



Municipality of Eichstetten am Kaiserstuhl

District of Breisgau-Hochschwarzwald

Status: April 2020

User regulations for day care centres in the municipality of Eichstetten am Kaiserstuhl

The care of children in the municipal facilities is governed by the statutory provisions and the following user regulations.

Part A

§ 1 Mission of the organisation

- (1) The day care centre has the task of supplementing and supporting the upbringing of children in the family. It promotes the physical, mental and spiritual development of the child through educational programmes.
- (2) In order to fulfill the educational and childcare mission, the staff are guided by the scientific findings of developmental psychology and education, the Baden-Württemberg orientation plan and the experience of educational practice. The children learn how to interact with each other in groups at an early stage and are taught how to behave as partners.
- (3) Education in the day-care centre takes into account the children's background, social, ideological and religious circumstances.
- (4) A user fee is charged for utilisation (§ 6).

§ 2 Admission

- (1) Depending on the type of facility, children are accepted from the age of 1 year to 3 years (Kita Wunderland) or from 3 years to school entry (Naturkindergarten Eichstetten am Kaiserstuhl).
- (2) If a child who has not previously been cared for at Kita Wunderland reaches the age of three during the month of enrolment, it can be admitted at the beginning of this month. In this case, the regular fee for 3 - 6 year olds for the childcare programme must be charged from the beginning of the month of admission. If the provider is unable to guarantee the settling-in period at the desired start of the month due to several new registrations, the settling-in period will begin at a later date in consultation with the parents/guardians.

- (3) Children with and without disabilities are cared for in joint groups wherever possible. The needs of both disabled and non-disabled children are taken into account.
- (4) Every child must have had a medical examination before being admitted to the day-care centre. A certificate must be presented as proof of this.
- (5) Admission without the required measles immunisation according to § 20 para. 8 ff. Infection Protection Act (IfSG) is not possible.
- (6) Any special health conditions of the child, such as chronic illnesses or allergies, must be reported prior to admission. If any special circumstances arise during the course of the child's attendance at the facility, these must be reported immediately by the legal guardians to the kindergarten management. Proof of measles protection must be submitted before the first day of care at the latest. If no proof is provided, the child may not be cared for in the centre.
- (7) It is recommended that the other immunisations in accordance with the recommendations of the Standing Committee on Vaccination (STIKO) are also carried out before the child is admitted to the facility.
- (8) The basis for admission is the admission contract in one of the two municipal daycare centres. The administration, or the daycare centre management as the authorised representative, decides on the admission of children by signing the contract within the framework of the guidelines issued by the provider.
- (9) Only children who live in the municipality of Eichsteten am Kaiserstuhl and are registered there are entitled to admission.

§ 3 Cancellation/termination

- (1) The contract ends automatically when the child reaches the age of three and then moves to kindergarten or on 31 August of the year in which the child moves to school. The contract can be cancelled by either party with a notice period of 6 weeks to the end of the month. The cancellation must be made in writing. The minimum contract period is 9 months for the benefit of the child.
- (2) Cancellation of the childcare contract before the start of the childcare relationship is excluded. In the event that the agreed childcare is not utilised at the agreed time for reasons for which the parents/guardians are responsible, the contracting parties agree to a contractual penalty of half a monthly parental contribution.
- (3) A special right of cancellation in the event of an increase in the parental contribution is not granted.
- (4) The provider may terminate the childcare contract at any time without notice for good cause. Good cause exists in particular if the

payment of the parental contribution is more than one month in arrears. The delivery of a payment reminder is sufficient to indicate late payment.

- (5) The municipality of Eichstetten am Kaiserstuhl can terminate the childcare contract without notice to the end of the month if the required measles vaccination protection in accordance with § 20 IfSG is not available or the parental contribution due has not been paid for two months.
- (6) If the required measles vaccination certificate in accordance with § 20 IfSG is not presented by the admission date, the municipality of Eichstetten am Kaiserstuhl may terminate a previously concluded childcare contract without notice.

