring your child?
- When will you pick up your child?
- Which other persons are allowed to bring and pick up your child?
- Which persons are not allowed to pick up your child?
- For school children: Is your child allowed to go home alone?

What is important for excursions and trips?

The KuFZ needs your signature so that your child can come along on excursions and trips.

What is important in extreme weather?

Look out for warnings and notices on Radio Bremen in particularly bad weather. If there is a storm or black ice, your child may not be able to attend the KuFZ.

You can find more information about this on a leaflet "Warning in extreme weather", which you can get from the KuFZ.

Settling in

Children first have to get used to their new environment. The KuFZ wants to take good care of new children. Therefore, not all children in a group are settled in at the same time. They start visiting the KuFZ one after the other. The KuFZ management determines the order and discusses it with the parents.

If you have a commitment for 1 August, you must pay the parent fees from 1 August. This is also the case if your child is not settled in until later.

The child should not feel alone when settling in. That is why a person who knows the child well comes along, for example a parent or a trusted companion. The parents must make sure that they themselves or a trusted companion comes along.

During the settling-in process, the staff will discuss a lot with you and make decisions in a way that is best for the child.

Parents are involved

How can parents and KuFZ work together?

The basis for our work is good cooperation with the parents.

There are regular parents' evenings. At least once a year, the KuFZ offers you a one-on-one meeting and informs you how your child is developing.

The parents elect a parents' council. The KuFZ management works together with the parents' council. In doing so, it adheres to the *Bremen guidelines for cooperation with parent committees*.

Health care

What information does the KuFZ need about your child's health?

All children in the KuFZ should stay healthy. The Child and Youth Health Service advises the KuFZ on this. The service is part of the Bremen Health Department.

Write down important information about your child's health for the KuFZ management:

- Is your child ill or does he/she have health issues?
- Does the illness or issue affect the care?
- Does your child have allergies?
- Does he or she not tolerate certain foods?

The KuFZ observes the information and agrees on rules about this.

Your child needs to take medication. How does this work during care?

Perhaps your child needs medication regularly, for example because he or she is chronically ill. The staff do not have to give children medication. They are allowed to refuse.

If staff members are willing, everything must be discussed in detail. The KuFZ needs your signature for this. You also need to give a certificate from your doctor. Please use this form: *UK-FHB medication administration in day care centres*. The form must state:

- What is the name of the medication?
- How much of the medication should your child receive?
- When and how should your child receive the medication?

- How should the medication be stored?
- What side effects are possible?
- How can the KuFZ help in an emergency?
- How can KuFZ contact your doctor if there are any questions (name and phone number)?

Your child has a contagious disease. What do you have to do?

Your child is not allowed to attend the KuFZ if he or she has a contagious disease. This applies as long as your child is contagious. The KuFZ management may want a certificate from the doctor or the health office before your child can return to the centre.

You can find more information in the leaflet "Information on Vaccination Protection and Infection Prevention in Day Care Facilities".

How does the KuFZ take care of your child's health?

The KuFZ will let you know immediately if your child seems to be ill. You must then pick up the child immediately.

If the KuFZ does not reach you, the KuFZ management may take the child to a doctor. If possible, it will take the child to his/her paediatrician.

In the event of an accident or other emergency, the KuFZ management may have the child treated immediately by a doctor.

What food can your child bring to the KuFZ?

You may want to bring food from home for your child. When doing so, you must observe the rules on hygiene.

You or your child are not allowed to bring these foods to the KuFZ:

- Raw meat (for example minced meat, minced pork or tartar)
- Raw sausage spread (e.g. onion sausage, Teewurst or Braunschweiger)
- Raw milk or raw milk and products made from raw milk (e.g. raw milk cheese)
- Undercooked meat (e.g. meatballs)
- Raw or smoked fish (e.g. smoked salmon, gravad salmon or sushi)
- Foods with raw eggs (for example, candy or homemade mayonnaise)
- Thawed ice cream or ice cream that has been refrozen.
- Poultry salad
- Baked goods with a filling that is not baked through (for example, cream pies)

You can find more information and tips in the information for parents from the BIPS (Leibniz Institute for Prevention Research and Epidemiology). You can get the parents' information from the KuFZ.

Vaccinations

What do you need to know about vaccination against measles?

