

# Day care – Kindertagesbetreuung (englisch)

## What is a Kindertagesstätte?

Kindertagesstätten (= day care centre, abbreviated as KiTa) are facilities where children are cared for by qualified staff (including educators).

A distinction is made between

- Kinderkrippe (= nursery, ages 1 to 3 years)
- Kindergarten (ages 3 to 6 years)
- Hort (= after school care centre, primary school ages 6 to 10 years)

In Germany, attending a KiTa is not mandatory. During the last year before enrolment, your child should by all means attend a KiTa to get well prepared for school.

There are registration deadlines you need to pay attention to. These can be learned from your municipality.

## What are the costs of attending a Kindertagesstätte?

A place in a KiTa incurs fees, plus the costs for meals. You might be eligible for an exemption from the fees if you, for example, receive benefits from the Jobcenter or benefits for applicants for asylum. The respective notifications have to be shown to the municipality. During the last year before enrolment, attendance of kindergarten is free of charge. The costs for meals are always to be borne by the parents and will not be refunded.

## General information for parents:

- Intake interview: In order to best prepare attendance of the facility, an interview with the educators/ administration of the facility is carried out. A person who interprets is necessary here. This might also be somebody from your circle of family or friends.
- Familiarisation period: In order to gradually familiarise your child with the daily routine of the facility and to being separated from the parents for extended periods of time, a familiarisation period has to take place. In the beginning you stay in the KiTa with your child hourly. At a certain point, the first attempts at separation take place and you leave the group room, but stay in the KiTa. Once the child is familiar with the educators and the surroundings, you can leave the facility, but have to be available by phone.
- Doctor's certificate: The KiTa requires a certificate of your child being healthy and free of contagious diseases, as well as a verification of a consultation about immunisation.
- Who is the emergency contact? You have to inform the KiTa in writing about how you can be reached in emergencies or who should be called in case of an emergency.
- Who is allowed to pick up? You have to inform the KiTa in writing about who is allowed to pick up your child. Please do not entrust this task to children under the age of 14 years.

## What do you need to remember on the first day in the KiTa?

The following items have to be provided by you:

- Slippers / indoor shoes
- Backpack/bag (with breakfast + if necessary a meal for the afternoon)
- 1x change of clothes (underwear, socks, pullover, trousers and T-shirt)
- Wellington boots, rain jacket and rain trousers
- *for children still needing nappies: nappies and care products*

## What is important every day?

- Pack your child a healthy breakfast. (Please avoid sweets or sweetened drinks!)
- Sick children are not allowed in the KiTa. They stay at home until they are well again.
- The child must be picked up on time every day.
- Should the child not come to the KiTa one day, please notify facility staff in the morning.

PLEASE READ THIS BROCHURE CAREFULLY!

## **Instructions for parents and others entitled to custody according to Sect. 34 par. 5 page 2 Infection Prevention Statute (= IfSG Infektionsschutzgesetz )**

If your child suffers from a **contagious disease** and attends school or other community facilities (*Gemeinschaftseinrichtungen, GE*) into which he is about to be enrolled, he may pass the disease on to other children, teachers, educators or care persons. Furthermore, especially infants and children have a weakened immune defence during an infectious disease and might additionally contract **secondary diseases** (with complications) in the facilities.

To prevent this, we want to inform you by means of this **brochure** about your **duties, conduct and general practice** as provided for in the *Infektionsschutzgesetz* (Infection Prevention Statute). In this context you should know that infectious diseases usually have nothing to do with insufficient cleanliness or carelessness. Therefore, we ask you for your **candour and trusting cooperation**.

The law states that your child **must not attend school or other GE** if

1. he is affected by a **severe** infection caused by **low pathogen doses**. These are according to the regulation: diphtheria, cholera, typhoid fever, tuberculosis and diarrhoea caused by EHEC bacteria. All these diseases usually only occur as single cases in our area (the statute also names viral haemorrhagic fevers, plague and polio. However, these pathogens are highly unlikely to be transmitted in Germany);
2. there is an **infectious disease that can progress in a severe and complicated manner in individual cases**. These are pertussis, measles, mumps, scarlet fever, chickenpox, meningitis caused by Hib bacteria, meningococcal infection, scabies, contagious ringworm, hepatitis A and bacterial dysentery;
3. there is a **head lice infestation** and treatment is not yet completed;
4. he is affected by infectious gastroenteritis under the age of 6 years, or the disease is suspected.

