

Children's day care in Bonn



**Information from the network
for childcare in families**
(Netzwerk Kinderbetreuung in Familien)

THE NETWORK FOR CHILDCARE IN FAMILIES

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Childcare provision falls under the responsibility of the respective local authorities and their youth support facilities (Office for children, youth and family in the federal city of Bonn). In Bonn, the expert advice for children's day care (educational support for day carers and parents) was transferred to Netzwerk Kinderbetreuung in Familien in 1996.

This association of independent providers (see diagram) works on behalf of the city of Bonn and performs the following tasks:

- Suitability assessment and testing of potential day carers
- Qualification of potential day carers in accordance with DJI curriculum (nationwide standard across Germany)
- Professional educational support and advice for day carers
- Advice for parents
- Arranging care places in children's day care
- Supporting the care relationship of the child in children's day care as a contact for parents and the day carer

Federal city of Bonn
Office for children, youth
and family



**Caritasverband für
die Stadt Bonn e.V.**



**KATHOLISCHES
BILDUNGSWERK**
Bonn



die lobby für kinder

Deutscher Kinderschutzbund • Ortsverband Bonn e.V.

1.1 What is children's day care?

Children's day care is a legally recognised form of care and on an equal footing with the care in a children's day nursery. This equal status concerns the task of upbringing, education and care of your child, the qualitative requirements and the financing by the public youth support facilities (Federal city of Bonn). Generally, children up to the age of 3 are cared for in children's day care. It may also be an option for off-peak care (after children's day nursery or school) for children up to the age of 14.

A licence is needed to practise in children's day care. The care licence is issued by the Office for children, youth and family of the federal city of Bonn. It is limited by law to a maximum of 5 years; after expiry of this period, retesting of the person's suitability is required. Requirements for a care licence are: personal suitability of the person, qualification currently of at least 165 teaching hours under DJI curriculum with certificate and licence from the German federal children's day care association, an extended certificate of good conduct (for all members of the household over the age of 18 if the care takes place in the home of the day carer), a health certificate, a first aid course for babies and small children, continuous training alongside practice amounting to approx. 12 teaching hours per year, a first aid refresher every 24 months, cooperation with the youth welfare office and the network, and trusting cooperation with the parents.



1.2 Which forms of care are there?

Care in the home of the day carer by an independent day carer

Childcare takes place in the home of the carer. A day carer may form up to 8 care contracts but essentially look after a maximum of 5 day children at once.

Care in appropriate rented premises by an independent or employed day carer

The childcare takes place in other appropriate premises, which are used exclusively for children's day care. A day carer may form up to 8 care contracts but essentially look after a maximum of 5 day children at once. The day carer works either independently or is employed by a youth support facility or another owner of the day care facility.

Care in a large day care facility in appropriate premises by an independent or employed carer

The childcare takes place in appropriate premises, which are used exclusively for children's day care. In a large day care facility, the legally prescribed limit is 9 day children, who may be looked after by 2 or a maximum of 3 carers. Large day care may be a combination of two independent day carers or one care facility under the responsibility of a youth support facility or under business management with employed day carers. In children's day care, the child is contractually permanently assigned to one carer. A change of personnel should thus be avoided for the child.

Care in the home of the child by a mobile children's day carer

The childcare takes place in the home of the child. Generally, only children of the respective family are looked after. The children's day carer works as an employee of the parents and is subject to their instructions. The financing differs from other children's day care. The contact partner for this at Netzwerk Kinderbetreuung is the expert adviser of Bonn child protection agency.

1.3

Hallmarks of children's day care

- A small group that is manageable for your child
- 1 permanent carer for your child
- A small care ratio = maximum of 5 children with one permanent carer
- Character like a family, sometimes through care in the day carer's own home and through the fact that the carer remains constant (no change of personnel depending on shifts)
- Close contact and interaction between you, as parents, and the carer promotes individual coordination in the educational partnership



1.4

Which conditions apply for practising in children's day care?

People who wish to practise in children's day care must have a valid care licence. The care licence is issued by the respective youth welfare office and essentially limited to a maximum duration of 5 years. After that, an application must be made for a new care licence.



1.5

What are the legal requirements?

