



CHILD CARE AGREEMENT and KINDERGARTEN RULES AND REGULATIONS



Standort: „Kindertagesstätte & Kindergarten International Day Care Center“

Concluded between Sonnenstrahl GmbH, Italienerstr. 37b, 9500 Villach and

_____ Child's surname	_____ Child's Forename	_____ Child's date of birth SV-No: _____
_____ Child's special needs and requirements (allergies, illnesses...)	_____ Child's Nationality	_____ Mother tongue and languages that are spoken with the children
_____ Parent/Guardian's surname	_____ Parent/Guardian's Forename	_____ Nationality
_____ Address	_____ Postcode	_____ Town
_____ Occupation of Parent/ Guardian	_____ Employer <input type="radio"/> full time <input type="radio"/> part time <input type="radio"/> maternity leave	_____ Contact number during working day _____ Email
_____ Parent / Guardian's surname:	_____ Parent / Guardian's Forename	_____ Nationality
_____ Address (if living separately)	_____ Postcode	_____ Town
_____ Occupation of Parent/ Guardian	_____ Employer <input type="radio"/> full time <input type="radio"/> part time <input type="radio"/> maternity leave	_____ Contact number during working day _____ Email
_____ Hours /Days care is required	_____ Monthly fee	<p style="text-align: center;">Please fill out the reverse side of the form.</p> _____ Who may pick up my child?

I have read and accept the Rules and Regulations for the Childcare.

Date, signature of Parent / Guardian

Who may pick up my child?

Date	Surname / Forename	Date of Birth _____ Contact number _____ Relationship to the child _____	Signature of parent/guardian
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Childcare and Kindergarten Rules and Regulations

1. Association Membership

Sonnenstrahl was founded in 1997 by parents for parents. Since 2015, the association Sonnenstrahl is the sole shareholder of Sonnenstrahl GmbH and an elected executive board has been responsible for the development of the organisation.

We do not consider ourselves purely a service provider, because we exist thanks to the cooperation of the parents. For the benefit of your children, we want to build a close relationship with you the parents. We can only continue to improve and grow when we work together.

As parents you automatically become a member of our association and can elect the parent's executive committee or be elected to the executive committee yourself.

Apart from becoming a member of the executive committee, there are many other opportunities to assist in our association. Please let us know where your talents lie, and in which areas you would be willing to give a helping hand, for example, helping out in the garden, taking over any manual works or supporting internationalism in IDC by sharing a little of your culture with us.

We expect from every family active cooperation to the extent of 3 hours per year. For this purpose there is a list of the required jobs hanging in every group room. Please sign up for whichever task matches your talents.

The annual membership fee of our association is €37.

So your child has an accident insurance during the care period. Assurance company is the Uniqua AG. (Please contact our staff for more information).

2. Opening and closing hours

Monday to Friday 07.00am to 5.30pm. For security reasons the main door is locked between the hours of 09.00 to 11.00am. If you want to enter the IDC during this time you must call the staff in the group room.

From 07.30am until 3.00pm the children are looked after in their assigned groups. Outside of this time the children are looked after in a mixed group.

We provide half-day, full-day, and extended half-day care.

Half-day care ends no later than 1.00am.

Children in extended half-day care in the Kindergarten groups must be picked up no later than 3.00am.

Full day care ends no later than 5.30pm. However you can pick up your child at any time in the afternoon, as long as they do not spend more than 10 hours per day at the day care center.

Your child should arrive no later than 08.45am. When your child arrives later, they miss out on the very important "settling in" phase. As a result the rhythm in the whole group is disrupted.

We are open all year round, and are closed only on public holidays and between Christmas and New Year. Between January 2nd and 5th, a group is open to a mandatory binding pre-registration for parents (exact dates are to be announced nearer the time).

We would like to point out that the kindergarten day is demanding for your child and from an educational and health point of view, a holiday away from your child's groups is needed (at least 3 weeks a year).

