

"The future and
happiness of
mankind
lie in a happy childhood."

Englisch

Janusz Korczak



Fachbereich
Kindertagesstätten

Recommendation of
the EKHN for use in
Protestant day nurseries



EVANGELISCHE KIRCHE
IN HESSEN UND NASSAU
Zentrum Bildung

Dear Parents,

Your child will soon be spending a large proportion of the day at our day nursery. We are so pleased that you are entrusting your child to us. Together, we share the responsibility for your child's well-being.

The sponsor of the day nursery is the "Evangelische Kirchengemeinde", the Protestant Church Community. The Evangelische Kirche (Protestant Church) in Hesse and Nassau (EKHN) sees its work in the day nurseries as a service to children, families and society that has its roots in the gospel of Jesus Christ.

The independent educational and supervisory mission of the day nursery should complement and support your child's development in your family, and help you as parents to combine family and working life. The work of our day nursery is carried out in accordance with church and state legislation.

We hope you are interested in our work, and actively take part in it. We want your child to feel happy and at home in our facility, and we look forward to working with you in trust and friendship.

Yours sincerely,
The Church Council of the Protestant Church Community

The work in our day nursery is based on the following rules, which you accept when you sign the contract of admission, and the valid legal definitions in the current version of the state and church guidelines. The concept of the day nurseries in the EKHN is based on the guidelines of the EKHN and the quality standards for day nurseries in the EKHN.

Rules of day nurseries

1. **Day nurseries** are, under the terms of the Child and Youth Services Act (SGB VIII), facilities where children spend time and are supported and encouraged in the community.
They include:
 - 1.1 **Crèches** for children to the end of their 3rd year;
 - 1.2 **After-school care centres** for school-age children;
2. Under the terms of these rules, custodial persons and guardians are considered the same as **parents**¹. (Custodial persons: if the parents are separated or divorced, both parents if they have joint custody. Accordingly, both custodial persons' signatures are required.)
3. **Conditions of admission**
 - 3.1 The child will be admitted on the basis of the criteria agreed between the sponsor and the day nursery committee (see enclosure if necessary) and provided space is available. The number of places is based on the operating permit issued by the relevant official authorities and the facility concept, taking into account the qualified staff present.
 - 3.2. Parents will be given the opportunity in an admission interview to find out about the facility and its educational work before deciding on the child's admission. During the interview, they will also be advised of the Protestant, church-based nature of the facility and its sponsorship.

¹ The term "Parents" is used in the remainder of the text. This is understood to refer to mothers, fathers, guardians, foster parents and custodial persons.

3.3 Children can be admitted to the day nursery at any time of year. The day nursery's year is based on the start of the new academic year, so generally commences on 1 August each year (there may be regional variations). The staggered familiarisation times of new admissions are taken into account as appropriate.

If spaces are available, children can also be admitted throughout the year with effect from the 1st day of a month. Notice must be given by 28 February for children who are about to start school and will not be staying at the day nursery until regular dismissal. They may continue to attend the nursery until the end of March, after which time their place may be reallocated.

Written notice must be given of the removal of able children who are starting school early as they were born shortly after the cut-off date, up to five days after the taster day at the school (school's fixed consultation day in association with the day nursery) so that the child's space may be reallocated at the end of the nursery year (enclosure 12).

3.4 For the purpose of statistical surveys by the providers of grants and the regional youth welfare planning department of the relevant youth welfare office, the sponsor may pass the child's personal details (date of birth, name etc.) on to the relevant departments.

3.5 The following documents are to be presented before the date of admission:

3.5.1 Admission contract

This must be completed in full and signed by the custodial persons (enclosures 1.1 – 1.3). This concludes the **Care contract** with the sponsor. Please note: A separate Admission contract is required for each section of the day nursery as, for instance, admission in the crèche does not automatically guarantee a place until the child starts school.

3.5.2 Personal information (enclosure 2)

3.5.3 Medical certificate / certificate of vaccination

When a child starts at the day nursery for the first time, the custodial persons must provide the nursery with both written confirmation of the child's level of vaccination and with confirmation that medical advice was sought before admission

with regard to complete, age-appropriate vaccinations in accordance with the recommendations of the German Standing Vaccination Committee, confirming that the child is adequately protected. (enclosure 3).

