



House rules

The city of Strausberg is the responsible body of the day care facility „Centipede“ (Tausendfüßler)

1. Admittance of your child

Admittance is possible after the completion of a child-care contract with the city of Strausberg and after the presentation of a medical certificate confirming the health of your child.

During the first meeting between parents and the educator we write down all the specifics concerning your child. These are noted on an index card. If there are any changes you are responsible to let us know. Please note: an adaptation phase is obligatory and can take up to two weeks.

2. Fees

Parent's fees are regulated on the basis of the Day care act of the federal state of Brandenburg and the council decisions the city of Strausberg.

3 Provision of Meals

Meals are supplied by the company „Sodexo“. Parents are responsible for the registration and deregistration! Please note: in case of outstanding payments and a stoppage in the supply of meals we can only take care of kindergarten children until 11:00 am.

This rule does not apply for the children of the after school care facility.

4. Illnesses and times of absence

Please note: every illness of the child and every case of an infectious disease within the family of the child has to be reported. Children with an incurable disease cannot attend the day care institution (exceptions are only possible based on an official medical report).

The head of our institution is authorized to demand an attestation of health.

In cases of a suspected infectious disease an official attestation of health is also required.

After reportable infections (e.g. rubella / German measles, chickenpox, lice) an official attestation of health is also required.

In general the application of medication is not possible. Rare exceptions have to be arranged personally with the head of our facility / the group educator.

In cases such as chronic illnesses or other special exceptions the application of medication is possible only after written confirmation by the parents **and** after an official attestation by a general practitioner.

5. Opening times and daily structur

The day care facility is open from **Monday to Thursday** from 05:45 am until 5.30 pm
and on Friday from 05.45 am until 5.00 pm.

Parents are responsible for a safe and on-time delivery to and from the facility.

For emergency cases we require a written confirmation / authorization certificate of the person entitled to be contacted by telephone by us.

Please note: we are entitled to cancel the contract in cases of repeated unpunctuality concerning the pick-up times of your child!

6. Supervision in the day care facility

Our supervision and education of children is based in the current laws and the pedagogical concept determined by the Kita Council.

For the child it is essential that parents and our pedagogical specialists work together based on trust, information and communication.

Please note: we expect that parents take part in parent meetings and keep themselves informed!

We are always available for individual meetings. Please make sure to inform us in advance and to make an appointment.

In cases of a child's absences without an excuse for more than two days we will make inquiries by phone to make sure everything is OK.



7. Obligatory supervision

We are responsible for the supervision of the child from the moments it is handed over to us until it is picked up by an authorized person. The moment the child leaves our facility the responsibility goes back to the parents!

We will not release children to intoxicated persons, even if they are authorized!

We will contact the police if a child is not picked up by closing time (plus one hour).

A written confirmation by the parents is obligatory for a child to leave the facility by itself.

Any kind of authorization (pick-up etc.) is noted on the child's index card.

Based on the Kita-Concept up to six children of the oldest kindergarten group and up to ten of the after-school children (Hortkinder) can play by themselves on the playground as long as they have permission of an official member of our team.

8. Accident insurance

Any kind of accident has to be reported to the head of the facility.

Every child is insured against accidents by the Unfallkasse Brandenburg.

9. Organisational information

- ❖ Please make sure that your child is wearing practical and weather orientated clothing. Make sure that there are **no dangerous items** on the clothing such as big metal buckles or strings on the jackets (danger of choking!) or the like!
- ❖ We do not recommend that your child should be wearing jewellery. IF it does we do not take responsibility for possible consequences!!
- ❖ Please label all clothing with the child's name or initials as we do not take responsibility for unlabeled items if they are lost or misplaced in the facility.
Also we do not take responsibility for items such as the child's own toys, scooters, sledges and so on especially if not asked for by the educator / child minder.
- ❖ Please do not pick up your child during the siesta / midday break (12:00 – 1:45 pm!) because it is a great disturbance for everybody!
- ❖ Due to security reasons keep the main entrance, the group room and the garden door closed at all times!
- ❖ After-school-kids of the first and second grade are picked up by a member of our team after school ends.
- ❖ After-school-kids of the third and fourth grade and kids that take part in special education courses are asked to go directly from school to the institution by themselves!
- ❖ Important for after-school-kids: mobile phones are only allowed into the institution if agreed to by the group educator. The child has to hand over the mobile phone to the group educator for the time it is in the institution.
- ❖ Smoking is prohibited throughout the institution and on its grounds!
- ❖ Please pay attention of the fire protection regulations at all times!