3. Dropping off and picking up/supervision

The staff in the group are responsible for the supervision of the children after the parents have personally handed over their child to one of the carers, and responsibility ends when the child is handed back to the parents or someone that has been authorised in writing by the parents to pick up their child. The person picking up the child must be 16 years of age or older. For safety reasons the person dropping off/picking up the child must notify the staff member on duty in person, that the child has arrived/is being taken home.

After picking up your child / children we ask you to please vacate the premises as soon as possible, (due to insurance reasons).

- The child must remain with the parents/guardians after pick up (children are not allowed to run around the corridors or enter other rooms)
- Please vacate the premises as soon as you have picked up your child
- Please drive slowly in the parking area

Daily routine: Please bear the daily routine in mind when picking up your child!

When picking up your "half-day" child at lunchtime, please be mindful that the "full-day" children are resting or sleeping, the children sleep/rest from approximately 12.30am to 2.30pm.

Events: The children are under the responsibility of their parents during events organised by the day care center. Whenever the parents are present at the center, the parents are responsible for their children.

4. Illness and absence

„Agreement on actions to be taken in case of illness“: When your child joins the day care center, you will receive an information leaflet on the “*Agreement on actions to be taken in case of illness*”. Please read it carefully and sign to confirm acceptance.

If your child is unable to attend the day care center due to illness or for any other reason, please let us know by telephone. Please also let us know as soon as possible if your child is going to be absent for a longer period of time e.g. due to holiday etc..

In principle, no medicines are administered in the kindergarten. However, if your child needs life essential medication, this can be administered if and only if the pedagogical management at the kindergarten has a doctor's prescription including a dosage instruction.

Personal details: Please ensure that the IDC have a current telephone number for you where you can be contacted in case of emergency or illness. Please notify us of any changes to your telephone number, home address, or work place.

5. Health and safety

Cloak room: The bags containing spare clothes for your child in the cloakroom should be made of fabric not plastic. Please be aware that the wearing of jewellery may be dangerous for your child. Likewise strings, cords as well as keyrings have swallowable small parts that can lead to accidents.

6. Regulations and hygiene

Entering rooms at the day care center: For health, hygiene and safety reasons only staff are allowed to enter the following rooms:

- kitchen
- sleep and exercise room
- staff room
- staff toilet

Group rooms: When entering a group room please do not go beyond the line on the ground. Only the staff and the children are allowed to go into the group rooms. If you need anything from the group room or the sleep room, please contact one of the pedagogues present.

Bringing food: If you bring food to the day care center (buffet for events), please do not bring any perishable food (mayonnaise, cream cakes, ice-cream...).

7. Liability

Personal items: The children's group assumes no liability for any personal items that have been brought from home. This also applies to all items stored in prams.

8. Excursions

The IDC organise excursions for the children. The parents / guardians will be notified of the date and any additional costs well in advance. It is not possible to provide childcare for a child who is unable to go on the excursion on that particular day.

9. Care fees

The care fees are adjusted annually in accordance with the increase in the national consumer price index. The price list is attached to this agreement. You will be notified in advance of any further price increases.

The first month fees, this is the month that starts with the settling-in period, are to be paid within 14 days of confirmation of a place in the IDC for your child. The fees thereafter are to be paid monthly in advance by direct debit before the 5th of each month.

The childcare fee must also be paid during a child's absence due to illness or a holiday. If you are in arrears with your payment by more than one month, your child's daycare place may be cancelled and allocated to someone else. The bank charges for the back booking must also be paid by you.

Siblings receive a 10% reduction in fees for the eldest child. This means not also a reduction for lunch and snack.

If you want to change your child's type of care (number of days, hours, with lunch/without lunch...), you have to give us one month notice in advance.

Cancellation notice period is 4 weeks at the end of the month.

A handicraft contribution of € 17 for a crèche child and 25€ for a kindergarten child is to be paid bi-annually (October and March).

