



ASSOCIATION BYE-LAWS

Internationales Kinderhaus Augsburg e.V.

1. Preamble

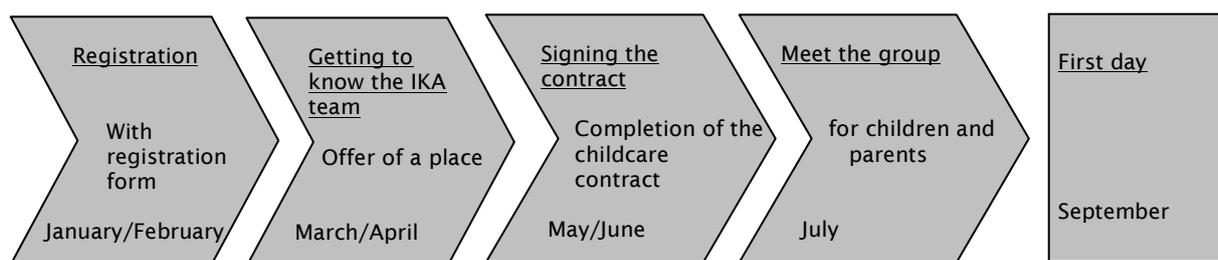
These bye-laws comprise an important set of internal regulations for our association, along with our statute. The bye-laws are based on this statute and are intended to ensure that our childcare facility is run as smoothly as possible. Each paragraph can be changed if required, as long as it has been discussed in detail at the Annual General Meeting.

2. Association

The childcare facility is run by the association “Internationales Kinderhaus Augsburg e.V.”. The association members are responsible for its organisation and management. Our childcare facility is run with the help of our committed families and educational team.

3. Registration procedure

New children usually start attending the facility from 1 September each year. Places can also be filled during the year if any should become available. We accept applications for the coming school year during a two-week registration period at the beginning of each calendar year. The registration period begins on our annual open day; the relevant dates are published on our homepage and in the local press. Families who have put their names down on our pre-registration list are automatically invited to our open day. After the registration deadline, individual families are invited to come to the IKA and get to know the team. The educational director, business director, association board and teaching staff decide together which families will be offered a place. The acceptance of a place is binding when the childcare contract has been signed and the terms and conditions of our bye-laws and statute have been formally accepted. Before the start of the new school year, the new children and their parents will be invited to spend a few hours getting to know their group. Parents who accept a place for their child are also asked to join the association Internationales Kinderhaus Augsburg e.V.



4. Group structure and selection criteria

There is a mixture of ages and languages (English/German) within each of the groups at the facility, with children from 1 to 3 years in the nursery, 3 to 6 years in the kindergarten and 6 to 10 years in the after-school club. There should be an even distribution of all age groups. There should also be approximately the same number of girls and boys in each group.

If there are not enough free places for the children as described above, the following criteria for selection will be considered:

- Siblings will be given priority
- Knowledge of English: parents' mother tongue, the child has lived in an English-speaking country, or the child has been raised speaking English
- The child's age
- Other aspects: e.g. the family lives close to the facility, the family wish to actively support the association

In addition to this, please note that priority will be given to families who live in the city of Augsburg. This is necessary because of the subsidies the facility receives from the City of Augsburg and the State of Bavaria.

5. Opening hours and booking childcare hours

Our childcare facility is open from Monday to Friday, 7.30 a.m. to 5 p.m. As a rule, the children present between 7.30 and 8.30 a.m. will be looked after in one nursery or one kindergarten group. Depending on the number of hours booked for the child, this can also apply between approximately 3 and 5 p.m.

When a family signs their childcare contract, they book the number of childcare hours they will need. The hours booked are binding, and are not affected by absence due to holidays or illness. A minimum of 4-5 hours has to be booked for children in the nursery or kindergarten. This is because all children have to be present during the core hours of 8.30 a.m. - 12.30 p.m. These core hours allow the teachers to work with the children without interruptions for a set period of time. The children can be brought to the facility from 7.30 a.m. onwards. The drop-off and pick-up times are not included in the core hours.

If a family wishes to change the hours they have booked during the year, they must complete a booking form (available from the office). Three months' notice must be given before reducing the number of hours booked. This is necessary since a reduction in hours means a reduction in official subsidies for the facility, which can lead to a reduction in staff hours or opening hours. An increase in hours can be approved starting from the next possible date, provided that the permitted child-teacher ratio can be maintained. The parents or guardians are given a receipt detailing the changes (see appendix).

6. Fees and subsidies

The association membership fee is 20 euros per school year. It is payable on 5 September of each school year by direct debit. The fee must be paid in full each school year (including the years the family joins and leaves the association).

