

Framework Childcare Rules

**for the facilities and institutions of the supporting association
Studentische
Eltern- Kind-Initiativen e.V.**

Valid as of July 24

Dear Parents,

We are delighted that you have registered your child in our childcare centre of the supporting association Studentische Eltern-Kind-Initiativen e.V. and welcome you and your child warmly.

Our concern is to accompany and support your child on his or her individual development path and to enable you as a parent to reconcile studies, work and family.

With this framework, which forms part of the education and care contract, we want to offer you a source of orientation in important organisational and content-related matters.

If you have any further questions, please do not hesitate to contact the facility management function or a supporting association representative.

We look forward to spending time together with you and your child!

Studentische Eltern-Kind-Initiativen e.V.

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1. Legal basis

According to Art. 88 (1) Sentence 1 of the Bavarian Higher Education Act, the Munich Student Union has the task of providing childcare places for children of students and employees of higher education institutions. The operation of the childcare centres is managed by the supporting association “Studentische Eltern- Kind-Initiativen e. V.”.

The organisation and purpose of the association are precisely defined in the articles of association of the supporting association “Studentische Eltern-Kind-Initiativen e.V.”. The Board of the supporting association is responsible for the management function. The Board consists of a managing member, who is appointed by the Managing Director of the Munich Student Union, and two elected parent representatives, who are elected by the general meeting.

The Bavarian Children’s Education and Care Act (BayKiBiG) with its Implementing Ordinance (AVBayKiBiG) forms the legal basis for the work of the supporting association. The Bavarian Education and Upbringing Plan (BEP) provides the framework for the design of the educational work of the childcare facilities.

2. Admission

2.1 Principles for admission to a childcare centre

In the childcare centres of the supporting association, children can be cared for by students if at least one of the legal guardians is enrolled at a university supervised by the Munich Student Union.

Furthermore, children can be cared for by employees if there is a form of cooperation with the respective university. At least one of the legal guardians must be employed at one of the following higher education institutions for a further 6 months after the start of the settling-in period

- for at least 19 hours/week:
Technische Universität München, Hochschule München, Hochschule für Film und Fernsehen, Hochschule Weihenstephan-Triesdorf, am Herzzentrum, Hochschule Rosenheim
- for at least 20 hours/week:
Ludwig-Maximilian-Universität München, respectively at the supporting association or the Munich Student Union.

The respective basic requirements for registration and admission can be found in the section “Registration” (“Anmeldung”) on our website:

<https://www.studierendenwerk-muenchen-oberbayern.de/studieren-mit-kind/allgemeine-informationen-zu-unseren-krippen-und-kindergaerten/wie-kann-ich-mein-kind-anmelden/>

A response on whether there is still interest in a place must be given once a year (in December/ January). For this purpose, the supporting association sends an e-mail automatically generated by a computer system to the e-mail address of the legal guardian stored in the registration form with a request for a response. If no response is received within the period specified in the e-mail, the child will be removed from the waiting list.

2.2 Allocation of places

The allocation of places is carried out by the management of the childcare facility according to agreed levels of urgency (see website <https://www.studierendenwerk-muenchen-oberbayern.de/studieren-mit-kind/allgemeine-informationen-zu-unseren-krippen-und-kindergaerten/wie-kann-ich-mein-kind-anmelden/>).

2.3 Admission process

The responsible persons will be informed by the facility's management function as soon as a place in the facility becomes available.

If the legal guardians do not respond and register within a set period, the place will be allocated elsewhere and the registration will be considered null and void.

For the admission interview, at least one of the legal guardians must present the certificate of enrolment from a university supervised by the Munich Student Union or a confirmation of employment at one of the above-mentioned universities, the Munich Student Union or the supporting association. (Annex: "Confirmation of employment")

3. Opening hours

In our childcare centre centres, the children can be looked after during the following opening hours:

Monday to Thursday from 7.30 – 17.00 and on Friday from 7.30 - 15.00.