§ 4 Visiting the facility, opening hours

- (1) In the interests of the child and the group, the centre should be visited regularly.
- (2) If a child is absent, the group or centre management must be informed.
- (3) The daycare centre is open regularly from Monday to Friday, with the exception of public holidays, planning days, company outings and company holidays. The regular daily opening hours depend on the type of programme and are announced by the centre management.
- (4) It is expected that the child is handed over to the centre before the end of the agreed "drop-off time" and is collected at the latest at the end of opening hours. In the event of late collection, an additional fee may be charged.
- (5) The settling-in period is organised individually in consultation with the parents; detailed information can be found in the concept. As the child also occupies a full place during the familiarisation period, the full fee must also be paid during the familiarisation period.

§ 5 Holidays and closing times

The holidays and closing times are set for one year at a time and announced in advance. Should the centre or a group be closed for a special reason (e.g. to prevent the transmission of infectious diseases, strike), parents will be informed immediately.

§ 6 User fee (parental contribution)

- (1) A monthly fee is charged for attending the centre, plus a meal allowance if applicable. The fee is to be paid in the fixed amount from the beginning of each month. It is due monthly in advance, at the latest on the 5th working day of the month. If the child is admitted by

The full fee is payable from the 15th of the month inclusive, and half the monthly fee from the 16th.

The fees are payable for 12 months regardless of the closing times. The fee is also payable during holidays and when the facility is not in use or is temporarily closed. The amount of the user fees is decided by the municipal council of Eichstetten am Kaiserstuhl and can be viewed at www.eichstetten.de.

- (2) Temporary closure of the day care centre due to force majeure does not entitle the child to a reduction or refund of fees.
- (3) If catering is offered at the facility, a meal fee is charged, which is included in the parental contribution.

§ 7 Insurance

- (1) The children are insured against accidents in accordance with § 2 Para. 1 No. 8 a of the Seventh Book of the German Social Code:
 - On the direct route to the centre and on the way home,
 - During the stay at the facility,
 - During all events of the facility outside the centre premises (walks, excursions, etc.).
- (2) Accidents that occur on the way to and from the centre must be reported immediately to the management of the centre.
- (3) No liability is accepted for the loss, damage or confusion of the child's wardrobe and other personal belongings. It is recommended that items are labelled with the child's name and that no valuables are left with the child.

§ 8 Regulation in cases of illness

- (1) If the child has a cold, skin rash, sore throat, vomiting, diarrhoea or fever, they must not attend the facility. As a precautionary measure, it should be noted that no medication or remedies of any kind will be administered.
- (2) If the child or a family member falls ill with an infectious disease (e.g. diphtheria, measles, rubella, scarlet fever, whooping cough, mumps, tuberculosis, polio, jaundice, communicable diseases of the eyes, skin or intestines), the management must be informed immediately; at the latest on the day following the illness. In accordance with the Infection Protection Act, attendance at the centre is not permitted in any of these cases.

- (3) Before the child can attend the centre again after an infectious illness - including in the family - a medical certificate of no objection must be presented to the management on request.
- (4) Children who have a gastrointestinal infection must be symptomfree for 48 hours without medication before they are allowed to return to the centre. Children who have a fever must be symptomfree for 24 hours without medication before they are allowed to return to the centre.
- (5) In the case of fractures and more serious injuries, a medical certificate from the attending physician confirming that the child can participate in the daycare centre/kindergarten without any subsequent impairments must be presented to the head of the daycare centre upon request.

§ 9 Supervision

- (1) During the opening hours of the daycare centre, the educational staff are responsible for the children entrusted to them.
- (2) The duty of supervision of the municipality of Eichstetten am Kaiserstuhl only begins when the child is taken over by the carers at the facility and ends when the child is collected from the carers.
- (3) Parents/guardians are responsible for supervising joint parties and events at the centre.
- (6) On the way to the facility and on the way home, the duty of supervision is the sole responsibility of the parents/guardians. Particular attention must be paid to the proper transition to the other area of supervision. Whether the child is allowed to go home alone requires careful consultation between the centre management and the legal guardians and a written declaration to the municipality of Eichstetten am Kaiserstuhl. This is not possible for children of crèche age.

§ 10 Cooperation as a prerequisite

For the care and development of the children, a trusting cooperation between parents and the daycare centre is of great importance. Parental involvement is already important during the familiarisation phase so that the children feel comfortable in the group.

§ 11 Parents' Council

Parents are involved in the work of the centre through a parents' council, which is elected annually. Please refer to the guidelines issued by the Baden-Württemberg Ministry of Social Affairs on 15 March 2008 regarding the formation and duties of parents' councils in accordance with § 5 of the Baden-Württemberg Kindergarten Act.