If in exceptional cases you need extra hours of care, you will be charged € 7 per extra hour. Extra hours can only be arranged if the number of children in the group allows it (please discuss this with the group leader).

A charge of € 0.75 per day for snack is to be paid for children who don't eat lunch at the IDC.

10. Childcare expenses are tax deductible

Costs for childcare can be taken into account as an extraordinary strain for tax purposes. This means that childcare costs reduce the taxable base and thus the taxable income. For further information, please contact your local Inland Revenue tax office!

A financial confirmation of the childcare costs you have provided will be automatically sent to you at the beginning of the year for the previous calendar year.

11. Place in day care

The admission is made according to the vacant places. There is no right or claim for an admission. Admission is based on social and educational criteria. A care place in the children's group (one to three years old) does not give you the right to claim a place in the age-extended kindergarten group (two to six-year-olds) or in the kindergarten group (three to six-year-olds).

It is up to Sonnenstrahl GmbH to decide about the admission of children with disabilities, especially with regard to the necessary spatial and personnel requirements for attainments, education and care.

"Children with disabilities may be admitted to education in a child education and care facility which is not a therapeutic kindergarten or a therapeutic after school care center provided that the necessary physical and personnel requirements are met with regard to the type of disability and if it is to be expected that joint care is possible with regard to the degree and type of disability. "(Kinderbetreuungsgesetz 2011, part 2, section 1, section 3).

The Sonnenstrahl GmbH reserve the right to reduce the childcare hours (All day to half day or reduction of number of days of care) where a parent is no longer in employment (on parental/maternity leave, or at home) so that we may offer a place to families where both parents are in employment.

If the group leader and the pedagogical management of the house are concerned about the mental, social-emotional or physical fitness of your child for the visit to kindergarten, the educated persons must have a clarification by the psychological-psychotherapeutic service for children and families - (PPD) of AVS Carinthia and provide the necessary medical, pedagogical or psychological evaluations for the purpose of clarification in order to ensure a stay in the children's group or in the kindergarten or to take necessary steps to support your child.

12. Until what age can your child stay in the children's group?

If your child is three years old on or before the 31.08., they can no longer be looked after in the children's group from september of that year.

If your child is three years old after the 31.08., they can be looked after in the children's group until the end of august of the following year.

13. Termination of care contract

Reasons for the termination of the care contract are:

- a physical affliction or a psychological or mental impairment of the child, which is a threat to the other children or a disturbance of the education work
- Non-presentation of necessary medical, educational and psychological expert opinions in case of concerns about the suitability of your child for kindergarten or children's day visits.
- Repeated late picking up of your child from the daycare center
- Longer or repeated removal of your child without reason or without sign out
- Infringement of the provisions of the house rules and regulations by the parents/guardians
- Non-payment of childcare fees
- Without citing reasons, for example if the parents/guardians professional situation changes their child's place may be given to another child who needs the place more urgently. In such a case the contract can be terminated only on the 31st of August of that year.

14. Cancellation costs

Cancellation of your child's place also automatically cancels your membership in Verein Sonnenstrahl. Fees will not be refunded.

If in springtime you receive an offer of a place in the IDC for autumn of that year you may cancel this without charge up until the 30th of June of that same year. In all other cases you are entitled to cancel 2 months before the agreed starting date free of charge. In the case of a late cancellation the first month fees are to be paid in full.

This also applies to the case of an amicable termination of the contract.

15. Special regulations for children in the obligatory kindergarten year

Children that are 5 years old are legally obliged to attend a kindergarten, for at least 16 hours, which have to be spread out over at least 4 mornings a week.

There is no obligation to attend kindergarten during school holidays (in accordance with the Carinthian Education Act). Absence is only permissible with good reason, e.g. illness of the child or a relative, death of a relative, absence because of a holiday for up to 3 weeks or other exceptional events. The parents / guardians are obliged to inform the International Daycare Center of any occurrence or circumstance that prevents the child from attending the International Daycare Center.