The monthly childcare fee as set down in the current price list is to be paid by direct debit (see appendix). The finance committee sets the fees by vote (simple majority); the fees become valid when the association members have been informed via e-mail and the new price list has been published on the website. If a child is on holiday, ill, or the childcare facility is closed, the monthly childcare fee still has to be paid. The finance committee is made up of the board and the parents' committee. If necessary, the finance committee can be convened by a board member (usually the treasurer) with two weeks' written notice. The

finance committee is quorate as long as at least one board member and the treasurer are present. In the case of a financial emergency, the treasurer or a member of the board can convene a meeting of the finance committee by phone with three days' notice. In such cases, the finance committee is quorate only if at least four of the above-mentioned people (board, parents' committee) and the treasurer are present.

A freshly cooked meal is provided every day at the facility. Families whose children who eat lunch at the facility pay a lunch fee as stated in the price list. If a child does not eat lunch at the facility for a particular reason (he/she is only there in the morning, has allergies etc.), the family must inform the office or the board. If a family no longer wants their child to have lunch at the facility, at least one month's notice must be given and the family must fill in the relevant form (available from the office). If a child is going to be away for a long period of time, the lunch fees can be waived after the first month of absence in agreement with the office managers/the board.

A one-off registration fee of 10 euros per child is payable on signing the childcare contract.

7. Insurance

The children are legally insured against accidents through the Bavarian Communal Accident Insurance Association in accordance with Article 2, Section 1, no. 8a of Book Seven of the Social Insurance Code. This insurance covers

- the direct journey to and from the facility
- the time the child is in the facility
- all events run by the facility that take place away from the premises (walks, parties, etc.)

Any accidents occurring on the way to or from the facility must be reported immediately to the management.

Parents are legally insured through the facility against accidents if they are performing tasks for the facility (e.g. helping out with childcare, doing renovation work or working in the garden).

The teaching staff are covered by liability insurance and are insured against accidents. If parents help out with childcare, they are also covered by liability insurance.

Our facility does not accept any liability for loss, damage or the removal by mistake of any items of clothing and other personal property belonging to the child. We recommend putting your child's name on all personal items.

8. Duty of notification for parents/guardians

If a child or someone living in the child's home is suffering from certain contagious diseases, the parents or guardians are required to disclose this to the childcare facility and the child must stay at home. This applies to diseases set down in the Infection Protection Act: please see the appendix of these bye-laws for further details. In addition to this, parents or guardians are required to notify the facility of any other conditions their child has, e.g. allergies, asthma, food intolerances, organic disabilities and so on.

Families are also required to inform the facility of any change of address or telephone number (home or work). Likewise, they must disclose any changes with regard to custody of the child or other such changes within the family.

9. Duty of supervision of the childcare facility

The duty of supervision at the facility begins when the child is handed over to the teaching staff, and ends when a parent or their representative enters the premises and the child is subsequently handed back to them. Once the child has been picked up, the facility staff have no further duty of supervision on that day, even if the child is still playing on the premises and the facility has not yet closed.

10. General regulations

- a) When the child has been registered / allocated a place, the association will collect, store and process various personal details (e.g. name, address, e-mail address, telephone number, child's date of birth). These details will also be made available to other parents in the form of an address list. Personal data (such as name, address, child's date of birth) can also be made available to other institutions that work in cooperation with our childcare facility (e.g. the child's future school). The data collected will be deleted when the child is no longer being cared for at the facility and none of the relevant partner institutions have a reason to require the continued storage of the data.
- b) During the day, photos are sometimes taken or videos are made of the children. Some of these may be made public (e.g. in the foyer of the facility, in newspapers and other media). Parents will be informed in advance when this is the case.
- c) All children participate in trips to the playground, forest days (parents will be informed in advance) and other outings away from the facility.
- d) The children use the facility's garden every day, including the playground equipment there. The staff can decide not to go out into the garden on a particular day if doing so would put the children in danger.
- e) Once a year, the local health authority visits the facility to test the children's sight, hearing and speaking skills. There is also an annual visit from a health authority employee who shows the children how to clean their teeth properly.
- f) If there is a case of head lice in the facility, it may be necessary for the teachers or the health authority to examine the children.

If you do not agree with one or several of the regulations stated above, please inform the board in writing.

11. Settling-in period and general information

Each new child at our facility has a settling-in period of about three weeks in the kindergarten and six weeks in the nursery. Each child's settling-in period is adapted to his/her needs and behaviour. The teaching staff agree on the end of the settling-in period in consultation with the parents.

Please also note the following points:

- Please provide a rain jacket and mud trousers for your child, as well as a change of clothes.
- If your child still wears nappies, please provide nappies and wet wipes.
- Your child should bring a morning snack (no sweets).

- In addition to the parents and guardians, the people named in your childcare contract are permitted to collect your child from the facility. Please inform the teachers in writing of any changes to this.
- If your child is not able to come to the facility on a particular day, please inform the staff by no later than 8.30 a.m.

12. Rooms and outdoor playing area

The Internationales Kinderhaus Augsburg is located at Schäfflerbachstrasse 28 in Augsburg's Textile District. Each group in the facility has use of a separate group room and additional side room. In addition to this, all groups use the art and crafts room and the gym. The kindergarten and after-school club children eat in the dining area in front of the kitchen. The nursery has a shared kitchen, and each nursery group has its own bathroom with a changing table. The kindergarten also has a bathroom with child-sized toilets and washbasins. There are two separate toilets for the use of the after-school club.

