



Tagespflegebörsen
Nürnberg

wir schaffen
Spielräume

Tagespflegebörsen Nürnberg

PLACEMENT
INFORMATION
COUNSELLING
QUALIFICATION

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Business hours
Monday 9 am – 12 pm
Tuesday 9 am – 12 pm
Thursday 2 pm – 5 pm
or by appointment

Information for parents of children in daycare

Version 11/2023

Counselling centre of
Kinderhaus Nürnberg gGmbH



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Information on qualifications

With the implementation of the Bavarian Child Education and Care Act (BayKiBiG), the legal requirements pertaining to child daycare have been revised. Here are the main changes:

Childminders are required to have a care permit (§ 43 SGB VIII, Art. 9 BayKiBiG). The care permit must be obtained before the child minder starts working with their first child. It authorises the care of up to a maximum of 5 children and is typically valid for 5 years.

Any child minders working without a care permit are doing so illegally. This is a legal violation punishable by a fine.

Child minders will be granted a care permit if they

- are personally suitable
- are prepared to cooperate with the legal guardians and Tagespflegebörse Nürnberg,
- have extensive knowledge of early childhood education and child development and/or are prepared to take training courses in order to acquire this knowledge,
- have suitable, i.e. child-friendly premises available.

We verify the suitability of the person and the premises in a multiple-step process:

- Obtain the essential details on the person and the household by means of an application form
- Request an extended police clearance certificate for all adults living in the child minder's household
- Request a certificate of health for all adults living in the child minder's household
- Visit to the residence with prior arrangement
- Participation in the qualification course on childcare and the "First Aid for Children" course

As a prerequisite for the care permit, applicants must complete qualification courses. Tagespflegebörse Nürnberg offers child minders a qualification course spanning 300 hours of instruction. In addition, child minders who have completed the courses undergo 15 hours of further instruction each year.

When selecting a child minder, the final decision is up to the parents. So choose your child minder thoughtfully and pay attention to how your child develops over the course of daycare attendance.

In the interest of quality assurance, we ask that you provide us with any feedback you may have.

Care permit

Prerequisites

Determining suitability

Qualification

Responsibilities of the parents

Quality assurance



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Finding a qualified female or male child minder

We recommend the **Tagespflegebörse Nürnberg** daycare placement agency to help with your search.

The Tagespflegebörse is a counselling centre of Kinderhaus Nürnberg gGmbH. Since 1995, we have been placing children in daycare on behalf of the youth welfare office of Nuremberg.

At the daycare placement agency, you will receive:

- extensive counselling on all **issues pertaining to child daycare,**
- **assistance with finding and contacting** a child minder,
- guidance with **drafting the contract**
- in the event of **conflicts**, support with conflict resolution in the form of a joint meeting of all those involved, held at Tagespflegebörse Nürnberg.

Your contact persons at Tagespflegebörse Nürnberg:

Contact persons

Nadja Rudolph (Management, Specialist Counselling)

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Initial contact

Choose between several potential daycare candidates if possible. During the initial phone call, we recommend asking about the following:

- How experienced is the child minder in childcare?
- How can you get to the daycare? On foot? By public transit?
- Are your requested drop-off and pick-up times convenient for the child minders?
- Can arrangements be made for holidays and substitutes?
- How many children (both their own and those in care) are there in the daycare household? How old are they? Will there potentially be more children joining the daycare?
- Provide the essential information on your child: age, sex, special characteristics.
- If it's important: Do the child minders have any pets?
- Are there any special dietary needs/restrictions that you'd like to be met? For instance, what is your policy on sweets?
- Does your child have any health problems (e.g. allergies) that child minders need to be aware of?

Key questions

If you have a good impression: Arrange to meet the child minder for a preliminary discussion **at the residence where your child would be in daycare.**

In-person preliminary discussion



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In-person preliminary discussion

To avoid conflicts and dissatisfaction, be sure to **go over as many details as possible with the child minder before the first day of daycare**. Keep in mind that your childcare provider may have very different conceptions of how to best handle and care for your child. It helps to speak openly and early on about what it is you want for your child and to address problems right away.