3.5.4 First aid for wounds with plasters and removal of ticks – information

Pedagogical staff are obliged to give first aid when necessary. Emergency bandages, commonly referred to as "plasters", will suffice for minor wounds with little bleeding. This is in line with current, common first aid practice, i.e. a natural procedure. A first aider who provides first aid cannot be made liable for compensation unless he acts with gross negligence or intent as the result of inappropriate actions that result in death or in deterioration of the damage. Speedy removal of the tick is the most effective protection against subsequent illness, and so tick removal constitutes provision of first aid. If parents refuse to allow pedagogical staff to remove a tick, they must themselves ensure that their child is treated promptly (enclosure 4)

3.5.5 Declaration of consent

for collection, on the way to the nursery and on the way home (enclosure 5)

3.5.6 Direct debit mandate for the parents' contribution (enclosure 6)

3.5.7 Data protection – declaration of consent for the disclosure of information (enclosure 7)

3.5.8 Declaration of consent – image rights – legal situation (enclosure 8).

3.5.9 Consumption of food prepared elsewhere (enclosure 9)

3.5.10 Duty of care – information (enclosure 10)

4. Opening and closing times

4.1 The opening times are determined by the sponsor. Parents will be informed of the current opening times and or any changes in writing in a notice on the notice board.

4.2 Notice will be given in good time of holidays and planned closed days (days out etc.).

4.3 The sponsor reserves the right to any necessary temporary closure of the nursery or individual groups, e.g. in the event of staff absence, staff sickness, official authorisation or operational shortages, and will inform parents of the situation immediately.

5. Information on the subject of food hygiene
(see pages 12/13)

5.1 Regardless of the type and manner in which any food in the day nursery is obtained, and whether it is consumed in an unchanged, prepared or processed state, the food laws apply. In line with educational work, various activities may be carried out in individual groups of the day nursery (projects, children's birthday parties etc.), for which non-perishable foods may be prepared and consumed by and with the children. It is also possible that a child may consume food (cake, fruit etc.) that other children have brought from home. Any perishable foods (cold meats, cheese etc.) brought to the day nursery must be packed safely, and processed only for shared meals. This does not apply to parents' food for their own child. If a child is suffering from a contagious skin disease, diarrhoea or other infectious disease, the parents are obliged to inform the nursery immediately, since in the event of an illness of this kind, the child must temporarily be excluded from the preparation of foods and dishes, and from handling foods (see also "Instructions on the Prevention of Infection", pages 14/15).

6. Attending the nursery

6.1 The day nursery should be attended regularly for the benefit of the child and of the group. If a child is unable to attend, then the nursery is to be informed accordingly.

6.2 When attending the nursery, children should wear hard-wearing, appropriate clothing that is suitable for playing on the premises and in the outside areas, and is easy for the child to put on and remove themselves.

6.3 Separate rules will be agreed for special items such as food, sports clothing, painting aprons etc. with the nursery staff.

6.4 Parents are to provide the nursery with sufficient spare clothing for infants.

6.5 The day nursery has sufficient toys and craft materials, so children should only bring their own toys by agreement with the staff.

6.6 No liability is accepted in the event of loss or damage to clothing, spectacles, toys or other valuable items that children bring from home (bikes, scooters etc.).

6.7 The children may be taken on spontaneous walks around the local area or town (to a play area, shopping etc.) without prior notification. Parents will be informed in advance and asked to give their consent for other activities (participation in parades, excursions and rides in a car or on public transport, visits to facilities outside the area etc.) (see also enclosure 10 "Duty of care – information").

6.8 Photos, videos and sound recordings of children may be displayed within the day nursery, played or shown at parents' evenings to illustrate our educational activities. If the publication of any such materials is planned outside the nursery, then the individual children and their parents will be asked for their consent in advance (see also enclosure 8).

6.9 In order to protect personal rights, parents are not to publish pictures or recordings of other children or staff from the day nursery (e.g. on social networks).

7. In the event of illness

7.1 The facility management is to be informed of any particular features concerning the child's health or constitution, such as chronic diseases, allergies or intolerances.

7.2 Parents will inform the nursery immediately if their child is going to be absent. This may be done verbally, by telephone or in writing.