The outdoor playing area consists of a garden with bushes, trees, a large slide, a revolving climbing frame and sand pits. There is a large roof terrace on the first floor. The garden has plenty of space for movement and balancing, discovering and investigating, playing in the sand and riding trikes. As well as this, the children help to grow plants and vegetables.

13. Parents' work groups

At the IKA, we rely on help from our parents with certain tasks. It is only with their support that we are able to keep costs down. One member of each family with a child in the facility is assigned to at least one work group (see Appendix N: Guidelines for work groups). The parents complete their assigned tasks independently. Parents are also asked to sign up for additional short-term work projects as they occur. These include the annual spring and autumn cleaning days. In the spirit of fairness, all families are expected to contribute equally to this work. Per school year, each family should contribute 40 hours of work. Families will be charged 20 euros for each hour of work not completed. The work can, however, be done in part or in total by a person nominated by the family.

14. Educational staff

Our educational staff, with their expert knowledge and experience, are our greatest asset. Good relationships and mutual trust between parents and staff are the foundation of everyday life and work at the IKA. The educational staff have the freedom to organise the daily routine in their group, with the emphasis on planning and performing their educational tasks and duties. In particular, these include

- Compiling holiday schedules, organising cover for absent colleagues.
- Purchasing educational materials and supplies without exceeding the annual budget.
- Supervising and training trainees and voluntary workers, who are selected jointly by the board and the educational team.
- Familiarity with all of the tasks in their field of responsibility as stipulated by the education laws (Childcare Facilities Act).
- Independently assessing a child's readiness to attend a childcare facility based on the relevant legal stipulations and the regulations within the association

15. Parents' meetings and parents' committee

The first parents' meeting takes place at the start of the school year. In addition to providing information about organisational and educational matters, the parents' committee for the coming year is elected. The parents' committee consists of at least two association members per group. Board members cannot be elected to the parents' committee. Parents are elected either by secret ballot or with a show of hands, if all parents present agree to this. Each parent or guardian present has one vote; there is only one vote per family.

The Annual General Meeting is held in the early part of each calendar year, during which the board's activities during the past year are approved and the board for the coming year is elected. The board informs the association members of the date and location of the meetings via e-mail and a notice on the notice board. Any other meetings take place if and when required and are called by the board, the management team or the parents' committee.

In addition to this, there are regular board meetings and parents' committee meetings, which are used to discuss organisational and educational matters arising at the facility. If required, the educational staff can also participate in these meetings.

16. Internal holidays

Our facility is closed for approximately 23 working days each year.

Christmas / New Year	approx. 9 days
Easter / Whitsun	approx. 4 days
Summer (2 weeks in August)	approx. 10 days

The board compiles an annual holiday plan in consultation with the educational staff, deciding on which days the facility will be closed. Parents are informed via e-mail and a notice on the notice board.

Our facility is closed on public holidays. If the facility or one of the groups has to remain closed for a particular reason (e.g. because of illness), parents will be informed in good time.

17. Giving notice

Parents or guardians can terminate their childcare contract by giving three months' notice to the end of the month. The notice of termination must be given to the board in writing. The childcare fees must be paid until the end of the notice period. If the facility is able to fill the vacant place before the end of the notice period, the old contract can be cancelled when the new child starts, thereby reducing the notice period.

For kindergarten children starting school in September, the childcare contract automatically ends on 31 August of that year (no written notice is required). The same applies to children in the after-school club at the end of their fourth school year. Membership in the association also ends automatically in these cases. Families can keep their association membership if they wish to do so and remain as a sustaining member (no voting rights). Families wishing to apply for a sustaining membership should do so in writing.

The association has the right to terminate the childcare contract within two weeks if:

- there has been a serious violation of our statute, bye-laws or childcare contract,

- information provided by the parents or guardians that resulted in the conclusion of the childcare contract was or is incorrect,
- the proper care of the child in the group or cooperation with the parents/guardians is not possible,
- the mutual trust between the educational staff and parents/guardians has been seriously breached,
- behaviour on the part of parents/guardians that places an undue burden on the work in the facility or in other areas of the association's work,
- the child has been absent without valid excuse for more than two weeks,
- the parents/guardians are one month in arrears with the payment of the childcare fees, despite receiving a reminder,
- the parents/guardians have breached the regulations regarding duty of notification or reporting illness, despite having received three warnings from the board,
- the child has repeatedly been left at the facility for considerably longer than the hours booked without valid excuse.

The parents' committee must agree to the board's termination of the contract.