According to § 43 SGB VIII the licence requirement for practising in children's day care exists:

- From one child attending care,
- Over 15 hours per week for payment,
- Care for longer than three months,
- Care for max. 5 children present at once,
- A care licence is issued by the Office for children, youth and family in the federal city of Bonn.

Further legal requirements for children's day care can be found at:

- German federal law: §§ 22, 23, 24 as well as 43 SGB VIII
- NRW state law: §§ 1, 3, 4, 9(1), 10(2), 10(4) as well as 17 first children's education amendment act

THE REQUIREMENTS FOR A CARE LICENCE ARE:

- Personal suitability of the person
- Qualification under DJI curriculum, certificate and licence from the



- The extended certificate of good conduct; if the care takes place in the home of the day carer, this must be presented by all members of the household over the age of 18
- A medical certificate of suitability of the person
- A first aid course (for babies and small children)
- Continuous training alongside practice 12 hrs/year incl. first aid refresher course every 24 months
- Safe premises suitable for children
- Cooperation with the network + Office for children, youth and family
- Trusting cooperation with the parents

**THESE REQUIREMENTS ARE
CHECKED BY THE EXPERT ADVISER
AND THE COMPETENT AUTHORITY AT
THE YOUTH WELFARE OFFICE.**

Unlike the case with a children's day nursery place, you have the option in children's day care to use a care place outside the local authority for where you live. If you live e.g. in Bonn but work in St. Augustin, Cologne or Königswinter, you can have your child looked after in a children's day care place in these local authority areas, or conversely if you live outside Bonn and have found a children's day care place in the metropolitan area of Bonn. It must be noted here that the financial support for the childcare costs is provided by the local authority for where you live, in accordance with their guidelines.



2.1

The task of the expert advisers

As educational staff with relevant university training, the expert advisers of the network are responsible for providing professional support to day carers and parents. In relation to the day carers, this means that the expert advisers check the suitability of day carers,

advise them on establishing a day care facility, are available as contacts in everyday care work, and gain an insight into the care quality through home visits to the day care facility. As parents, you have a legal right to advice. The expert adviser provides information about the care form of children's day care.

Furthermore, you have the opportunity to discuss your individual needs for your child in personal parental advice meetings with an expert adviser from the network and to take advice. If you have not yet found a suitable carer for your child, the expert adviser will help you with the search and provide you with contacts for day carers in Bonn. All day carers in Bonn are registered in a database of the network and known personally to the same. The day carers have the option to register with the network any spaces that become available in their care facilities, so that the expert advisers have up-to-date information on capacity.

The expert adviser does not allocate a care place in children's day care. The expert adviser only makes the contact between the parents and the day carer. The decision of whether you and the carer are compatible – i.e. whether you like one another, your values for the education and support of your child match, and the general conditions are right for you – is made by you and the day carer.

When care is initiated or in the ongoing care relationship, you can contact the expert adviser in case of questions or difficulties.

The specialist inclusion service

Our specialist inclusion service (FDI) offers support, help and expert advice on the issue of **inclusive day care of children with an increased need for support**.

The specialist inclusion service provides advice if:

- There is a developmental delay, disorder or disability as well as chronic illness, severe allergy etc.
- Educational assistance will be or has been used in the case of behavioural problems of your child, owing to a difficult family situation.
- A migrant and refugee background exists. Your child receives individual and developmental care in the safe environment of the day care with its manageable group sizes. Day carers have generally completed an additional inclusive qualification and at least 1 year of professional experience.

Before making your own search, we recommend contacting the expert advisers of FDI.

After initial telephone contact, a detailed parental consultation takes place, generally in the form of a home visit, to see your child in the familiar environment and find out your specific wishes with regard to the care.

The expert advisers of FDI advise, help and support you, starting with the search for a suitable day care place for your child, over the entire care period of the child until the transition to kindergarten. Collaboration with cooperation partners, e.g. such as therapists, official bodies, early support units and children's day care facilities, for the benefit and welfare of the individual child is a matter of course for us. Please do talk to us for details.

Contacting the expert advisers

We are available for you from Mondays to Fridays during telephone consultation hours. An overview of the current consultation hours can be found on our website.

www.netzwerk-kinderbetreuung-bonn.de

PART II

YOUR SEARCH FOR A SUITABLE CARE PLACE FOR YOUR CHILD

2.2

Recommended procedure

You are looking for a day care facility for your child.

