



House rules for the children's facility of the city Stadt Seeland here: shelter in Gatersleben

The house rules are a supplement to the house rules of the primary school "Kaethe Schulken".

These house rules are based on the statutes of 26 June 2013 on the use of child day-care facilities in the Stadt Seeland, as amended. The management has the household-er's right and must demand this consistently. The house rules are an integral part of the facility.

1. The shelter is open Monday to Friday from 6:00 a.m. to 7:30 a.m. and from 1:00 p.m. to 5:00 p.m. (with the exception of holidays, closing days and public holi-days). The care time for each child is regulated individually by contract.
2. The holiday care of the children takes place in the time from 6:00 o'clock to 17:00 o'clock. The offers take place from 8:00 o'clock to 15:00 o'clock in the shelter rooms. The care time for each child is regulated individually by contract.

Breakfast is offered during the holidays from 8:00 a. m. to 9:00 a.m. and can be used individually by each child. In order to be able to make use of the offers in accordance with the educational mandate, we ask that you arrive punctually.

The children are to be checked out in case of illness or vacation in the after-school care. In the case of an infectious disease, the diagnosis is communicated to the hoard. If the disease is subject to the Infection Protection Act, all parents will be informed by notice board.

3. The duty of supervision begins and ends with the personal handover of the child to an educator or to the person authorized to collect the child. Only persons au- thorized in writing by the persons having custody are entitled to collect the child. The authorized representatives must be able to identify themselves if necessary. Powers of attorney granted by telephone or messenger will not be accepted. If a person authorized to collect the child is apparently unable to adequately super- vise the child, the custodians will be informed and must collect the child them- selves.
4. Children may leave the shelter alone only upon presentation of a written declara- tion by the custodian. In the event of bad weather/storm, the children remain in the facility (discretionary decision of the specialist on duty).
5. If a child has left the school or after-school area without permission or without deregistration, or if the child cannot be found, the custodians shall be informed immediately. If the custodians cannot be reached, the police are involved by the specialist on duty. In order to be able to guarantee the accessibility of custodians,



any changes to the contact details must be communicated to the institution independently.

6. The defined care period may not be exceeded for actuarial reasons. Once the child has been handed over, 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.
7. For hygienic reasons, access to the group and sanitary rooms as well as the kitchen is only permitted with changeable shoes. Exceptions to this rule are events held in the premises provided for this purpose.
8. It is expressly forbidden to enter the classrooms before the start of school and after the end of school. The classrooms remain locked until the responsible teacher unlocks them himself. Even if clothes and materials have been forgotten in the classrooms, the shelter staff will not open them.
9. For hygienic reasons, all children and educators in the shelter area wear changeable shoes. The shoes should be non-slip and easy to put on and take off.
10. No liability is accepted for the personal property of the child (for instance clothing, toys brought along, bicycles, etc.) by the institution and the carrier.
11. For reasons of data protection, photography and filming of the children by parents and relatives is only permitted in the shelter with the permission of the institution's owner or director.
12. Smoking and open fire shall be prohibited throughout the facility and on the premises. Exceptions for the handling of open fire can be agreed with the carrier for instance with experiments or grill celebrations. There is a strict ban on mobile phones for children.
13. The parents are responsible for their children in joint activities with their parents, for instance summer parties, etc. The duty of supervision of the educators ends here.
14. The project-executing agency or the specialist on duty may issue a warning in the event of violations of the house rules 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, den _____

Meyer



Kita „Sonnenschein“ Gatersleben

Hausordnung (englisch)

4. Führung und Organisation

4.7.12.1_H

Mayor

Mitgeltende Dokumente

[1.1.1_H_Betreuungsvertrag.docx](#)

Verantwortlich

Einrichtungsleitung