(A) Application

I/We would like to apply for a place for my/our daughter/son

male

female

.....
Surname, first name

Date of birth

Gender

at the Internationales Kinderhaus Augsburg, starting on, for the following hours:

Nursery (from 7.30 a.m.)	Kindergarten (from 7.30 a.m.)	After-school care
<input type="checkbox"/> 4 - 5 hours daily	<input type="checkbox"/> 4 - 5 hours daily	<input type="checkbox"/> daily until 3 p.m.
<input type="checkbox"/> 5 - 6 hours daily	<input type="checkbox"/> 5 - 6 hours daily	<input type="checkbox"/> daily until 4 p.m.
<input type="checkbox"/> 6 - 7 hours daily	<input type="checkbox"/> 6 - 7 hours daily	<input type="checkbox"/> daily until 5 p.m.
<input type="checkbox"/> 7 - 8 hours daily	<input type="checkbox"/> 7 - 8 hours daily	
<input type="checkbox"/> 8 - 9 hours daily	<input type="checkbox"/> 8 - 9 hours daily	
<input type="checkbox"/> > 9 hours daily	<input type="checkbox"/> > 9 hours daily	

I/We would like to draw your attention to my/our child's additional language skills (e.g. knowledge of a second language due to a long stay abroad or through other means):

.....

I am/We are aware that active participation in a parents' work group is an integral part of this childcare facility. I am/We are willing to participate actively in the tasks assigned to us, to attend the cleaning days and help out at parties and other festivities. I/We would like to draw your attention to the following knowledge and expertise that I/we could contribute:

.....

Why are you interested in our facility?

.....

Personal details of the child's parents/guardians:

	Mother	Father
Surname		
First name		
Street and house number		
Postcode and city		
Tel. (home)		
Tel. (mobile)		
Tel. (business)		
E-Mail		
Nationality		
Native language(s)		
Language(s) spoken with the child		
Profession		
Neither parent is German (for single parents, this applies to the parent with which the child spends the majority of his/her time):	<input type="checkbox"/> yes <input type="checkbox"/> no	
If applying for a place at the after-school club: Name of the child's school:		

Please note: all answers are voluntary.

<p>City of Augsburg requirements planning If my child does not get a place at the Internationales Kinderhaus, I/we agree to allow the details given above (name, address, date of birth) to be passed on to the local K.I.D.S. family support centre or to other childcare facilities in order to help find a suitable childcare place for our child. In this case, I/we may receive further information from the K.I.D.S. family support centre regarding free childcare places for my/our child. Furthermore, I/we agree that the above-mentioned details may, if necessary, be used in anonymized form by the City of Augsburg for purposes of requirements planning (in accordance with Bavarian state laws). You may revoke your agreement at any time. ----- <i>Cross out the paragraphs above if you do not agree to them.</i> -----</p>

By signing, you agree that the Internationales Kinderhaus may store and analyse all of your personal details for purposes of the administration of our association, tracking the number of places available and/or communication. The Internationales Kinderhaus Augsburg e.V. shall only use or process this data for the purposes stated.

Place, date

Signature of parents/guardians

Please inform us if you no longer wish to keep this application active, e.g. because you have moved away or accepted a place in another facility.

(B) Childcare contract

between the Internationales Kinderhaus Augsburg e.V. and the parents or legal guardians named below:

Surname, first name

Address

Surname, first name

Address

for the daycare of (name) _____ (date of birth) _____

Start, extent and end of daycare

Daycare for the above-named child begins on _____ with a settling-in period on the premises of the Internationales Kinderhaus Augsburg, Schäfflerbachstraße 28, 86153 Augsburg.

Type and hours of daycare:

Nursery	Kindergarten	After-school care
<input type="checkbox"/> 4 - 5 hours daily	<input type="checkbox"/> 4 - 5 hours daily	<input type="checkbox"/> daily until 3 p.m., with childcare during the school holidays
<input type="checkbox"/> 5 - 6 hours daily	<input type="checkbox"/> 5 - 6 hours daily	<input type="checkbox"/> daily until 4 p.m., with childcare during the school holidays
<input type="checkbox"/> 6 - 7 hours daily	<input type="checkbox"/> 6 - 7 hours daily	<input type="checkbox"/> daily until 5 p.m., with childcare during the school holidays
<input type="checkbox"/> 7 - 8 hours daily	<input type="checkbox"/> 7 - 8 hours daily	
<input type="checkbox"/> 8 - 9 hours daily	<input type="checkbox"/> 8 - 9 hours daily	
<input type="checkbox"/> > 9 hours daily	<input type="checkbox"/> > 9 hours daily	
<input type="checkbox"/> with lunch <input type="checkbox"/> without lunch		

Childcare fees

The childcare fees are set down in the price list. The monthly fee is to be paid in advance by the 5th of each calendar month by standing order.

Doctor's appointments and medical matters

Paediatrician: _____ Telephone no.: _____

Child's health insurance company: _____

The following agreements have been made with regard to the child's existing medical conditions or health issues (e.g. allergies, regular medication, etc.):

The child's parents or legal guardians are responsible for taking him/her to any necessary doctor's appointments. Emergencies that arise during the day at the facility are an exception to this. The child's parents/legal guardians will be contacted in case of emergency.