§ 12 Cooperation with the youth welfare office

Like all other municipalities, the municipality of Eichstetten am Kaiserstuhl has concluded an agreement with the Breisgau-Hochschwarzwald District Office on the implementation of the youth welfare protection mandate in day care centres for children. As part of this agreement, the providers are obliged, among other things, to initiate precisely defined steps if the welfare of a child is suspected to be at risk. The first step is always to talk to the legal guardians. Only under certain conditions can the daycare centre, as the institution commissioned by the provider, initiate further steps, which may ultimately mean contacting the youth welfare office.

Further information on the agreement can be found on the homepage of the City of Freiburg. We have taken note of the fact that the municipality of Eichstetten am Kaiserstuhl has concluded the above-mentioned agreement with the Breisgau-Hochschwarzwald District Office.

§ 13 Data protection

- (1) The processing of personal data is required for the admission of a child to the day care centre.
- (2) Personal data that is collected or used in connection with the upbringing, education and care of the child in the centre, is subject to the provisions of data protection. The responsible supervisory authority can be obtained from the provider. The provider guarantees compliance with data protection regulations.
- (3) The transfer of data to persons or bodies outside the institution is only permitted if there is a legal authorisation to transfer data or a written declaration of consent for a specific purpose.
- (4) The processing (collection, storage and use) of data for the creation of educational and development documentation requires the consent of the person with parental authority. Consent must be given in writing.
- (5) The publication of photos and videos of the child in print media as well as electronic and digital media is subject to the written consent of the legal guardians.
- (6) The provider is authorised to collect personal data on the legal guardians and their child or children, even without consent, insofar as this is necessary for the upbringing, education and care of the children at the facility.

(7) Upon request, the institution shall provide the following information to the authorised persons in accordance with the data protection regulations applicable to it:

- The overview of the information relating to the legal guardians and their child or Data stored for children
- The name and details of the daycare centre (responsible body)
- The contact details of the local representative for the data protection officer (company officer)
- The purposes of processing and the legal basis for processing
- If applicable, the recipients or categories of recipients of the personal data
- The duration of storage or, if this is not possible, the criteria for determining the duration
- The existence of a right of access, authorisation, erasure, restriction of processing and a right to object to processing
- The existence of a right to lodge a complaint with the competent supervisory authority
- The categories of personal data
- Whether the provision of personal data is required by law or contract or is necessary for the conclusion of a contract, and the possible consequences of failure to provide such data

(8) The making of audio and video recordings during the stay at the facility is not permitted without the consent of the responsible body. If the children have such devices (smartphone, smartwatch) with them when visiting the centre, these must be handed in when entering the centre and returned when leaving.

§ 14 Care of the child

The parents of the nappy-changing children bring nappies for their child. Each child has its own nappy and personal utensil compartment in the facility. The child should wear appropriate clothing for the weather (rain trousers, jacket, sun hat etc.). Spare clothes should also be placed in the personal compartment. Parents are responsible for equipping these compartments.

Part B (Special regulations in the nature kindergarten)

§ 15 Collection and delivery situation

The children are brought by their parents to the assembly point at the Winzergenossenschaft in Breitenweg in Eichstetten from 7.45 am to 8.00 am and picked up from there again during the pick-up time from 1.30 pm to 1.45 pm. We ask parents to be punctual in the morning, as the group leaves on time, and also to pick up their child at the assembly point by 1.45 pm at the latest. If you would like to pick up your child at a different time directly at the Naturkindergarten (please always in consultation with the staff), we ask you not to use your car. When choosing the location, the neighbours were assured that the route would be covered on foot with the children and that there would be no increased traffic congestion from parents. In addition, there are not enough parking spaces on site and access to the nature kindergarten must be possible for emergency vehicles at all times.

§ 16 Liability insurance

Parents are liable for damage caused by children to third parties, unless the educational staff have grossly breached their duty of supervision. We therefore strongly recommend that you take out liability insurance.

§ 17 Medication

In the facilities of the municipality of Eichstetten am Kaiserstuhl, it is not possible for the specialised staff to administer medication. This is the responsibility of the legal guardians, who must organise the administration of medication.