Involve your child in the discussion to the extent they are old enough. If possible, arrange to visit the child minders together with your child before the final contract signing.

Use the following questions as a guide:

- **Ask to see where the children play and sleep.** What kind of toys are available?
- **Are there places to play nearby** (park, playground, garden etc.)? Ask the child minder if they use these play areas.
- **Ask what the daily schedule looks like.** When do the children eat? When does the child minder go outside? When do the children sleep?
- Discuss the **drop-off and pick-up time** on the relevant days. Keep in mind any potential changes and exceptions.
- **Arrange for an easing-in period**, during which you'll accompany your child at daycare. First, read the information on how to ease your kids into daycare (see page 12).
- **Conclude a written agreement** (see "Daycare Agreement" template).
- **Food:** Let the child minder know what your child likes to eat, whether he/she has any food sensitivities, how to handle sweets and, for babies/toddlers, whether to bottle-feed or spoon-feed. If a special diet or expensive foods are required: Discuss and agree who will purchase and pay for the food.
- **Sleep:** Does your child still nap during the day? If so, when, how often and for how long? If necessary, consider if he/she needs a bed, cot, mattress, dummy or soft toy. Anything special your needs in order to sleep?
- **Clothing, washing:** If still in nappies: disposable or cloth nappies? Remember to provide a change of clothes. Typically, it is your responsibility to bring changes of clothing for your child, wash your child's things and provide clothing in the appropriate size. Please, talk this over with the child minder.
- **Playing habits:** What is the most fun for your child? What isn't fun at all? Do you allow your child to play with finger paints, putty, water or mud and get dirty?

Talking openly

Getting your child involved

Residence, neighbourhood, play areas

Organisational

Habits in your child's daily routine

- **Cleanliness:** Toilet habits, when and how often to brush teeth, wash hands, particular needs/habits.
- **Handling/interacting with your child:** What is allowed for your child? What is not allowed? What are your child's fears, habits, preferences? What helps soothe or calm your child? How should conflicts be resolved? What is your policy on media consumption? What media is your child allowed to use? What media is off limits? Is it important to you to keep toy weapons away from your child?
- **For school-aged children:** What school does your child attend? Does he/she have any special difficulties? If so, what are they? What kind of help does he/she need with homework? What media is your child allowed to use and how much?
- How does your child respond to new environments and strangers? How did your child behave at any daycare centre or nursery school he/she may have attended previously?
- **Discuss your beliefs and expectations on child-rearing methods with the child minder!**
- Inform your child minder of your child's vaccination history, prior illnesses, especially recent ones, allergies or special sensitivities.
- As a rule, child minders do not take care of sick children. Discuss what to do if the child becomes ill while at daycare.
- The child minder may not administer any medicine unless it is prescribed by a doctor. Discuss this in detail and provide written consent if necessary, e.g. as part of the daycare agreement.
- Arrange for doctor's visits as a precaution: In what cases, to which doctor, etc. Provide the child minder with an appropriate written authorisation, e.g. as part of the daycare agreement.
- As a rule, child minders are required to have an extended liability insurance policy for the care of other people's children. **Ensure that both you (your child) and the child minders have adequate liability insurance.**

**Health,
illnesses**

Issues of liability

If you've agreed accordingly, provide the following information and documents:

name, birth info of the child, your address and phone number

Where can you be reached during the day? – Work address, phone number, your work hours

Paediatrician: address, phone number

Health insurance: health insurance certificate or health insurance information

Who is allowed to pick up the child? Only upon prior arrangement? Or any time?

**Documents
to provide to the
child minder**

Upon concluding a childcare agreement, the child minder is required to obtain proof that your child has **undergone the last early diagnosis examination due for their age** ("U-Untersuchungen", or preventive care exams, U1 to U9 and J1). If you do not (wish to) provide such proof, or if the check-up has not been completed, this shall have no consequences on daycare attendance. However, under Art. 14 Para. 1 of the Law on Public Health and Consumer Protection (GDVG), the child minder must work to obtain such proof from you and/or encourage you to have your child undergo the preventive care exam.