Regular medical screenings serve to ensure that your child is healthy and is developing appropriately for his/her age. The facility's board and staff are obliged by law to ask for proof that the child has had all of his/her health screenings before he/she starts to attend. Please bring the child's health screening book or a doctor's certificate from the child's paediatrician when you register your child.

Our staff need to know whether your child has been vaccinated. Therefore we also ask you to provide information about the vaccinations your child has been given or illnesses he/she has had:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Tetanus | <input type="checkbox"/> MMR (measles, mumps, rubella) | <input type="checkbox"/> Polio |
| <input type="checkbox"/> Pertussis (whooping cough) | <input type="checkbox"/> HiB | <input type="checkbox"/> FSME (ticks) |
| <input type="checkbox"/> Diphtheria | <input type="checkbox"/> Hepatitis B | <input type="checkbox"/> _____ |

Other things we need to know and take into account

Information that is relevant to our work with your child, e.g. a specific family situation, unusual experiences the child has had, behavioural and/or developmental factors, etc.:

Disclosure requirements and confidentiality

The parties to this contract will inform each other of any important occurrences and changes relevant to the childcare situation. The Internationales Kinderhaus Augsburg, its staff and board members are obliged to keep any matters concerning the personal life of the child's family completely confidential. This also applies to the time after the child has left the facility. However, this does not apply to information affecting the child's welfare that may need to be passed on to the child welfare office.

If your family moves home, you must inform the IKA of your new address in writing within 3 months of the move. If the IKA's state funding is cut as a result of failure to inform us of a change of address, the IKA will reclaim the amount from the parents or guardians of the child in question. In this case, the childcare fees would approximately double.

Statute and bye-laws

Childcare is provided in accordance with the current statute and bye-laws of the Internationales Kinderhaus Augsburg. In signing this contract, the child's parents/guardians agree to the terms set down in the statute and bye-laws. Any additional agreements made after the contract has been signed that are not covered by the statute or bye-laws are to be made in writing.

Period of notice

The parents/guardians can terminate their childcare contract by giving three months' notice to the end of the month. Notice must be given in writing. The childcare fees must be paid until the end of the notice period.

Parents' work groups

The active, independent completion of tasks in an assigned parents' work group is an integral part of the educational approach at the Internationales Kinderhaus Augsburg. Each family contributes about 40 hours of such work per year. By signing this contract, I/we declare our willingness to actively participate in the work groups, on cleaning days and at parties and festivities. I/we accept that failure to do so can result in a bill for 20 euros for each hour of uncompleted work.

Place, date

Place, date

Internationales Kinderhaus Augsburg e.V

Parents/guardians

(both parents/guardians should sign if both share custody of the child)

(D) Association membership

- I would like to become a member of the Association of the Internationales Kinderhaus Augsburg e.V. The annual membership fee is stated in the bye-laws, currently 20 euros per year. The membership fee is to be paid in advance of the new school year, no later than 5 September, by standing order.

Place, date

Name

Signature

(E) Declaration of consent: media

Declaration of consent to be signed by the parent or guardian of

.....

for photos, audio and videos recordings at our childcare facility.

At our childcare facility, we often take photos or make audio/video recordings of the children. Any recorded media is used to illustrate our educational work only and never for commercial purposes. Its primary use is for documentation, e.g. for our work with the child's parents, as part of project work or for public relations. In addition to this, media of this kind is used for training and reflection on our work, as well as for internal qualifications for our team necessary for our participation in the project "Language in Childcare Facilities – Language as the Key to the World". This programme is run by the Federal Ministry for Families, the Elderly, Women and Young People.

We therefore ask for your consent to use photos, audio and video recordings of your child for the purposes stated above. We always comply with data protection laws and personal rights. Photos and recordings will only be passed on to third parties with the permission of the parents or guardians. Any publications are anonymous, i.e. the family's surname will not be published. In special cases, e.g. visits by the press/TV during which recordings are made, parents/guardians will be informed in advance.

We/I declare that photos and audio/video recordings may be made of our/my son/daughter in the forms described above and used for purposes of documentation, training and for our work with the child's parents. In addition to this, I/we agree that this material (in anonymous form) may be used for the purposes of public relations (e.g. at talks, presentations, in newspaper reports).

I/We may withdraw my/our permission at any time.

Place, date

Signature of parent/guardian

(F) Health screening

The following record of health screenings for _____
was submitted for inspection:

- the record of health screenings (yellow book)
- confirmation from the child's paediatrician about upcoming health screenings

- certificate of vaccination
- confirmation from the child's paediatrician that the parents/guardians have received advice on vaccinations

- No record of health screenings, certificate of vaccination or confirmation by the paediatrician were provided. The parents/guardians gave the following reason for this:

Place, date

Signature of the facility manager / group teacher / board member

(G) Protection against infection

In the process of signing their childcare contract, the parents or legal guardians of the child

_____ (name)

received the instructions and information regarding protection against infection and contagious diseases as set down in Article 34, section 5, pg. 2 of the German Infection Protection Act (IfSG). They also received an explanation and copy of the leaflet "Vaccinated – protected!", issued by the Bavarian Ministry of Labour and Social Affairs, Family and Integration.

