

The dignity of men - that of children as well as that of adults - is respected in the day care centre (Kita). Every child on this earth has assured rights:

Every child is entitled to a right of protection; e.g. a non-violent education, the right to be supported and to be involved. These rights are protected in Germany not least by the Constitution. The State takes care that the law is abided by.

Registration of a Child

- ✓ A care agreement is to be signed prior to the child's registration.
- ✓ Life- and nutritional habits in respect of cultural and religious orientation will be taken into consideration

Educational Assignment

- ✓ The day care centre has to address pedagogic, educational and care issues;
- ✓ The child is welcomed and given into the care of one contact person;
- ✓ Accompanying and supporting the child during its development is always the ultimate objective;

Cooperating with the Parents

- ✓ Parents to be partners in pedagogic and educational matters;
- ✓ Institutionalised parents' representation (Parents' Committee)

Supervision

- ✓ The pedagogic objective aims at developing independent and socially competent personalities;
- ✓ The children are encouraged to act independently and self-responsibly.
- ✓ The children in the day care centre are not subjected to a permanent monitoring.

Accident Insurance

- ✓ The child is protected by an insurance during all activities in/ and carried out by the day care centre.
- ✓ The child is additionally insured on its way to and from the day care centre.

Daily Attendance / Opening Hours

- ✓ The parents are responsible for taking the child to and fetching the child from the day care centre.
- ✓ A shortfall of personnel may change the opening hours short-term. How can parents be contacted?

Pedagogically Trained Staff

- ✓ They are approved qualified persons to work in day care centres
- ✓ The day care centre manager is responsible for supervising the personnel
- ✓ The day care centre manager is supervised by the day care centre sponsor
- ✓ The members of the team have undergone different types of specialised training

Protection Mandate

- ✓ There are regulations in place on how to handle threats to the child's welfare.
- ✓ The day care centre will assist parents in finding necessary support.

Food Hygiene

- ✓ Hygiene regulations (cakes, salads made by parents); Information on the production and consumption of food and beverages in the day care centre.
- ✓ Sick children (who, e.g. excrete salmonellae), are not allowed to take part in domestic offers / projects.

Sick Children

- ✓ Please inform the centre in case your child has become ill.
- ✓ Children with contagious diseases, also in case of head lice, may not attend the day care centre (§ 34 IfsG)
- ✓ Medication will only be given upon doctor's prescription; exception: chronic diseases / diabetes.

Data Protection

- ✓ Parents' approval for photos to be published
- ✓ Parents taking pictures and making videos during events
- ✓ No photos and videos to be published on the internet
- ✓ Approving a cooperation with the First School

Parents' Contributions

- ✓ Parents of children from 2 years up to starting school are exempt from contributions to the day care centre
- ✓ Crib- or after-school-care children
- ✓ Applications made to the Social Security Office
- ✓ Dinner money for all-day care children

Cancellation

- ✓ Reasons for cancellation
- ✓ No cancellation required in case of First School enrolment

Issue: December 2016

Responsible: LIGA FG Kita