- 7.3** Children should not attend the nursery, or should be collected, if they have or develop any rashes, a sore throat, vomiting or diarrhoea, a raised temperature or similar condition.
- 7.4** The sponsor may exclude children with infectious diseases from the facility temporarily if the parents fail to discharge their obligations.
- 7.5** In special cases, prescription medicines that need to be taken while the child is being cared for at the nursery may be given on medical prescription and by written agreement between the parents and the management of the nursery.
- 7.6** Should the child or a family member fall ill with a communicable disease as per Article 34 of the Infectious Diseases Protection Act – see also Information for parents and other custodial persons by community facilities on page 14/15 of these rules – the child may not attend the nursery even if healthy. This also applies if there is a suspicion within the household community of such a disease. The management is to be informed immediately of the occurrence of a communicable disease. The sponsor may ask for a medical certificate before the child is allowed to return. The costs for this will be paid by the parents.
- 7.7** Under the terms of the Infection Protection Act, the management of the day nursery is obliged to inform the health authority immediately of any communicable diseases.
- 8. Supervision and travel to and from the nursery**
- 8.1** Staff have a duty of care towards the children entrusted to them while they are at the day nursery, which includes trips and excursions, walks etc.
- 8.2** This duty of care starts when the child arrives at or is accepted at the nursery, and ends when the child leaves or is handed over. Children must always be collected from the day nursery. Exceptions to this ruling must be established conceptually, for educational reasons and agreed separately in writing with the parents for this period of time

(e.g. for practice purposes before starting school). The parents are solely responsible for the journey to and from the day nursery. The day nursery is not obliged to collect children from home or return them to their home.

- 8.3** The parents' written declaration of who is permitted to collect the child is binding (enclosure 5). The management must be informed of any changes in writing. If the child is, exceptionally, to be collected by someone else, this person must be given written authorisation of this and is to present themselves to staff accordingly with identification.
- 8.4** In the event of group activities (e.g. parties, excursions), the parents present are responsible for their children unless otherwise agreed in advance.
- 9. Insurance**
- 9.1** Children at the day nursery are covered by the statutory accident insurance for personal injury as per Article 2(1) item 8 a of the Social Security Statute Book (Sozialgesetzbuch; SGB VII) on the direct way to and from and while they are at the day nursery and while on any events under the nursery's responsibility.
- 9.2** Accidents on the way to or from the facility are to be reported to the management immediately, and at the latest on the following day.
- 9.3** The services of the statutory accident insurance only apply to personal injury, not to damage to property or compensation.
- 10. Working with parents**
- 10.1** In order to make the child's time at the day nursery as positive as possible, it is essential to work together with the people who are of direct significance in the child's life, and in particular with the parents. Staff at the day nursery offer plenty of opportunities for this that should be used appropriately.
- 10.2** In particular, the day nursery committee, parents' committee² and the parents' council³ will encourage co-operation between parents and day nursery. They may provide ideas

² in Rheinland-Pfalz (Rhineland-Palatinate)

³ in Hesse

on the work environment and the organisation of the nursery. Further rulings are contained in the day nursery regulations of the EKHN (KiTaVO) and the corresponding national laws and regulations.

10.3. In accordance with the Federal Child Protection Act and the Social Security Statute Book VIII, Articles 8 and 45, forms of participation and the complaints options for girls and boys (and their parents on their behalf) are provided and rooted in everyday life at a day nursery, both conceptually and in the direct educational work. The methods of involvement of parents and children and the options for complaints are covered by the pedagogical concept or quality standards of the day nursery. Parents will be provided with the latest information.

11. Parents' fees

11.1 Any fees that are paid by parents will be used as proportional financing for the operating costs of the day nursery. The parents' fees are to be paid monthly, including during periods when the facility is closed (holidays etc.), and in the event of the child's illness or absence.

11.2 Parents' fees are organised differently in each region, and vary according to the type of care provided.

11.3 The fees for low-income families may be reduced in exceptional cases. Applications are to be submitted to the relevant youth welfare office or social services. Please contact the management for further information.

11.4 The monthly parents' fees do not include the costs for food, which will be charged separately.

11.5 Parents will be informed in writing of the amount of their monthly fees, the costs for any food, and other costs, as well as any changes to the same, or they will be displayed by the sponsor on the notice board.