Place, date

Place, date

Internationales Kinderhaus Augsburg e.V.:

Parent/guardian

(H) Standing order

I/We hereby authorise the Internationales Kinderhaus Augsburg e.V. to debit my/our account by standing order for childcare fees and, if applicable, lunch costs and association membership fee.

Account holder -----

Account number IBAN -----

Bank code BIC -----

Name of bank -----

This standing order can be cancelled in writing at any time.

If my/our account is not sufficiently in credit to cover the standing order, the bank is not obliged to transfer the money. Any incurring costs for return debit notes that are not the responsibility of the Internationales Kinderhaus Augsburg e.V. are to be paid by the account holder named above.

Place, date

Signature

(I) Fees

The following monthly fees will be debited by standing order **by the 5th of each calendar month**. Our parents' initiative makes every effort to work as cost-effectively as possible in order to keep our fees as low as we can.

The fees cannot be reduced if your child does not attend the childcare facility every day of the week (Mon-Fri). If your child stays in the facility for longer than contractually agreed over a significant period of time, you will be charged the corresponding higher fees.

Nursery – hours per day (from 7:30 a.m.)		Kindergarten – hours per day (from 7:30 a.m.)		After-school care – hours per day	
4-5 hours daily	€ 219	4-5 hours daily	€ 107	daily until 3 p.m. plus school holidays	€ 118
5-6 hours daily	€ 237	5-6 hours daily	€ 126	daily until 4 p.m. plus school holidays	€ 128
6-7 hours daily	€ 255	6-7 hours daily	€ 135	daily until 5 p.m. plus school holidays	€ 139
7-8 hours daily	€ 273	7-8 hours daily	€ 144	school holidays: external families	€ 15 / day
8-9 hours daily	€ 291	8-9 hours daily	€ 153	school holidays: staff and former IKA families	€ 10 / day
> 9 hours daily	€ 309	> 9 hours daily	€ 162		

In addition to this, lunch costs will be charged of 32 euros for the nursery and 50 euros for the kindergarten and after-school club. An individual meal costs € 3.

Children in their second and third year of kindergarten take part in a music course (1 x per week). Families pay a contribution towards this of € 5 per month.

(J) Information and legal requirements for parents and legal guardians regarding infectious diseases in our childcare facility

Working together to prevent the spread of disease

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

In communal facilities such as kindergartens, schools or holiday camps, there tend to be large numbers of people within a small space. This makes it particularly easy for contagious diseases to spread.

The Infection Protection Act contains a series of regulations that serve to protect both children and staff in communal facilities from contagious diseases. This leaflet tells you what you need to know.

1. Exclusion from a facility due to illness

The Infection Protection Act states that a child must not attend a kindergarten, school or other communal facility if he/she is suffering from certain contagious diseases or there is reason to suspect that he/she is suffering from such a disease. These diseases are listed in Table 1 below.

In the case of some diseases, it is possible that your child is still secreting pathogens after recovering from an illness (or, in rare cases, without having become ill). He/She can therefore still infect friends, fellow pupils or staff. The Infection Protection Act therefore stipulates that **“carriers” of certain types of bacteria may only attend a communal facility again in agreement with the health authorities and if the stipulated measures for protection are adhered to** (see Table 2 below).

In the case of particularly severe contagious diseases, your child must remain at home if another person in your household is infected or if there is reason to suspect that another person is infected (see Table 3 below).

You are not, of course, expected to identify the diseases mentioned below yourself. However, if your child is seriously ill, you should consult a doctor (e.g. if he/she has a high temperature, is noticeably tired, is vomiting repeatedly, has diarrhoea, and/or other unusual or worrying symptoms). Your paediatrician will tell you whether your child is suffering from an illness that requires exclusion from a communal facility.

Vaccinations are available that protect your child from many of these diseases. If your child is up-to-date with his/her vaccinations, the health authorities can allow him/her to attend the facility.

2. Duty of notification

If your child is not permitted to attend the childcare facility for one of the reasons stated above, please inform us immediately, providing us with the necessary details. You are obliged by law to do so, and enable us, together with the health authorities, to take the necessary steps to prevent the further spread of the disease.

3. Prevention of infectious diseases

Communal facilities are obliged by law to inform families about ways of preventing contagious diseases.

We therefore recommend that you teach your child the general rules of hygiene. This includes washing hands before eating, after using the toilet or after playing outside.

It is also important to keep up-to-date with your child's immunisation programme. Vaccinations are also available for some diseases caused by airborne pathogens that cannot be prevented through general hygiene (e.g. measles, mumps and chicken pox). You will find further information about immunisation at www.impfen-info.de (in German only) or www.gov.uk/government/collections/immunisation.