The **routes of transmission** of the named diseases are varied. Many diarrhoea-causing pathogens and hepatitis A are so-called **smear infections**. Transmission occurs through insufficient hand hygiene as well as through contaminated food, only seldom via objects (towels, furniture, toys). **Droplet or "airborne" infections** are for example measles, mumps, chickenpox and pertussis. Scabies, lice and contagious ringworm are transmitted via **hair, skin and mucosal contact**.

This explains why *Gemeinschaftseinrichtungen* (GE, community facilities) present especially favourable conditions for the transmission of the aforementioned diseases. We therefore ask you to always **consult** your **family doctor or paediatrician** in case of **serious illnesses** of your child (for example in case of high fever, irregular fatigue, repeated vomiting, diarrhoea for more than one day, and other worrying symptoms). Your doctor will give you - upon suspicion of a certain illness or upon its diagnosis - information about whether your child is affected by a disease banning him from attending the GE according to the *Infektionsschutzgesetz* (Infection Prevention Statute).

If a child has to stay at home or even be treated in hospital, **please notify us immediately** and also let us know the diagnosis so we can take all necessary measures in cooperation with the **public health office** to guard against further spreading of the infectious disease.

Many infectious diseases share the trait of being contagious before typical symptoms occur. This means that your child might have already infected playmates, classmates or staff when it is determined that he must stay at home due to first symptoms of illness. In that case we must **inform** the parents of the other children **anonymously** about the presence of a contagious disease.

Sometimes children or adults only take pathogens in without developing illness. In some cases pathogens are also excreted with stool or in droplets by coughing and exhaling for a rather long period after passing of the illness. This creates the danger of infecting playmates, classmates or staff. The Infektionsschutzgesetz therefore provides for “**excreters**” of cholera, diphtheria, EHEC, typhoid fever, paratyphoid fever and shigella-dysentery bacteria to only attend GE with **permission and after instruction by the public health office**.

If **someone in your home** is affected by a **severe or highly contagious infectious disease** other members of the household might have already taken in the pathogens and excreted them without having fallen ill themselves. In this case your child must also stay at home.

Your treating physician or the public health office can inform you whether a possibly infected but not ill child or an excreter is banned from attending school or another GE. In these cases you must also **notify us**.

There are **vaccinations** available against **diphtheria, measles, mumps, (German measles / rubella), poliomyelitis, typhoid fever and hepatitis A**. If a protection by vaccination is in place, the public health office can immediately revoke the ban of attending. Please keep in mind that an optimal protection by vaccination serves the individual as well as the community.

**Should you have any questions, please refer to your family doctor or paediatrician or to the public health office. We are also happy to help.**

## Declaration of consent

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Child's name

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Name(s) of legal guardian(s)

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Street and house number

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Postal code and town

I/we herewith consent to the following

- documentation of the observation and development of my/our child
- photographing and filming of my/our child in the day care centre
- on special occasions photographs may be released to the press
- group walks, trips and events by the day care centre
- my/our child may consume foods that are self-made and brought along

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Place and date

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Signature(s) of the legal guardian(s)

# Declaration of consent (Waiver of confidentiality)

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Name(s) of legal guardian(s)

\_\_\_\_\_  
Street and house number

\_\_\_\_\_  
Postal code and town

I/we herewith release the professional teaching staff of the day care centre from the statutory confidentiality of personal information when contacting representatives of

- the juvenile office services  
specifically: \_\_\_\_\_
- the counselling/therapy facility  
specifically: \_\_\_\_\_
- the early intervention centre  
specifically: \_\_\_\_\_
- the school  
specifically: \_\_\_\_\_
- the ergotherapy clinic  
specifically: \_\_\_\_\_
- the speech and language therapist  
specifically: \_\_\_\_\_
- other offices  
specifically: \_\_\_\_\_

regarding my/our child \_\_\_\_\_ born \_\_\_\_\_

\_\_\_\_\_  
Place and date

\_\_\_\_\_  
Signature(s) of the legal guardian(s)