11.6 In the event of it becoming necessary to close the nursery for more than one week, fees will not be taken from the affected parents for the reasons given under item 4.3 unless the municipal by-laws state otherwise. There is no further entitlement to compensation. In the event of other unavoidable temporary closures, the parents' fees will still be charged. If possible and required, one group will remain open

(emergency group) or referred to a different centre.

11.7 Parents or legal guardians will sign one copy for the direct debit mandate, which they are to complete and return to the management of the day nursery. The direct debit mandate will be passed on to the accounts office for further processing (enclosure 6).

11.8 All fees are to be paid in advance, and by the 5th of the month at the latest.

12. Termination

12.1 The childcare facility decides on the conclusion and termination of the agreement.

12.2 Parents may cancel the care contract by giving four weeks' written notice to the end of a month.

12.3 There is no requirement to terminate the arrangement if a child is leaving the day nursery to start school or if a child that attends the crèche moves up to the nursery at the end of its third year of age.

12.4 The childcare facility may terminate the care contract by giving four months' written notice to the end of a month nursery and by providing a reason. Reasons for termination include:

- a child's unexplained absence for a period of more than four weeks (the right to a place in this facility expires),
- a custodial person failing to comply with their obligations under the terms of the care contract, either partly or in full, despite prior written warning,
- failure to pay the parents' or custodial person's care fee despite a written reminder,
- definite, significant differences of opinion between parents, sponsor and management so that despite attempts to reach agreement (and possibly with a corresponding written agreement of objectives) with the appropriate encouragement for the child, it is no longer reasonable to expect the sponsor to continue with the care contract.

12.5 This does not affect the two parties' right to extraordinary termination.

INFORMATION ON THE SUBJECT OF FOOD HYGIENE

Dear Parents,

We want your children to feel happy and at home at the day nursery. This includes our staff being closely involved with food hygiene and adopting a wide range of measures to ensure that your children are safe, amongst other things.

Food may quickly spoil under certain conditions, and this can be dangerous to human health, in particular that of children. However, this is easy to prevent by adopting the appropriate standards of hygiene. In line with the EU Food Hygiene Ordinance, a control system needs to be set up to control the quality of all food on a daily basis.

You can help to protect your children's health by avoiding certain foods for celebrations, and observing a few safety measures.

- Please **do not bring any foods** that are made with **raw eggs**. These include, for instance, desserts made with whisked egg whites or raw egg yolk, cakes and gateaux with fillings made with raw eggs, and home-made ice cream made with raw eggs.
- Please **do not** bring sandwiches or rolls filled with "**Mett**" [**ground pork**] or **steak tartar**. There is always a risk that raw meat is contaminated with salmonella!
- **Avoid making burgers/rissoles**, but if you do, check (ideally with a thermometer) that they are cooked thoroughly all the way through.
- When making salads, do not use any that are **based on mayonnaise**, or provide only the ingredients and leave the mayonnaise (not home-made) to be added at the nursery.
- When preparing salads that contain cooked ingredients (e.g. potato or pasta salad) make sure that **all the ingredients are chilled to refrigerator temperature before you combine** the individual components (e.g. pasta with tomatoes, mushrooms and ham). This prevents a temperature from developing in the combined dish that provides the optimum growing conditions for micro organisms. Prepare the dishes on the day they are to be consumed.

- Wash fruit and vegetables that are to be **consumed raw** thoroughly and **using the hottest water possible**.
- **Raw and unpasteurised milk must not** be brought into the nursery.
- **Bring any food** that needs to be chilled to the nursery in **chiller bags**. This includes e.g. dairy products such as yoghurt, quark and custard, desserts, sausages and cold meats, cheese, rolls and sandwiches, raw food salads, all cooked foods, and any cakes that contain ingredients that are not baked all the way through. e.g. Cream cakes, for instance, always present a risk, whereas a properly cooked apple or sponge cake does not.
- If bringing **ice cream**, please make sure it **doesn't start to defrost**. Please only bring ice cream if you have a suitable freezer/chiller bag. Even if the ice cream freezes again, there is still a chance that bacteria could have developed in the meantime.
- Please only bring products with a **valid best-before date**.