If you have any further questions, please consult your GP, paediatrician or local health authority. We are also happy to answer any questions you may have.

Table 1: Exclusion from communal facilities and duty of notification for parents or guardians when a child is suffering from or suspected of suffering from the following diseases:

<ul style="list-style-type: none"> • contagious ringworm (Impetigo contagiosa) • tuberculosis • bacterial dysentery (shigellosis) • cholera • enteritis caused by E-coli • diphtheria • jaundice or liver infection caused by hepatitis A or E • Hib bacterial meningitis • infectious diarrhoea and/or vomiting (i.e. caused by a virus or bacteria) (applies only to children under 6 years of age) • whooping cough (pertussis) 	<ul style="list-style-type: none"> • infantile paralysis (polio) • head lice (before the start of treatment) • scabies • measles • meningococcal infections • mumps • plague • scarlet fever or other infections caused by the bacteria <i>Streptococcus pyogenes</i> • typhoid or paratyphoid • chicken pox (varicella) • viral haemorrhagic fever (e.g. Ebola)
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Table 2: Attendance of a communal facility only with permission of the health authorities and duty of notification for parents or guardians in the case of excretion of the following pathogens:

<ul style="list-style-type: none"> • cholera bacteria • diphtheria bacteria • E-coli bacteria 	<ul style="list-style-type: none"> • typhoid or paratyphoid bacteria • shigellosis bacteria
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Table 3: Exclusion and duty of notification for parents or guardians if another person in the household is suffering from or is suspected of suffering from the following diseases:

<ul style="list-style-type: none"> • contagious tuberculosis • bacterial dysentery (shigellosis) • cholera • enteritis caused by E-coli • diphtheria • jaundice or liver infection caused by hepatitis A or E 	<ul style="list-style-type: none"> • Hib bacterial meningitis • Infantile paralysis (polio) • measles • meningococcal infections • mumps • plague • typhoid or paratyphoid • viral haemorrhagic fever (e.g. Ebola)
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(K) Regulations regarding illness and administration of medication

As a general rule, our staff are permitted to have children picked up from the facility in the following cases:

- the child has vomited or had diarrhoea twice
- the child has a temperature of 38°C or above and his/her general condition is bad
- there have been cases of a certain disease in the facility and the child's general condition indicates he/she may be infected
- suspicion of worms, head lice or thrush

Please note the following:

- Tell the teachers if your child has a rash that was caused e.g. by an insect bite, an allergic reaction, teething etc.
- If your child is attending the facility while on antibiotics (at least 2 days after beginning treatment), ask your doctor to prescribe medication that only has to be taken twice a day
- If your child suffers repeatedly from infections or head lice, the teachers can require a doctor's certificate before the child is allowed to attend the facility again.

Administration of medication:

As a general rule, the staff at a childcare facility will not administer medication to a child, and they are not obliged to do so. In exceptional cases, e.g. for chronic illnesses such as asthma or diabetes, it is possible for them to administer medication in agreement with the board, the team and the child's paediatrician. Before doing so, the staff require **instructions from the doctor and written permission from the parents.**

(L) Change of childcare hours

This form is part of the childcare contract for _____

The following new daily hours are to be booked for: _____, date of birth: _____, starting from _____ (date):

Nursery	Kindergarten	After-school care
<input type="checkbox"/> 4 - 5 hours daily	<input type="checkbox"/> 4 - 5 hours daily	<input type="checkbox"/> daily until 3 p.m., plus school holidays
<input type="checkbox"/> 5 - 6 hours daily	<input type="checkbox"/> 5 - 6 hours daily	<input type="checkbox"/> daily until 4 p.m., plus school holidays
<input type="checkbox"/> 6 - 7 hours daily	<input type="checkbox"/> 6 - 7 hours daily	<input type="checkbox"/> daily until 5 p.m., plus school holidays
<input type="checkbox"/> 7 - 8 hours daily	<input type="checkbox"/> 7 - 8 hours daily	
<input type="checkbox"/> 8 - 9 hours daily	<input type="checkbox"/> 8 - 9 hours daily	
<input type="checkbox"/> > 9 hours daily	<input type="checkbox"/> > 9 hours daily	
<input type="checkbox"/> with lunch <input type="checkbox"/> without lunch		

Place, date

Place, date

Signature Internationales Kinderhaus Augsburg e.V.

Signature parent/guardian

(M) Registration for school holiday care

I/We would like to register my/our son/daughter for school holiday care at the Internationales Kinderhaus Augsburg e.V.

- male
- female

.....
Surname, first name, date of birth

.....
Gender

I/We require childcare on the following days / during the following weeks:

.....
.....

with lunch without lunch

What do we need to know about your child? (e.g. chronic illnesses, food intolerances, allergies, medication)?

.....