Changed opening hours apply to:

Kita Herzerl Munich:	Monday – Friday 7.00 – 17.00
Kita am Campus Martinsried:	Monday – Thursday 7.30 – 18.00 // Friday 7.30 – 17.00
Kita Ingeborg-Ortner-Kinderhaus:	Monday – Friday 7.30 – 17.00
Kinderkrippe Unikleckse:	Monday – Friday 7.30 – 17.00
Pünktchen & Anton, Campuskinder:	Monday – Friday 7.30 – 17.00
Kinderkrippe Studentenflöhe	Monday – Friday 7.15 – 17.00 // Fr. 7.15 – 15.00

4. Closing times

In total, the childcare centres of the supporting association are usually closed for 23 days. The days on which they close are mainly in August and between Christmas and Epiphany. The respective closing times is discussed with the Parent Advisory Board at the beginning of each pre-school year. Further closing days are required for the internal training days of the supporting association, as well as conception days.

On Shrove Tuesday, as well as on the day of the company meeting of the supporting association, the childcare centres shall close prematurely.

5. Duty of supervision and use of public transport

The duty of supervision by the employees of the childcare centres begins after the child has been handed over personally at the facility and ends as soon as the person entitled to care or another person entitled to collect the child by proxy receives the child at the facility.

At events and festivals held at the childcare centre which involve parental participation, the legal guardians are responsible for the duty of supervision.

The legal guardians agree that the employees are allowed to use public transport with the children as part of the daily programme of activity at the childcare centre.

6. Persons entitled to collect children

The pedagogical staff may only hand over the children to the legal guardians at the time of pick-up. However, the legal guardians can specify in writing which persons are additionally entitled to collect their child. The collection of a child by another person must be notified to staff in writing in advance on the form provided for this purpose. We also reserve the right to carry out an identity check of these persons. (Annex: "Declaration of consent for collection")

7. Child illness

7.1 Registering as ill

The legal guardians are obliged to inform the childcare centre immediately if the child becomes ill. Children who suffer or have suffered from a communicable disease are not allowed to visit the facility again until a doctor has declared it safe to do so. This is especially true for communicable diseases (example: scarlet fever, diphtheria, etc.), and also for those illnesses that occur in the child's communal apartment environment.

If a child is missing because of a communicable disease, a certificate from the attending doctor

must be presented before resuming attendance. (Annex: “No childcare visit in the event of illness”)

The child must also be excused immediately in the event of any other absence.

7.2 Instruction of parents according to the Infection Protection Act

Any illnesses that occur within the child’s communal apartment environment that are subject to notification under the Infection Protection Act (example: scarlet fever, measles, diphtheria, etc.) must also be reported immediately to the childcare management function. (Annex: “Instruction for parents and other legal guardians in accordance with Art. 34 (5) Sentence 2 Infection Protection Act (IfSG)

7.3 Medication administration

For legal reasons, the employees are instructed not to administer any medication to the children. If a child needs regular medication due to a chronic illness, this is only done after comprehensive clarification with the childcare centre members of staff and the supporting association, as well as with a written prescription from the doctor, appropriate employee instruction, ensuring adequate storage of the medication and a deputising arrangement. (Annex: “Administering medication to children with an illness”)

7.4 Procedure for removing ticks

Upon conclusion of the contract, the child’s legal guardians declare in writing (or otherwise expressly refuse) whether they agree with the procedure for tick removal. (Annex: “Declaration of consent for the removal of a tick in the childcare centre”)

7.5 Wounds: plaster/dressings

Every wound should be covered with dressing material that is as sterile as possible. For small wounds with only slight bleeding, a quick wound dressing, also known in colloquial terms as a „plaster“, is suitable. In order for this common first aid practice to be implemented by the daycare center staff, we require a signed consent form from you. (Annex: „Declaration of consent for the use of plasters, sun cream and fever measurement“ – in German: Anlage „Einverständniserklärung zur Nutzung von Pflastern, Sonnencreme und Fieber messen“)

8. Food handling

The childcare centres are obliged to comply with the hygiene regulations according to the Food Hygiene Ordinance (Lebensmittelhygiene-Verordnung) when handling food.