§ 18 Health and hygiene

- (1) Lice, ticks & co: If a child has head lice, the infestation is immediately reported to the pedagogical team and a telephone chain is started so that all parents can be informed and thus take special care with their own children. Infested children are treated immediately at home. Parents commit to conscientious and careful treatment with a product recommended by the Robert Koch Institute and to thorough daily checks. The infested children may return to the Nature Kindergarten on the first day after the initial treatment, provided that the parents confirm with a letter of reply that the treatment has been carried out correctly or a doctor can rule out the spread of head lice with a high degree of certainty. A new treatment is absolutely necessary within eight to ten days. If the same child is infested with head lice again within four weeks, the child can only be re-admitted to the nature kindergarten if a doctor certifies that there is no risk of the lice spreading further.

The nature kindergarten area is located in a tick risk area. Parents should check their children and their clothing daily for ticks. Any ticks found must be reported immediately to the educational team so that particularly high-risk areas can be avoided. The legal guardians declare in writing whether they agree to the professional removal of ticks by the educational staff or whether they expressly refuse to give their consent. If the legal guardians do not agree to the removal of ticks by the educational staff, they should pick up the child as soon as possible or come to remove the tick themselves.

If the parent or guardian has consented to the removal of the tick by the pedagogical staff, they will remove the tick quickly and professionally and mark the puncture site. The removal of the tick is documented and the legal guardians are informed. If the educational staff are unable to remove a tick due to the specific circumstances of the individual case (e.g. the tick is located in an area of the body that is difficult to access and/or in the genital area), the child will be given assistance by other means. The legal guardians must be informed immediately and the next steps must be agreed with them. If the legal guardians cannot be contacted, the educational staff should act immediately at their own discretion in a way that is in the best interests of the child, e.g. by consulting a doctor. Closed clothing and shoes (long trousers tucked into socks) protect against tick or insect bites.

The educational team must also be informed if a child has skin or respiratory tract irritation, as this could be caused by contact with plants, mites or caterpillars.

(2) Plants, berries, mushrooms, animals:

- What falls on the floor is no longer eaten.
- In principle, wild berries / fruits / herbs are not picked unless the children are given expert guidance and the harvested produce is utilised in accordance with hygiene rules.
- Mushrooms are neither touched nor destroyed
- Dead animals, tame wild animals, feathers, fur/hair are not touched.
- Places contaminated with faeces are avoided.
- Wash hands with soap and water before every meal, after going to the toilet, before handling food, after contact with animals, in case of heavy soiling and, if necessary, disinfect afterwards. The children clean their hands with water they have brought with them (drinking water quality) and pH-neutral, biodegradable liquid soap (the floor contamination from the liquid soap is negligible).

The children dry their hands with disposable towels or their own towel.

- - No water from standing or flowing water is drunk.

- (3) Vaccinations: For children who regularly spend time in nature and in the forest, the vaccinations listed in the vaccination calendar of the Standing Committee on Vaccination (STIKO) at the Robert Koch Institute are recommended. In particular, care should be taken to ensure adequate immunisation against tetanus (tetanus) and TBE. The TBE vaccination is also one of the publicly recommended immunisations in Baden-Württemberg.
- (4) First aid: The professionals always have an emergency kit with them when travelling through nature and on excursions. Every specialist attends a first aid course at least every two years.
- (5) Mobile phone: To report emergencies, the professionals always carry a mobile phone that is ready for use. However, they are not always available for calls from parents as, unlike the emergency call network, the normal mobile phone networks are not fully accessible in nature.

Calls to cancel children's attendance are taken by the team during drop-off times. During other childcare hours, the team should only be called in urgent cases, as telephone calls disrupt the kindergarten routine.

§ 19 Supervision in the nature kindergarten

- (1) All employees are required to be particularly vigilant and careful. They must know at all times where the child is and what activity he or she is engaged in. The intensity of supervision depends on the child's age, maturity, character and experience. Nevertheless, the child should develop into an independent and socially competent personality.
- (2) In the nature kindergarten, rules are laid down that promote children's development and enable them to treat themselves and their environment with care. The level of supervision depends on whether the child is digging or handling tools, for example. This includes the fact that employees have a duty to inform the children, a specific duty of supervision and a duty to intervene. However, dangerous situations cannot be completely ruled out.