During the school holidays, various different outings and activities are on offer at our after-school club. We need your written agreement for your child's participation in these:

My/Our son/daughter may take part in outings/activities as part of the school holiday programme.

yes no

I/We agree that photos and videos taken during holiday club activities may be used for purposes of documentation and training.

yes no

Personal information about the parents/guardians:

	Mother	Father
Surname:		
First name:		
Street, house number:		
Postcode, town:		
Tel. (private)		
Tel. (mobile)		
Tel. (work)		
E-Mail		

Please note: this information is voluntary.

Fees for school holiday care:

Staff and former IKA families	10 euros per day
External families	15 euros per day
Lunch	3 euros per day or 12 euros per week

Method of payment

- Direct debit (please fill out a direct debit authorisation form)
- Cash (in the after-school club or in the IKA office)
- Transfer to the IKA bank account:
Internationales Kinderhaus Augsburg
VR-Bank Handels- und Gewerbebank
DE 477 206 215 200 088 244 36
GENODEF1MTG

Depending on the activities, there may be additional costs for entrance fees or materials. Please pay for these in the after-school club.

By signing, you agree that the data above can be stored and processed for the purposes of administration of membership, keeping track of the number of available places in the facility and/or communication. The Internationles Kinderhaus Augsburg e.V. may store and process this data only for the purposes stated.

Place, date

Signature parent/guardian

(N) Guidelines for the parents' work groups

A good relationship between parents, teachers and the children is an integral part of our educational approach. We particularly value the voluntary work that our parents do for our facility, as it is an essential part of creating an ideal environment for all concerned.

The reasoning behind the parents' work groups

We want our childcare facility to be a place of community. When parents take on duties there, the children see that their parents are present and involved in the facility. This increases the sense of community. It is therefore important to us that you carry out the tasks assigned to you with the understanding that you are doing so for the benefit of the whole facility. You should see your commitment of time as a matter of course and not as a duty you are obliged to perform. In addition to this, when certain tasks are carried out by parents, it gives the teachers more time and freedom to dedicate themselves to the care of the children. And, last but not least, the parents' work groups serve to save money, allowing the childcare fees to be kept as low as possible and more teachers to be employed. In other words, doing this work means being responsible for the future of our childcare facility.

Types of tasks for parents

The tasks necessary for the care and upkeep of our facility are divided up into groups. At least one parent from each family is part of at least one of these work groups. Parents carry out the tasks assigned to them independently. Each team has a coordinator who manages the group and is available to answer any questions.

In addition to this, there will be other occasions during the year when parents are expected to help out. For short-term projects, parents are asked to put their names down on a list on the notice board. There are two annual cleaning days, in spring and in autumn, each lasting around 6 hours. Each family has to take part on one of these two days. Parents are also expected to help out at the annual summer fete (for approximately 2 hours), by running a stand and contributing to the buffet.

Amount of work for each family

Each family is asked to complete the same amount of work. Currently, this comes to around 40 hours per school year. All parents are responsible for the successful daily running of the IKA and the well-being of everyone in the IKA community. Since the tasks are carried out based on trust, with the parents working independently, it is even more important that each family performs their assigned tasks reliably and conscientiously. We rely on your active support, as this allows us to maintain the high standards we have already achieved and to continue to improve.

As well as carrying out the assigned tasks, we see attendance of and participation in parents' evenings and the annual general meeting as an important element of our communal life, and therefore rely on your attendance.

Overview of the work groups

Work group	Description
Association board	Calling meetings, admitting new members, maintenance of the association statutes and by-laws, insurance policies, entering the elected board members in the register of associations, alterations to the statute, employment contracts for members of staff, recruitment of sponsors, issuing of tax credit documents for donations, public relations, annual parents' survey, building maintenance, equipment und furnishings, occupational health and safety, administration of the association's and facility's bank accounts, planning future operation costs, overseeing current costs, financial investment, contracts for the facility's mobile phones
Cash auditor	Carrying out the annual cash audit
Parents' committee	Organising events, organising parents' get-togethers, acting as an interface between parents, the team and the board
Maintenance and upkeep inside the building	Maintenance of the equipment, furnishings and room, particularly the repair of toys
Shopping	Purchasing necessary everyday items (e.g. soap, towels, drinks)
Washing	Weekly washing of bibs, hand towels, tea towels, etc.
Garden	Upkeep of the garden and outside areas, care of the flowerbeds and lawns
Library	Running the library, upkeep of the books
Windows	Regular cleaning to remove the fingerprints inside the windows
Cleaning	Cleaning the rooms, corridors and bathrooms when the regular cleaners are ill or on holiday
Gym and crafts room	Regular cleaning of the gym and the crafts room
Newsletter	Writing a regular newsletter about the activities in your child's group
Photo DVD	Creating and duplicating a DVD with photos taken in the group, to be distributed to the families in the group
Raffle	Organising the annual raffle for the summer fete, including obtaining the raffle prizes
Computer	Computer support, upkeep of the homepage
Coat racks and shoe cubbyholes	Regular cleaning of the coat racks and shoe cubbyholes