You have already found or had a day carer recommended.

We recommend reading this brochure carefully.

Use the form on the last page of this brochure to confirm that you have read it.

Completing the data collection form

The network needs this form for the recording of your data and your child's data. These are saved in the database of the city of Bonn and provide information, as time goes on, about whether and where your child is cared for. The details also serve to record your individual care need (place, times etc.). If you have already found a day carer and a search by us is no longer required, please indicate this and enter the name of the carer in the 'Comments' field.

The data collection form can be obtained online as a download from our website.

You make an appointment for personal advice or telephone advice if you still have outstanding questions.

The expert adviser starts the search for a care place.

We recommend that you perform your own search at the same time.

The expert adviser makes contact with the day carer(s) for you.

You get to know the day carer personally.

2.3

You have found a day carer

If you have found a suitable day carer for your child, either from the provision of the expert adviser or from your own search:

1. Inform the expert adviser, so that the further search for you can be stopped
2. Form a care contract with the day carer

Ensure the following here:

- A care relationship should essentially be agreed with a written contract.
- There is a model contract for children's day care, which you can obtain from the network at cost price.
- It is a contract under civil law between you and the carer. By signing, both parties declare their consent to the agreements defined there (incl. e.g. care start, daily care hours, extent of care in hours per week, downtimes and holidays, illness of the child, amount of the catering costs).
- Both contracting parties receive one copy of the contract.
- A notice period is defined in the care contract. This should not exceed a period of 3 months.
- Payment for the catering costs is made either by bank transfer or, in the case of cash payments, must be acknowledged by receipt from the day carer.
- The day carer may require you to pay a deposit. This must be saved separately from the assets of the day carer. The deposit protects the day carer from financial losses if parents withdraw shortly before care starts.
- Payment of an "admission fee" or a "registration fee" is not permitted.
- Additional costs, e.g. for the purchase of play materials, must not be charged.
- For possible additional payments see [Section III](#).
- Downtimes due to holidays or illness of the day carer must be taken into account. The funding from the city of Bonn includes a maximum downtime of 6 weeks. Which holidays are specified by the day carer?
- Is a deputy with a current care licence designated for downtimes of the day carer?



2.4

Checklist for parents

For a day carer and you to get to know one another and for the contractual agreements, we would like to give you the following tips:

We recommend that everyone involved get to know one another: both parents (unless you are a single parent/guardian), the child and the day carer.

- How is the initial contact, the so-called “gut feeling”?
- Are the general conditions right for you? Care hours, extent of care, level of catering costs?
- How are the contractual conditions of the day carer?
- How does the day carer organise the familiarisation?
- Which holidays does the day carer specify?
- What must you note in the case of illness or holiday of the day carer? Is there an option of a deputy?
- Are there specific aspects in the everyday care?

- Are there specific aspects about your child that the day carer should know?
- The care duty of the day carer cannot be delegated. Therefore, no other people in the care facility are permitted to supervise your child without a valid care licence.
- How is leaving the day care organised in consideration of the bond formed between child and day carer?

In the case of a large day care facility:

- Which day carer should take on the care of your child?
- Have you got to know this person?
- Is the extent of care that you required compatible with the working hours of the day carer? (Regular changing of carers is not permitted in day care.)

3.1

Legal requirements

According to § 24 SGB VIII, financial support for the child care is provided for children:

- Over the age of one year and up to the third birthday,
- Under the age of one year if the parents can claim a care need because they:
 - Are in or starting gainful employment or looking for work.
 - Are in professional training, school education or higher education.

The extent of the daily funding is based upon the individual need.

3.2

Funding for children from the age of 1 year

In this case there is a legal entitlement to early child support. Care for your child in children's day care is possible with funding from the city from this time. Whether and to what extent you have your child looked after is independent of your own professional workload here and of whether you are in gainful employment. As long as the care begins from your child's first birthday, the following must be observed:

1. If you resume your gainful employment or education in the month of your child's first birthday, you will also receive funding for the preceding calendar month as a familiarisation month. Evidence of resumption of gainful employment or education must be enclosed with the application for subsidisation of care costs in this case. The evidence obligation essentially exists for both parents/guardians unless you are a single parent/guardian.