All children need to be vaccinated against measles. You must provide proof of vaccination before your child attends the KuFZ. This is stated in the *Measles Protection Act according to § 20 Infection Protection Act*. Show the KuFZ management the vaccination card or a certificate from a doctor.

All persons who are in the KuFZ for more than 3 days and for more than a few minutes must have been vaccinated against measles. This also applies to parents, accompanying persons during the settling-in period and craftsmen. Therefore, they must prove that they have been vaccinated against measles.

These persons do not have to prove vaccination:

- Persons who cannot tolerate vaccination.
- People who are immune to measles (for example, because they have already had measles).

These people must show a certificate from a doctor.

If you do not have a measles vaccination certificate, you and your child are not allowed to enter the KuFZ. The KuFZ management must then report you or your child to the health office. In doing so, the KuFZ management must give the health office your details, for example name, address and telephone number.

What do you need to know about vaccination counselling?

You must provide the KuFZ with proof that you have had a medical vaccination consultation for your child. Otherwise, your child will not be allowed to attend the KuFZ. The following are valid as proof:

- The yellow child examination booklet or
- your child's vaccination card or
- a certificate from a doctor stating that you have been to a vaccination consultation.

If you cannot show proof, the KuFZ management must report you to the health office. In doing so, the KuFZ management must give the health office data, for example, your child's name, address, birthday and telephone number. That is what the law says.

The KuFZ informs the health office if you do not show the proof no later than four weeks after the first visit.

Insurance

Is your child insured in case of an accident?

Your child is insured against accidents during care. This is a statutory accident insurance. The *Social Code VII* contains the rules for statutory accident insurance.

When is your child insured in case of an accident?

- On the direct way from home to the KuFZ.
- On the direct way from the KuFZ back home.
- During childcare during opening hours.
- During all activities at the KuFZ, on the KuFZ premises or during excursions.

What do you have to do if your child has an accident on the way to the KuFZ or home?

Tell the KuFZ immediately. The KuFZ management will then report the accident to the accident insurance.

Are clothes and other things insured?

The KuFZ does not pay anything:

- if your child loses clothes or other things.
- if your child mixes up clothes or other things with those of other children.
- if clothes or other things get broken.

Parental fee

What is the parental fee?

The *Bremen Law on the Promotion of Children in Day Care Facilities § 19 paragraph 1* states: Parents pay a parental fee if their child attends the KuFZ. The parental fee is an annual fee with twelve instalments. This means: You pay the parental fee every month. You pay the first parental fee in August. You pay the last parental fee for the kindergarten year in July of the next year. You also have to pay the parental fee if your child does not use the holiday care.

To whom do you pay the parental fee?

Performa Nord calculates your parental fee and you pay it directly to Performa Nord. Performa Nord is commissioned by the state of Bremen.

How much is the parental fee?

The parental fee can vary. These laws determine how high the fee is:

- *§ 19 paragraphs 1 to 4 and § 20 in the Bremen Act on the Promotion of Children in Day Care Facilities and Day Care and*
- *§ 1 paragraph 3 of the contribution regulations for kindergartens.*

Data protection

What does KiTa Bremen do with your personal data?

The KuFZ stores data about you and your child. The KuFZ only stores data if the law allows it.

KuFZ stores some data because the data is important for the care of your child. The KuFZ stores some data because it is a legal obligation to do so. For some data, the KuFZ asks you beforehand whether it is allowed to store it.

You can find out more about data protection at www.kita.bremen.de/datenschutz.

Are photos, films or sound recordings allowed at the KuFZ?

Photos, films or sound recordings of your child at the KuFZ may only be taken or published with your permission.

Parents also need permission if they want to take photos, films or make sound recordings of other children at KuFZ.

Other events at the KuFZ

Can other people use the KuFZ?

The KuFZ are places for children and families. That is why others in the district can also use the KuFZ and outdoor areas. Other organisations can also use the KuFZ. For example:

- Organisations that support children, young people and families.
- Organisations that promote culture.
- Organisations that promote sport.

KiTa Bremen determines the rules and costs. There are contracts of use and rental agreements.

However, the main kitchen and all the things in it may not be used. The KuFZ makes sure that the care takes place normally. The staff should not have any work due to the additional use.

Validity

These rules apply with immediate effect.