We hope this information has been of use to you. Please do not hesitate to contact us if you have any further questions.

INFORMATION FOR PARENTS AND OTHER CUSTODIAL PERSONS

by community facilities as per Article 34(5) second sentence of the Infectious Diseases Protection Act

In community facilities such as day nurseries, schools or holiday camps, there are lots of people together in a confined space. This is an easy environment for infectious diseases to spread.

The Infectious Diseases Protection Act therefore contains a series of rules that are intended to protect all children and the staff who work in community facilities against infectious diseases. We want to tell you about them in this **information leaflet**.

1. Legal attendance bans

Under the Infectious Diseases Protection Act, a child may **not attend the day nursery, school or another community facility** if they are suffering from an infectious disease or if there is a suspicion of one. These diseases are listed on the following pages.

With some infections, it is possible that your child may excrete the pathogens on recovery (or more rarely without being ill). He or she may also infect playmates, fellow pupils or staff in this case. The Infectious Diseases Protection Act therefore calls for the "**eliminators**" of certain bacteria only to be allowed to return to a community facility with the **approval of the health authority and in accordance with the defined protective measures** (pages 16/17).

With some serious infectious diseases, your child must stay at home if **someone else in the household** has fallen ill or if one of these infectious diseases is suspected (pages 16/17).

Of course, you do not have to be able to identify these diseases yourself. But if your child is seriously ill, seek medical advice (e.g. if he or she has a high temperature, is unnaturally tired, suffers from repeated vomiting, diarrhoea and other unusual or worrying symptoms). Your doctor will inform you if your child has a disease that does not allow him or her to continue to attend a community facility, under the Infectious Diseases Prevention Act.

It is possible to vaccinate against some of these diseases. If your child has had sufficient vaccinations, the health authority may decide against issuing an attendance ban.

2. Notification requirement

If your child is banned from attending for one of the above reasons, **please inform us immediately with details of the disease**. You are required to do this by law, and will help us to adopt the necessary measures, in co-operation with the **health authority**, to prevent it from spreading any further.

When starting at the day nursery, the custodial persons are to provide the facility with written confirmation that their child has received the full range of age-appropriate vaccinations as recommended by the German Standing Vaccination Committee just before attending. If this confirmation is not provided, the health authority may call the custodial persons to a consultation. This does not affect any further national regulations (enclosure 3).

3. Prevention of infectious diseases

Under the Infectious Diseases Prevention Act, community facilities are obliged to provide information on the general options for the prevention of infectious diseases.

We therefore strongly advise you, amongst other things, to ensure that your child observes the general rules of hygiene. Above all, this includes **regularly washing their hands before eating**, after going to the toilet and after being outdoors.

It is just as important that your child has **all the relevant vaccinations**. Vaccinations are also available for some diseases that are caused by pathogens in the breath, and so cannot be prevented by general hygiene (e.g. measles, mumps and chicken pox).

For further information on vaccinations please go to: www.impfen-info.de.

Should you have any further questions, please contact your GP, paediatrician or health authority. We will also be pleased to help you.

Attendance ban for community facilities and **notification requirement** for custodial persons if one of the following diseases is suspected or present:

- Impetigo contagiosa
- infectious tuberculosis
- bacterial dysentery (shigellosis)
- cholera
- inflammation of the intestine (enteritis) caused by EHEC
- diphtheria
- jaundice/inflammation of the liver (Hepatitis A or E) caused by hepatitis viruses A or E
- meningitis caused by Hib bacteria
- infectious diarrhoea and/or vomiting caused by viruses or bacteria (only children under 6 years of age)
- polio (poliomyelitis)
- head lice (unless proper treatment has been started)
- scabies
- measles
- meningococcus infections
- mumps
- plague
- scarlet fever or other infections caused by streptococcus pyogenes
- typhoid or paratyphoid
- chicken pox (varicella)
- whooping cough (pertussis)
- viral haemorrhagic fever (e.g. Ebola)

The **permission of the health authority** is required and the custodial persons have a **duty to inform** the facility if the following pathogens are eliminated:

- cholera bacteria
- diphtheria bacteria
- EHEC bacteria
- typhoid or paratyphoid bacteria
- shigellosis bacteria

The relevant authority may order the necessary protective measures if any persons being cared for in a community facility are carrying pathogens inside them or about their person and there is a risk of further infection.