The hygiene regulations of the Food Hygiene Ordinance also apply to legal guardians who bring food to the childcare centre at celebrations or festivals, or who give their child food. (Annex: "Information sheet on food hygiene")

9. Care products

Personal care items such as nappies, wet wipes, sun and wound protection cream, as well as spare clothes, are to be brought by the parents for their children. Parents make sure that there are always enough nappies, etc. as well as change linen for their child.

If parents decide to use the same sun protection cream for all children, the parents must agree to the use of the shared product. The childcare centers then have to regulate this separately.

10. Parental contribution

10.1 Collection of fees

The monthly contribution fee depends on the booking time selected in the booking document. The fee amount is based on the fee schedule of the supporting association and the applicable fee table. This is based on where the child attends a childcare centre and has his or her primary residence (see website <https://www.studierendenwerk-muenchen-oberbayern.de/studieren-mit-kind/> Gebühren).

10.2 Income-related gradation of parental fees within the framework of the Munich Funding Formula (MFF)

1. Fee reduction:

Families whose child attends a Munich childcare centre and whose primary residence is in Munich can submit an application for a review of their income and a corresponding fee reduction that may be associated with it. In principle, income for the penultimate calendar year, which is before the beginning of the childcare centre year, is decisive for the calculation (Annex: "MFF info income calculation").

No application is necessary for pre-school children, as they no longer incur any fees due to the subsidy (Beitragszuschuss) by the Free State of Bavaria, or due to the municipal adaptation subsidy (Anpassungszuschuss).

The income review is carried out by the Central Fee Office (Zentrale Gebührenstelle) of the Federal Department “Referat für Bildung und Sport-KITA”. The necessary documents for the income review can be found on the Internet at https://www.muenchen.de/rathaus/Stadtverwaltung/Referat-fuer-Bildung-und-Sport/Kindertageseinrichtungen/muenchner-foerderformel/elternentgelte.html#kita-jahr-20192020_5.

The application for an income review can be sent via the childcare management function (deadline) or directly to the Central Fee Office of the Federal Department “Referat für Bildung und Sport-KITA”. (Annex: “Application for income review MFF”)

2. Sibling discount

If a child attends a pre-school, parental allowance no longer applies. Therefore, no sibling discount must be applied for.

Otherwise, for a sibling discount, all children who live together in the same primary apartment within the family community and for whom at least one adult living there receives child benefit are taken into account. Half-siblings and step-siblings are also considered siblings.

The children for whom this requirement is fulfilled will be provided with a dedicated number. The application form for sibling discount is filled out together with the childcare management function and remains with the facility (see Annex “MFF application for sibling discount”). Applications and further information can also be found on the website https://www.muenchen.de/rathaus/Stadtverwaltung/Referat-fuer-Bildung-und-Sport/Kindertageseinrichtungen/muenchner-foerderformel/elternentgelte.html#kita-jahr-20192020_5.

10.3 Notification of subsidy-relevant data

The legal guardians must inform the institution of a change of residence immediately in writing. In the event of any failure and the associated reduction of the subsidy, the institution reserves the right to charge the amount in question to the legal guardians. (see Annex “Change of address parent/child”)

Families whose children have their primary residence in Munich and are visiting a childcare facility in Munich must, on the basis of the “Differenzförderungsrichtlinie” – a Directive aimed at supporting families with many children and the income-related staggering of parental fees – notify any change in income or benefits or the relevant housing situation immediately and without prior solicitation in writing. This applies from the date of receipt of the benefits in question, or the existence of the prerequisites.

In the event of a change of residence outside of Munich, a change to another childcare centre during the year or a late termination, the “Fee table for children who have not been habitually

resident in Munich” will be used as the basis for the care fees still incurred.