2. If the care start is not connected with your employment/education as in the first case and you are unable to provide evidence, no funding is provided before your child's first birthday.

The calculation of the extent of care for your child also includes your travel times to take and collect your child. A flat rate of 5 hours in the case of care on 5 weekdays or 1 hour/day is calculated for this. If you have longer travel times, e.g. because you work in another city or cannot adhere to these times by public transport, an application may be made for a greater extent of care.

According to the constitution of the federal city of Bonn for children's day care, the extent of care is limited to a maximum of 35 hours per week. If you have a greater care need for your child because of your own gainful employment or education, this will be granted as long

as you present evidence of it. Here too, the evidence obligation applies for both parents unless you are a single parent/guardian. I.e. if you specify the extent of care e.g. at 40 hours per week, the employment level of both parents should amount to at least 35 hours per week + travel times.

You will receive the funding by making an “application for subsidisation of care costs” together with the day carer. The subsidy will be paid to the day carer by the city at the approved amount. Important: On the application form, both parties tick to confirm that no further additional payments are being made. The city of Bonn approves no funding without this confirmation.

3.3

Funding for children under the age of 1 year

In this case there is no legal entitlement to funding. Care for your child in children’s day care is possible with funding from the city at this time only if you need it because of your own gainful employment or education and can also provide evidence of this. The evidence obligation essentially exists for both parents/guardians unless you are a single parent/guardian.

In the case of familiarisation for your child in the care in the month before his/her first birthday, the guidelines described in 3.2 apply.

You will receive the funding by making an “application for subsidisation of care costs” together with the day carer. The subsidy will be paid to the day carer by the city at the approved amount.



3.4

Costs for the parents

The funding is provided as a payment to the day carer. The care costs for your child are therefore covered in full at the approved amount. It is different, for example if you have chosen a day care facility that offers care only for more than 35 hours per week but you do not receive funding of this extent from the city because it does not correspond to your professional need. Then you can apply for the funding for a maximum of 35 hours per week and pay the difference yourself to the day carer.

The catering costs, i.e. the food money for your child, are not included in the care costs and do not constitute part of the funding. You must therefore agree an amount for this with the day carer, which you pay monthly to the carer. The city of Bonn requires that this should be a reasonable amount.

The amounts should relate to the meals breakfast, lunch, snacks such as fruit and drinks.

Other additional payments by parents to the day carer are permitted only if they relate to external services, e.g. such as early musical development or costs for excursions.

See also 2.3 (deposit, registration fee)

Parental contributions

The federal city of Bonn charges parental contributions for using funded childcare. The parental contributions for care in children's day care are governed by the "information leaflet of the city of Bonn on children's day care". The amount of the parental contribution is based upon the weekly extent of care and your gross household income.

If you have more than one child looked after in children's day care, a children's day nursery or open all-day school (OGS), you pay only the contribution for one child. Here, the respective greatest contribution must be paid to the city. An exception applies for the OGS contribution if you have more than one child looked after at once at the same OGS Please ask the parental contribution office of the city of Bonn for the current regulation concerning this.



3.5

Forms and deadlines

The following documents/forms are required from you or the day carer to register the care of your child with a day carer:

Notification of acceptance of a child in children's day care (Mitteilung über die Aufnahme eines Kindes in der Kindertagespflege)

With this, the day carer registers your child in the day care facility of the day carer.

Application for subsidisation of care costs in children's day care (Antrag auf Zuschuss zu den Betreuungskosten in der Kindertagespflege)

Together with the day carer, this is how you apply for the funding from the city. The front page is completed by the day carer, the back page by the parents. Ensure here that the details correspond to those you have contractually agreed with one another (care start, extent of care). The application and the notification must essentially be signed by the day carer in charge of looking after your child. This also applies in the case of a large day care facility, where a management team may be employed.

Evidence of employment

When applying for care for a child under the age of one year or where the extent of care is over 35 hours per week, evidence of employment of both parents (unless you are a single parent/guardian) must be enclosed with the application. This evidence must be no older than three months.

A blank form can be obtained from the expert adviser or as a download from our website.