Attendance ban and **duty to inform** by the custodial persons if **another person in the household** is suspected of having, or has, one of the following diseases:

- infectious tuberculosis
- bacterial dysentery (shigellosis)
- cholera
- inflammation of the intestine (enteritis) caused by EHEC
- diphtheria
- jaundice/inflammation of the liver (Hepatitis A or E) caused by hepatitis viruses A or E
- meningitis caused by Hib bacteria
- polio (poliomyelitis)
- measles
- meningococcus infections
- mumps
- plague
- typhoid or paratyphoid
- viral haemorrhagic fever (e.g. Ebola)

13. OPENING HOURS AND FEES**Hesse:**

The day nursery is open:

From _____ until _

Available care modules:

up to 25 hours	up to 35 hours	up to 45 hours	more than 45 hours (depending on the nursery opening hours)
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Rhineland-Palatinate:

The day nursery is open:

From _____ until _

Available care modules:

35 hours (legal entitlement mornings and afternoons)	35 hours (extended morning offer)	Up to 40 hours	Up to 45 hours	Up to 50 hours and more (depending on the nursery opening hours)
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Admission contract

The rules for day nurseries of the Evangelische Kirche (Protestant Church) in Hesse and Nassau are accepted. Regulations 1 to 12 are understood, and it is accepted that this content is negotiated individually between the sponsor and myself / ourselves.

Information on the concept of familiarisation at the day nursery has been provided, and the conditions contained therein are accepted. The full amount of the fees is to be paid monthly from the outset for the agreed scope of care, including during the familiarisation period.

The child:

Last name: _

First name: _

DOB: _

-

() This child has a recognised disability under the terms of Article 2(1) of the Social Security Statute Book [SGB IX].

Weekdays	From:	Until:	Lunch (please mark with a cross):
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total weekly hours:			

The fees are contained in the current fees schedule (please also refer to the notice board).

Place and date: _ Signature

of sponsor / p.p. the director: _

Signature of the custodial person

Admission contract

The rules for day nurseries of the Evangelische Kirche (Protestant Church) in Hesse and Nassau are accepted. Regulations 1 to 12 are understood, and it is accepted that this content is negotiated individually between the sponsor and myself / ourselves.

Information on the concept of familiarisation at the day nursery has been provided, and the conditions contained therein are accepted. The full amount of the fees is to be paid monthly from the outset for the agreed scope of care, including during the familiarisation period.

The child:

Last name: _

First name: DOB: _

is accepted in the day nursery from .

() This child has a recognised disability under the terms of Article 2(1) of the Social Security Statute Book [SGB IX]. The care times are fixed

Weekdays	From:	Until:	Lunch (please mark with a cross):
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total weekly hours:			

The fees are contained in the current fees schedule (please also refer to the notice board).

Place and date: _

Signature of sponsor / p.p. the director: _

Signature of the custodial person

Admission contract after-school care centre

The rules for day nurseries of the Evangelische Kirche (Protestant Church) in Hesse and Nassau are accepted. Regulations 1 to 12 are understood, and it is accepted that this content is negotiated individually between the sponsor and myself / ourselves.

The full amount of the fees is to be paid monthly from the outset for the agreed scope of care.

The child:

Last name: _

First name:

DOB: _

is accepted in the after-school care centre from

.

() This child has a recognised disability under the terms of Article 2(1) of the Social Security Statute Book [SGB IX]. The care times are fixed and binding on the following days and times:

Weekdays	From:	Until:	Lunch (please mark with a cross):
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total weekly hours:			

The fees are contained in the current fees schedule (please also refer to the notice board).

Place and date: _ Signature

of sponsor / p.p. the director: _ Signature of the
custodial person

Personal details

(for internal use only at the day nursery)

1. Child's details

Last name: _____

First name: _____

Gender: () female () male

Date and place of birth: _ Religion: _

Nationality: _

Language of habitual use: _

Address: _____

Email: _____

Emergency telephone contact: (landline / mobile / work /
other persons authorised to collect)

1. _

2. _

3. _

4. _

5. _

6. _

GP:

Name, telephone number: _

Paediatrician:

Name, telephone number: _

Health insurance / insured person: _

2. Parents' / custodial persons' details

	1st parent	2nd parent
Last name		
First name		
DOB		
Religion		
Nationality		
Address		
Email		
Custodial person/s	() yes () no	() yes () no

Please inform the management / sponsor of the day nursery of any changes to the relevant personal details promptly.

