

### **House rules of the kindergarten „Sonnenschein“ in Gatersleben**

1. These house rules are based on the statutes on the use of the kindergarten in the Stadt Seeland. The management has the householder's right and must demand this consistently. The house rules are an integral part of the kindergarten.
2. Our kindergarten is open Monday to Friday from 6:00 to 17:00. (Exceptions are closing days and public holidays)
3. Children having breakfast at the facility shall be present until 8:00 a.m. We want to give the children a quiet breakfast atmosphere. Children who do not have breakfast should not be in the institution until after breakfast, at the latest until 9:00 a.m. (Offers according to educational mandate start). The children have to be cancelled in case of illness or vacation in the day care center. In case of illness, the diagnosis is communicated to the kindergarten. If the disease is subject to the Infection Protection Act, all parents will be informed by notice board.
4. The duty of supervision begins and ends with the personal handover of the child to an educator or the person authorized to collect the child. Only persons who have been authorized to do so in writing by the persons having custody are entitled to collect the child. The authorized representatives should be able to identify themselves. Powers of attorney granted by telephone shall not be recognized. If a person authorized to collect the child is apparently unable to adequately supervise the child, the custodians will be informed and must collect the child themselves. If a written declaration is submitted by the guardian, children can come to or leave the nursery on their own. In case of bad weather the children remain in the facility.
5. The defined care period may not be exceeded for actuarial reasons. After the transfer of the children, the stay in the institution should not be extended longer than necessary. Discussions should be reduced to what is necessary, as the educators have a duty to supervise other children. Appointments can be made at any time for extensive discussions with parents. The children's midday rest is from 12:00 to 14:00.
6. For hygienic reasons, access to the group and sanitary rooms as well as the kitchen is only permitted with changeable shoes. Prams must be parked in the designated area.



7. Children shall wear comfortable, functional and weatherproof clothing in our facility without cords, chains, suspenders and long shawls for indoor and outdoor use. There is a proscribed on jewellery.
8. Shoes should be non-slip, easy to put on and take off and thus educate to independence. The clothing should be labelled with the name.
9. No liability is assumed by the kindergarten and the carrier for the personal property of the child (clothing, toys brought along, bicycles, etc.).
10. For reasons of data protection, the photographing and filming of children by parents and relatives is only permitted in the kindergarten with the permission of the institution's owner or manager.
11. Smoking and the use of open fire are forbidden in the whole kindergarten and on the premises of the kindergarten. Exceptions for the handling of open fire can be agreed with the carrier for instance experiments or grill celebrations.
12. The garden doors and entrance doors shall be kept closed at all times. The children must not open the exit doors alone.
13. Animals may not be brought onto the premises or into the facility.
14. The parents are responsible for their children in joint activities with their parents, such as summer parties, etc. The duty of supervision of the educators ends here.
15. The rules of the installation shall be complied with in order to avoid accidents.
16. Measures to be taken in the event of infringements of the house rules: In the event of violations of the house rules, the owner or manager can issue a warning and at the same time demand an injunction. In the case of repeated violations of the house rules, the care contract can be terminated by the institution without notice.

Seeland, \_\_\_\_\_

Meyer  
Mayor

**Mitgeltende Dokumente**

[1.1.1 Betreuungsvertrag.docx](#)

**Verantwortlich**

Einrichtungsleitung