The notification and application documents including evidence are sent either by the day carer or by you to the Office for children, youth and family – Field of children's day care (see p. 16, relevant department in the Office for children, youth and family).

Deadlines

It is important here that the application is received no later than during the month in which the care of your child should begin. If it is received later, the funding from the city is granted only from the month in which the documents are received. If you are possibly still waiting for the evidence of employment and fear that this will arrive late, we recommend that you send us the notification and application now with the indication that the evidence will be submitted later.

Approval

After receipt and processing of the application documents by the Office for children, youth and family, you and the day carer will receive written approval

of the care from the federal city of Bonn. In this, the care of your child in children's day care is generally approved until 31.07 of the year of your child's third birthday. For children born after 02.11, the date is 31.07 of the following year.

Notification of the parental contribution (Bescheid über den Elternbeitrag)

After approval of the children's day care, you will receive post from the parental contribution office to determine your household income. This serves as the basis for your parental contribution, of which you are then notified. As the decision concerning the contribution to be paid may also be received after the care start, it is recommended to take into account the amount that you can determine using the table from the city of Bonn for any retrospective payments to the city.

Change notification (Änderungsmitteilung)

With this form, you and the day carer inform the network and the city of possible changes in the care of your child in the day care facility. These may be: termination of the care relationship, a change in the extent of care, extension of the care, and change of address of your family if you move house. You will generally receive the form with the approval notification.

Relocation

If you as a Bonn family move to another local authority during the care period, the obligation to pay for the funding is transferred to the other local authority. You are therefore obliged to give notice immediately of the time and place.

Application for deputisation (Antrag auf Vertretung)

If your day carer has the option of using another day carer as a deputy, the deputy is paid by the city. For this to happen, you as parents sign off the corresponding application for a deputisation period.

All forms from the city of Bonn can be obtained either from the expert adviser or as a download from the website of the federal city of Bonn at www.bonn.de, search term "Kindertagespflege" (children's day care).

3.6

Constitution of the federal city of Bonn

The respective current version of the constitution of the federal city of Bonn concerning the funding of children's day care and the statute on charging parental contributions for care and education of children in children's day care facilities, children's day nurseries and open all-day school in the primary area within the urban area of the federal city of Bonn can be found on the website of the federal city of Bonn at www.bonn.de, search term "Kindertagespflege" (children's day care).

3.7

Relevant departments in the Office for children, youth and family

Federal city of Bonn

Office for children youth and family

Field of children's day care:

**Amt für Kinder, Jugend und Familie
der Bundesstadt Bonn**

Sachgebiet Kindertagespflege

Sankt-Augustiner-Str. 86, 53225 Bonn

Sachbearbeitung:

Telefon 0228 77-5652, 77-3118, 77-5132

Parental contribution office:

Elternbeitragsstelle

Dechenstr. 14, 53115 Bonn

Servicetelefon Elternbeiträge: 0228 77-6718

Federal city of Bonn Family office:

Familienbüro der Bundesstadt Bonn

Stadthaus, Berliner Platz 2, 53111 Bonn

Servicetelefon Familienbüro: 0228 77-4070

For over 20 years, the expert advisers from Netzwerk Kinderbetreuung in Familien have supported parents and day carers with organising the early – and in most cases first – third-party care. For many parents who come to us, it is their first child and the first time that they hand over the child to someone else's care.



4.1

Loyalty

Healthy personal development of your child is dependent upon his/her relationships in the first months and years of life. Those with the mother and father are the closest bonds for a child; equally, he/she needs a secure bond to the carer in order to feel emotionally secure, be comforted by that person or be able to accept that person's stimuli to play and discover.

4.2

Familiarisation

Before your child can stay with the day carer for several hours, gradual familiarisation takes place. This should follow the recommendations of the “Berlin model” according to Kuno Beller. Take enough time for familiarisation of your child; how much time a child needs is different for each individual. At the start of the familiarisation, a conversation takes place between the parents and the day carer. Preferences, routines and individual qualities of the child are noted (e.g. sleeping and eating habits, any allergies etc.).

Discuss the individual familiarisation of your child with the day carer. Depending on the age and development status of the child, the phases may take different lengths of time. Generally, the duration of familiarisation is two consecutive weeks.