3. Siblings

Last name: _____ DOB: _

Last name: _____ DOB: _

Last name: _____ DOB: _

Last name: _____ DOB: _

Medical certificate / certificate of vaccination

Child's name: _

Date admitted to day nursery: _

The child has had the following age-appropriate publicly recommended vaccinations before the above day of admission:
Yes () No ()

There are medical reasons why the complete range of vaccinations cannot be given: Yes () No ()

The child has not, or has not been fully vaccinated against the following diseases:

- | | | |
|---------------------------|--------------------|---------------------------------|
| () Diphtheria | () Polio | () Measles |
| () Tetanus | () Hepatitis B | () Mumps |
| () Whooping cough | () Pneumococci | () Rubella
(German measles) |
| () Haemophilus influenza | () Meningococci C | () Chicken pox |

Stamp of SHI practitioner / signature _

The medical practitioner confirms that my / our child has not had, or has not had all, of the publicly recommended vaccinations against the above diseases.

I / we do not want these vaccinations to be given.

The medical practitioner has explained that under Article 34 of the Infectious Diseases Protection Act, children may be excluded from the day nursery.

Date / signature of the custodial person

Date / signature of the medical practitioner

Ev. Regionalverwaltungsverband [the Protestant regional administration association] (referred to in the following as "Protestant regional administration association")

Creditor identification number	Mandate reference
Care contract no.	Name of child:

APPROVAL OF A DIRECT DEBIT MANDATE AND A SEPA DIRECT DEBIT MANDATE

1. Direct debit mandate
 I authorise the Ev. Regionalverwaltungsverband to take the payments when due by direct debit.

2. SEPA Direct Debit Mandate
 I authorise the Ev. Regionalverwaltungsverband to take payments from my account by direct debit. I also instruct my bank to honour the direct debits drawn on my account.

Note: I have eight weeks from the date of charge to request reimbursement of the charged amount. The terms agreed with my bank apply.

The Ev. Regionalverwaltungsverband will inform me before charging the first SEPA basic direct debit to my account. The direct debit mandate will then expire.

Last and first names (account holder)	
Street, building no.	
Post code	Town

Bank (name)	BIC (8 or 11 pages)	
IBAN	Sort code	Account no.
D E		
Sort code (max. 8 figures)	Account no. (max. 10 figures)	

Date, place and signature (account holder)
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DATA PRIVACY DECLARATION OF CONSENT for the transmission of data

Sponsor / address: _

Facility / address: _

Name/s

and address of custodial persons:

I / we hereby consent to my / our personal details and those of our child _____ obtained in association with the care contract with the sponsor may be obtained, processed and used for the purpose of execution of fulfilling the church administrative actions. I / we have been informed that the care contract cannot be completed without this information.

These personal details may only be obtained, processed and used in accordance with the Data Protection Act of the Evangelische Kirche [Protestant Church] in Germany (DSG-EKD). On your application, in accordance with Article 15 of the DSG-EKD, we will provide you with information on the data that is stored concerning yourself and your child.

Place and date: _

Signature of the custodial person/s:

DATA PRIVACY DECLARATION OF CONSENT for the transmission of data

Sponsor / address: _

Facility / address: _

Name/s

and address of custodial persons:

I / we hereby consent to my / our personal details and those of our child obtained in association with the care contract with the sponsor may be obtained, processed and used for the purpose of execution of fulfilling the church administrative actions. I / we have been informed that the care contract cannot be completed without this information.

These personal details may only be obtained, processed and used in accordance with the Data Protection Act of the Evangelische Kirche [Protestant Church] in Germany (DSG-EKD). On your application, in accordance with Article 15 of the DSG-EKD, we will provide you with information on the data that is stored concerning yourself and your child.

