

The Childcare Contract Explained

Dear parents,

Your nursery is sending you a childcare contract today.

This contract regulates you being able to leave your child at nursery and your child being looked after for a certain period of time.

Important things are laid out in the contract that you and the nursery must observe.

The most important topics are explained in simple language below:

- **Childcare times**

The contract regulates the daily care times for your child. It states from what time you can bring your child and by what time you must pick your child up. You must keep to these times. If you regularly pick your child up too late, you will have to pay for this time. You have to book at least _____ hours per day. That means, your child must be at the nursery from _____ o' clock until _____ o' clock. If you want to book more hours, that's usually possible.

Childcare times may also be changed, for example if your working hours change. Please let the nursery know in plenty of time.

In the contract, you also give us data about yourself and your child: for example your names, address, birthday or names of siblings. You must tell us, if you move house.

- **Sickness**

If your child is ill, they should stay at home. The contract states that parents are obliged to inform the nursery that their child will not be attending. Please call the nursery and inform them that your child will be staying at home. Please tell them how long they will be staying at home for. The child should only return to nursery once the risk of infection has passed. They should be fit and healthy. Sometimes, a doctor's note will be required.

For some illnesses, you will need to inform the health authorities. These may then be called infectious diseases. These illnesses are particularly easy to transmit. Being able to quickly take countermeasures is important. To find out which illnesses the nursery has to declare to the health authorities, please ask the nursery or see online: https://www.rki.de/DE/Content/Infekt/IfSG/Belehrungsbogen/belehrungsbogen_eltern_englisch.pdf?blob=publicationFile

Your child must have two vaccinations against measles. Please show us the vaccination certificate. Vaccinations protect your child against diseases.

We also need the name of your paediatrician.

Please tell us, if your child has any chronic diseases or allergies. Or if it needs special medical aids. We have to know, if we are allowed to remove ticks at the nursery.

- **Issuing medications**

If your child needs to be issued medications at nursery, please talk to us. We will find a solution.

- **Pick-up rights**

In the contract, you set out who can pick up your child from nursery. These people have 'pick-up rights'. Normally, the parents pick up their child. If a grandparent or friend will be picking up your child, you will have to discuss this in advance with the nursery. Siblings are only allowed to pick up your child, if they are over _____ years old.

- **Childcare costs**

For children aged 3-6 (Kindergarten): Childcare costs are mostly covered by the State of Bavaria. It covers childcare costs of up to 100€. If childcare costs are over 100€, you have to pay something extra. You always have to pay for meals your child gets at the nursery yourself.

For children aged 2-3 (Krippe): You can apply for “Krippengeld” of 100€, if you do not have enough income.

You can sign a direct debit form for your bank to this end. Then the money will be automatically transferred from your bank account. You could also transfer the amount yourself. The costs for the kindergarten and the meals at the nursery can be covered by the district office (Landratsamt), the social welfare office (Sozialamt) or the job centre, if you do not have enough income. For this purpose, an application must be submitted to the youth welfare office (Jugendamt) at the daycare centre every year.

- **Termination period**

If you move house or have to leave the nursery for another reason, you will have to terminate your contract with the nursery. You must uphold the termination periods. These differ from nursery to nursery. You may have to terminate your contract up to 3 months in advance. For example, if you had a new nursery place from 1.5.2020, you would have to terminate your existing contract in writing by 31.1.2020. The precise notice periods are listed in the contract.

- **Closed times**

The contract states on which days the nursery will close and for how long throughout the year. The nursery may remain closed for up to 35 days per year (according to BayKiBig). The exact dates will be displayed at the nursery. You can also ask your nursery’s management. Your child cannot attend nursery during these times.

- **Additional nursery services**

Some nurseries offer additional activities, such as swimming, overnight stays or trips. You can find out more in the childcare contract. You can decide whether your child will take part in the swimming course, for example. This requires your permission.

- **Nursery concept**

Some contracts contain information about the nursery’s teaching concept. This explains what principles the nursery is run by. This means what is especially important in the day-to-day routine of the nursery. If you would like to know more, please ask for more information at the nursery.

- **Photos, video and sound recordings of your child**

Photographs or videos are sometimes taken at nursery. The nursery needs your permission to use a photo or a video of your child. The photos and videos are intended to show what children experience at the nursery. For example, on a trip or at a summer party. The photos are used in a folder for your children or hung up at nursery.

The permission is voluntary. You can decide which purposes the photos, videos or sound recordings are used for. You could say that they may be used at nursery but not online. Make these specifications in the contract.

If you agree to photography, you can revoke your permission at any time.

- **Data protection**

Sometimes we would like to talk to others about your child. For example to teachers or the early intervention staff. You can allow this in the contract.

In general: read the contract well. The contract is only valid once signed by you and the nursery. If you have any questions on individual topics from the contract or do not understand certain things, speak to the nursery’s management and have them explain the contract to you. You could also have it translated.

We hope you have a wonderful time at nursery!