BERLIN MODEL**1ST PHASE OF FAMILIARISATION**

In this phase, a relative of the child (mother, father or another relative) remains in the day care facility with the child. The child therefore feels comfortable and secure, despite the strange environment. The child's relative should remain constant, i.e. always the mother, father or other person. From this security, the child will very soon be interested in the new environment. With great sensitivity, the day carer approaches the child and thus creates a basis of trust. The relative is asked to take a back seat as far as possible during the first phase of familiarisation. The more actively the person participates in the group, the clearer the loss becomes for the child when the person says goodbye for a short period after a few days of familiarisation. In the first phase, the relative remains with the child for a maximum of one hour and says goodbye before lunch.

2ND PHASE OF FAMILIARISATION

This phase includes saying goodbye. The relative brings the child, remains only briefly and then says goodbye. However, the person remains nearby and can be brought in at any time if the child is not fine. The child remains for a maximum of 15 – 30 minutes without the relative. When the relative returns, the person leaves the day care facility with the child. In this phase, the child learns that he/she can rely on the day carer and the relative, even in this unfamiliar situation. With this feeling, the child is ready to engage more and more with the carer.

3RD PHASE OF FAMILIARISATION

When the child has established a trusting relationship with the day carer, the 3rd phase begins. The child is brought in the morning, the relative says goodbye and collects the child again only after lunch.

4TH PHASE OF FAMILIARISATION

Only when the child feels comfortable for the entire morning, when he/she can be comforted by the carer, does the 4th phase begin. The child stays after lunch and is put down to sleep. It is agreed with the relative that this person will collect the child directly after the nap.

5TH PHASE OF FAMILIARISATION

The child also stays after the nap and participates in the afternoon snack. He/she is collected by the relative as required, who should be contactable at any time. The familiarisation is complete.

4.3

Changing care providers, transitions

For your child, who is still very young, familiar people, a familiar environment and constant routines are very important; they give him/her emotional security. Changes represent a big emotional challenge and potential stress for children. For the welfare of your child, we therefore recommend minimising changes of care facilities and carers for your child: stable, long-term care relationships, rather than changes e.g. after a few months. You and the day carer should prepare your child for transitions in the care succession – from children's day care to children's day nursery. Changes of carer and transitions always represent the end of a relationship for your child.



4.4

Illness of your child

Remember: for his/her own welfare and the welfare of the other children, an ill child should remain at home. The group situation is more stressful for your child if he/she is ill. In the case of a severe infection, fever, sickness or diarrhoea and other infectious illnesses, attendance at the care facility is not possible. Ask the day carer for his/her rules, which should also be defined in the care contract. In the interest of the health of all children in the group and of the day carer, we advise not returning your child to the care too early; some day carers expect at least one symptom-free day or a medical clearance certificate. Under statutory health insurance, each parent can take 10 so-called child sick days/year to look after an ill child at home. Speak to your employer about the procedure of your company in such cases; there may be options for you to work from home.

4.5

Addressing questions, uncertainties, conflicts

In the educational partnership between parents and day carers, uncertainties can occur on both sides. Perhaps it is your first child and the first time that you have left him/her with someone else for a prolonged period during the day. You have a great need for information about how your child is finding the day and your child himself/herself cannot yet tell you. Trust in the carer is of fundamental importance here. Every child and every family is individual and not always easy for the day carer to gauge. We recommend that you communicate openly and constructively with the day carer.

Ask questions, e.g. if procedures are not clear to you, and mention at an early stage if there are things that could be problematic. Indicating any illness of the child is mentioned again here. To be able to offer stable care for your child, you as adults should foster good, trusting communication with one another.

Conflicts between parents and the carer are noticed by children and can impair their emotional security.

We recommend that you initially communicate with the day carer. If you have further questions, we expert advisers are pleased to be available for you and the day carer. If necessary, the expert adviser will help with conflicts between the people involved.



As a parent/guardian, you have a legal right to advice on the care form of children's day care. Our concern is that you receive all the relevant information about the children's day care before the start of care for your child. By signing, you confirm to us that you have received and noted this information.

Confirmation of information

I/we confirm that we have noted the content of the brochure "Children's day care in Bonn".

Date _____

Name _____

Signature _____

Please attach this confirmation to the data collection form.



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