10.4 Reimbursement of costs through youth welfare financial assistance (“wirtschaftliche Jugendhilfe”)

1. For facilities in Munich, Freising, Garching, Martinsried and Rosenheim

Parents who have little or no income will receive the “Kitabeitrag” childcare fee and / or the catering allowance fully or partially compensated after a corresponding application to the Youth Welfare Office (Jugendamt). The application must be renewed annually. The early extension of the application must be taken into account, since the Youth Welfare Office does not automatically continue to finance the childcare contributions after the first year of application. You will receive a confirmation from the childcare centre. (Annex: “Information sheet on the reimbursement of childcare centre fees by the Youth Welfare Office”)

11. Insurance coverage

The children are covered by accident insurance in the childcare centre through the Municipal Accident Insurance Association (Gemeindeunfallversicherungsverband).

All activities in the context of childcare, such as walks and participation in excursions and festivals, are insured. There is also insurance coverage for the direct route to the childcare centre and home.

If the parents visit a doctor after an injury to their child in the childcare centre, they are obliged to inform the institution immediately, given that, in this case, an accident report must be completed immediately in the institution and forwarded to the accident insurance institution via the supporting association.

12. Liability

It is expressly pointed out that all objects brought in by the children, such as clothing, toys, strollers or bicycles, etc. are not insured. The supporting association assumes no liability for loss or damage.

13. Data privacy

The collection, processing and use of personal data are permitted if this is necessary for the fulfilment of our legal mandate, or the person concerned has consented. Our Privacy Policy can be found at <https://www.studierendenwerk-muenchen-oberbayern.de/?id=dse-binfo-27>.

14. Collaboration between parents, childcare centre and supporting association

14.1 Parent Advisory Board and the Boards of childcare centres

According to Art. 14 (3) of the Bavarian Children's Education and Care Act (BayKiBiG), in order to promote effective collaboration between parents, pedagogical staff and institutions, a Parent Advisory Board ("Elternbeirat") must be established in each childcare facility.

The elected advisory boards / board members are invited to the general meetings of the supporting association. (Annex: "Parent representation bodies for institutions associated with the student-parent-child initiatives")

14.2 General Meeting of the supporting association "Studentische Eltern-Kind-Initiativen e.V."

The General Meeting is convened at least once a year. The two Board members are elected by the General Meeting. The appointment or election as a Board member is valid for the period until the next General Meeting. The General Meeting decides on the principles of the association's activities. Decisions concerning the areas of Human Resources or Finance require the approval of the Munich Student Union.

14.3 Active participation of parents

If necessary, the legal guardians, together with the legal guardians of the remaining children in care, are obliged to contribute to the smooth running of the childcare facility by providing their services free of charge.

The scope and timing of such personal contributions to be made will be determined on time, taking into account the time options available to the legal guardians, in coordination with the responsible management function and the parent representatives or, in the case of parent initiatives, with the management boards. These could be: Cooking services, cleaning services, cooperation in certain activities or if the prescribed care is no longer guaranteed at short notice due to illness or other failures of the childcare centre staff, or if an increased care effort is required on extraordinary occasions.

15. Entry into force

These Framework Childcare Rules of the supporting association shall come into force on 01.03.2021.

16. Annexes

- Declaration of consent for the collection of children from non-legal guardians
- No childcare visit in the event of illness
- Instruction for parents and other legal guardians in accordance with Art. 34 (5) Sentence 2 Infection Protection Act (IfSG)
- Declaration of consent for the removal of a tick in the childcare centre
- Documentation for proof of adequate measles vaccine protection
- Information sheet on food hygiene
- Sepa direct debit mandate
- Information sheet on the reimbursement of childcare centre fees by the Youth Welfare Office (Jugendamt)
- Consent to the use of film and photo recordings
- Parent representation bodies for institutions associated with the student-parent-child initiatives)
- Declaration of consent for the use of plasters, sun cream and fever measurement