

# The Childcare Contract Explained

Dear parents,

Your nursery is sending you a childcare contract today.

This contract regulates you being able to leave your child at nursery and your child being looked after for a certain period of time.

Important things are laid out in the contract that you and the nursery must observe.

The most important topics are explained in simple language below:

- **Childcare times**

The contract regulates the daily care times for your child. It states from what time you can bring your child and by what time you must pick your child up. You must keep to these times. If you regularly pick your child up too late, you will have to pay for this time.

Childcare times may also be changed, for example if your working hours change. Please let the nursery know in plenty of time.

- **Sickness**

If your child is ill, they should stay at home. The contract states that parents are obliged to inform the nursery that their child will not be attending. Please call the nursery and inform them that your child will be staying at home. Please tell them how long they will be staying at home for. The child should only return to nursery once the risk of infection has passed. They should be fit and healthy. Sometimes, a doctor's note will be required.

For some illnesses, you will need to inform the health authorities. These may then be called infectious diseases. These illnesses are particularly easy to transmit. Being able to quickly take countermeasures is important. To find out which illnesses the nursery has to declare to the health authorities, please ask the nursery or see online: [www.hamburg.de/bgv/merkblaetter-infektionskrankheiten/](http://www.hamburg.de/bgv/merkblaetter-infektionskrankheiten/).

- **Issuing medications**

If your child needs to be issued medications at nursery, the nursery requires written approval. Sometimes, a doctor's note is required.

You will fill out a form. The form indicates what medication should be issued. You will have to sign this form.

- **Pick-up rights**

In the contract, you set out who can pick up your child from nursery. These people have 'pick-up rights'. Normally, the parents pick up their child. If a grandparent or friend will be picking up your child, you will have to discuss this in advance with the nursery.

- **Childcare costs**

Childcare costs are mostly covered by the City of Hamburg. That is what your nursery voucher is for. Depending on how much you earn, you will have to also pay a contribution to the nursery. This is known as the family's own contribution. How much you will have to pay on your own is stated on your nursery voucher. It is also stated in your childcare contract. This contribution is paid to the nursery. You can sign a direct debit form for your bank to this end. Then the money will be automatically transferred from your bank account. You could also transfer the amount yourself.

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- **Termination period**

If you move house or have to leave the nursery for another reason, you will have to terminate your contract with the nursery. You must uphold the termination periods. These differ from nursery to nursery. You may have to terminate your contract up to 3 months in advance. For example, if you had a new nursery place from 1.5.2020, you would have to terminate your existing contract in writing by 31.1.2020. The precise notice periods are listed in the contract.

- **Closed times**

The contract states on which days the nursery will close and for how long throughout the year. The nursery may remain closed for up to 4 weeks. The exact dates will be displayed at the nursery. You can also ask your nursery's management. Your child cannot attend nursery during these times.

- **Nursery costs**

Sometimes, you will incur additional costs at nursery for nappies, breakfast and/or teaching materials. The costs are outlined in the contract. These costs must be paid by the parents. Speak to your nursery's management if you have any questions as to what this money is used for.

- **Additional nursery services**

Some nurseries offer additional activities, such as swimming, overnight stays or trips. You can find out more in the childcare contract. You can decide whether your child will take part in the swimming course, for example. This requires your permission.

- **Nursery concept**

Some contracts contain information about the nursery's teaching concept. This explains what principles the nursery is run by. This means what models or priorities shape everyday work at the nursery. For example, some nurseries involve a lot of outdoor play. Some nurseries place a lot of importance on exercise.

- **Photo permission for the child**

Photographs are sometimes taken at nursery. The nursery needs your permission to use a photo of your child. The photos are intended to show what children experience at the nursery. For example, on a trip or at a summer party. The photos are used in a folder for your children or hung up at nursery.

Photo permission is voluntary. You can decide which purposes the photos are used for. You could say that they may be used at nursery but not online. Make these specifications in the contract.

If you agree to photography, you can revoke your permission at any time.

In general: read the contract well. The contract is only valid once signed by you and the nursery. If you have any questions on individual topics from the contract or do not understand certain things, speak to the nursery's management and have them explain the contract to you. You could also have it translated.

We hope you have a wonderful time at nursery!