Place and date: _

Signature of the custodial person/s:

DECLARATION OF CONSENT – IMAGE RIGHTS – LEGAL SITUATION

Photos, films and sound recordings are taken and made at the day nursery. They are used to document the pedagogical activities, for the initial, continued and further training of pedagogical staff, to educate parents, and to generally improve the child's experience at the facility. They are also used for PR work. The recordings are used exclusively for non-commercial purposes (e.g. portfolio, notice board) or provided for the purposes of public reporting on the work of the nursery, such as to the press or regional partners. No personal information will be made known with the recordings.

I / we agree that photo and/or film and sound recordings may be made of

myself / us (name/s)

my / our child (name)

I / we agree to transfer the publication and distribution rights to these photos, films and sound materials to the day nursery.

This consent applies to the following publications:

- flyers
- articles / reports in local newspapers, parish newsletter
- passing on to other parents – e.g. documentation of excursions, projects, celebrations
- group photos (more than three people) on the Internet _
-
- without restriction

Concerning the use of individual shots of up to three children in association with PR activities (e.g. Internet, press), the image will be submitted to the custodial persons in advance and their written consent obtained.

This consent is given voluntarily, and may be withdrawn from the management or pedagogical staff for the future at any time without providing a reason. The consent becomes invalid on expiry of the care contract.

Place and date: _

Signature of the custodial person/s:

CONSUMPTION OF FOOD PREPARED OFF THE PREMISES

Parents (custodial persons) often bring food they have prepared themselves to the day nursery to mark celebrations and special events such as birthdays, school starters' sleepovers and carnival.

The responsibility for food prepared at the child's home lies with the parents (custodial persons).

Please note that the day nursery is unable to accept any responsibility for children if this food does not agree with your child or if other health-related problems occur.

Please note that we

- have removed "problematic" foods (see pages 12 and 13 on the subject of food hygiene) from the menu.
- cannot, as before, offer food that we do not believe to be fit for consumption (smell and appearance).

I / we have read and understand this letter.

Place and date: _

Signature of the custodial person/s:

DUTY OF CARE – ACKNOWLEDGEMENT

One of the aims of our pedagogical work is to encourage the child's desire to practice living and acting in an independent and responsible manner and to support their growing skills in our capacity as qualified professionals.

The scope of care and supervision needs to be appropriate to this aim. So, for instance, pedagogical staff will permit children at the appropriate level of development to play without constant supervision in the hall, washroom, play room and possibly outside. Children cannot be allowed to grow up in complete isolation from the risks and hazards of daily life. That is why we have made it our aim that they should learn from us how to identify risks and dangers for themselves, and to respond to them sensibly without becoming fearful. This will also help to increase the child's safety by helping to prevent accidents.

Every day, our pedagogical staff are challenged to achieve a balance between the child's right to care and protection and their need to develop, gain independence and achieve responsibility.

This basic principle is rooted in the concept of the Protestant day nurseries. Rules are agreed and shared that are appropriate to the child's age and level of development. It is understood that both parties will observe these rules.

I was / we were informed in detail of the pedagogical objectives and methods of the facility during the admission interview

Place and date: _

Signature of the custodial person/s:

For information:

The day nursery's duty of care for children starts when the child is admitted by the pedagogical staff in the building of the day nursery, and ends when the child is handed over to the person authorised to collect them. The duty of supervision on the way to the day nursery and on the way home lies solely with the custodial person/s.

DECLARATION OF CONSENT TO RELEASE FROM THE DUTY OF CONFIDENTIALITY

Last name, first name: _

Address: _

Tel.: _

I / we hereby declare that

Name of day nursery: _

Address: _

is authorised to exchange information and documents concerning my / our child

Last name, first name: _

DOB: _

(including observation results and other findings) with schools and therapists /
medical practitioners.

I/we hereby release the professionals involved from their duty of
confidentiality.

Place

Date

(Signature of the custodial person/s)

NOTICE OF WITHDRAWAL

Notice of withdrawal may only be given with effect from the end of the month, and written notice must be given four weeks in advance. Special conditions apply for children who are starting school (see item 3.3).

I / we hereby give notice that we shall be withdrawing my / our child

Last name, first name: _

DOB: _

from the day nursery _____ with effect from (date):

Place and date: _

Signature of the custodial person

Seen

Date: _

Signature of Director of Day Nursery: _