§ 20 Parental work

- (1) By deciding to enrol your child at the nature kindergarten, you are also deciding to play your part in creating a good community. This also includes an interest in the care and maintenance of the site and the construction trailer. The

Parents are responsible for cleaning the construction trailer. By registering, each family agrees to take on this cleaning 2 - 3 times a year.

(2) Expectant mothers are immediately released from parenting duties where they have contact with the children at the Naturkindergarten. Pregnancy should be reported to the kindergarten management in good time.

(3) With regard to the development and support of the children, the following topics are discussed between educational professionals and parents:

- If necessary on arrival: Short exchange
- If necessary when picking up: Info - exchange about the day's events
- Leandoo daycare app
- Parents' evening
- Handouts (e.g. for food to be brought along)
- The child's portfolio gives parents an insight into how their child explores and learns about the world

(4) There are the following occasions for further discussions with parents:

- Admission interview
- Review of the familiarisation process after approx. eight weeks
- Development dialogue, usually around the child's birthday
- Requested individual meetings

(5) In the regular parents' evenings (once or twice a year) we deal with topics such as

- Current topics of the group, organisational matters
- Arrangements / planning of parental services
- Pedagogical topics
- Projects
- Parental questions
- Carrier concerns

(6) Attendance at the parents' evening is mandatory for the educational staff. It is desirable that one parent from each family attends. The invitation period with publication of the agenda items is 14 days.

§ 21 Security

(1) An emergency plan has been drawn up and is visibly displayed in the trailer.

(2) Contact the rescue coordination centre: The location plan of the group site is known and easily accessible by rescue vehicle.

- (3) Regular inspection of the trees on our group site by the Eichstetten building yard after storms, snow breakage, dead wood or in the forest by the district forester after storms, felling, etc.
- (4) In the event of a sudden thunderstorm, everyone goes to the construction trailer immediately. In the event of severe weather warnings, staff will contact each other before drop-off time and, if necessary, inform parents of further steps by telephone.

§ 22 Accommodation

The kindergarten site of the Naturkindergarten is located about 150 metres behind the Breitenweger Hof in Eichstetten. The site is a meadow orchard surrounded by neighbouring cattle pastures, vegetable and seed fields. A small stream flows along the edge of the site, the banks of which are planted with bushes, while a country lane runs along the other side.

Two large, heatable construction trailers serve as shelters.

§ 23 Meals

Eating together, the fresh air and the exercise can sometimes give children an unusually good appetite. It is therefore important that every child has a wholesome, healthy meal with them. Food that is filling, fresh and healthy, without additional packaging waste, is ideal. The child should bring a morning and a midday snack and be involved in preparing the tins. The food should be limited to 2-3 cans, otherwise the children will quickly become overwhelmed. Children should be able to use the cans and drinking bottles they bring with them independently.

§ 24 Equipment

(1) Children's equipment

- Clothing adapted to the weather in an "onion look" to avoid heat build-up if the clothing is too warm or hypothermia if it is too thin. The children should be able to open and close their clothes independently.
- Headgear / sun protection
- Possibly work gloves
- No cords, hooks or eyelets: risk of strangulation, e.g. when climbing!
- Robust, waterproof footwear
- Backpack with chest strap, drinking bottle with at least 0.5 litres, easy-to-handle snack box
- Small towel
- Apply sun cream / mosquito spray... at home!

- One complete change of clothes (see admission interview list) at the cloakroom in the car.
- Items of clothing, rucksacks and other items of equipment must be labelled by name so that both the children can recognise their belongings and the educational staff can clearly assign them to the children.
- Nappy-changing utensils for nappy-changing children

(2) Basic equipment for the group

- Charged mobile phone with network reception (stored emergency numbers: Ambulance, forestry office, hunters, fire brigade, poison control centre, weather service, parents' telephone numbers)
- Telephone list of parents
- First aid equipment, additional warming foil, tick tweezers, tins for storing the tick or poisonous plant, whistle
- Bottled drinking water
- Daily 2 x10 litre water canisters with fresh water of drinking quality and tap for washing hands / brush / liquid soap
- Toilet paper / Disposable gloves / wet wipes / rubbish bags / hand sanitiser
- Spare clothing: Group place according to the season and weather conditions
- Pedagogical material
- Acoustic signal, e.g. flute or bell
- Identification books for animals, animal tracks, (poisonous) plants
- Handcart