Paediatric check-up

The Measles Protection Act and its impacts on child daycare



The German law on measles protection and vaccination ("Masernschutzgesetz" or Measles Protection Act) went into effect on 01/03/2020. These provisions apply to all children's daycare facilities and to child minders required to obtain a permit under § 43 SGB VIII.

What this means for you as parents/guardians, is that **children who are at least one year old or older at the time of acceptance to daycare** cannot attend daycare unless **one** of the following documents is provided:

- Proof of 1 measles vaccination for children 12 – 24 months old
- Proof of 2 measles vaccinations for children over 24 months old
- Doctor's certificate indicating that the child has immunity to measles and therefore does not require proof of vaccination.
- Doctor's certificate indicating a long-term medical contraindication, due to which the child cannot be vaccinated against measles.
- Certificate from a government agency or other institution, indicating that a doctor's certificate of immunity or long-term contraindication has already been submitted.

Parents/guardians must provide the child minder with the appropriate certificate (vaccination card, etc.) **before the start of childcare**, i.e. before the easing-in stage.

As per § 20 Para. 9 of the Protection Against Infection Act (IfSG), the child minder is required to keep a written record of adequate measles protection and/or current vaccination status for each child in their care.

For children who are **less than one year old at the time of acceptance**, this means that they can attend daycare without proof of measles protection.

Child minders who were born later than 31/12/1970 are likewise required to provide proof of vaccination or immunity from measles (or a doctor's certificate of medical contraindication).

**Children ages 1 and up:
no childcare without a
permit**

**Documentation
requirements for the
child minders**

**Children under 1 year
old**

**Measles protection of
the child minder**



What do you do when your child minder is ill?

Substitute daycare should be used **primarily in case of short-term absences of your child minder**. The substitute daycare space is available **Monday through Friday, from 8 am to 4 pm**. Holidays are excluded. The use of substitute daycare does not come at any additional cost to you, the legal guardians.

Substitute daycare operates based on mutual substitution in networking groups. Child minders are assigned to groups or tandems which assemble for networking meetings at least once a month.

In case no substitute is available within the networking group or tandem to which your child minder belongs, e.g. because the permitted number of children would be exceeded, there are three child minders in Nuremberg who offer a **standby daycare space**. This space is reserved exclusively as a substitute for regular daycare. Should you require a substitute daycare space, notify your preferred child minder **the day before by no later than 7 pm**. The **contact info** of these child minders can be found in your daycare agreement or in the "Daycare Declaration".

Coordinate your holiday times together with your child minder. This should be done as early as possible and recorded in writing. In special cases, if it is not possible to coordinate holiday times (e.g. due to probation periods, training and occupational retraining/advanced training), you can request a substitute daycare placement by submitting proof of your circumstances to Tagespflegebörse Nürnberg. **Your request must be submitted at least 4 weeks in advance.**

In order to ease the transition to a standby child minder, in case of a scheduled absence, we recommend getting in touch with this person early, so that your child can meet them ahead of time.

In order to utilise a substitute daycare space, it is essential that the child first successfully complete the easing-in stage with their regular child minder. Before this is done, substitute daycare cannot be provided.

Substitute daycare

Mutual substitution in networking groups

Standby daycare space

Substitute daycare while the child minder is on holiday



Daycare costs and registration process

If a daycare agreement is signed, the child minder will receive monthly remuneration from the Nuremberg youth welfare office for providing daycare. This remuneration is calculated based on the daycare times which you have reserved with the child minder, as well as your monthly parental contribution fee (€2.20 per hour). The youth welfare office will issue you an invoice (request for payment) for the amount due.

Any additional payments to the child minder are objects of private-law agreements, which you should discuss and verify in detail before signing.

Note:

For children under three years of age, you can apply for a childcare allowance ("Krippengeld") of €100 per month from the Bavarian Centre for Families and Social Affairs (ZBFS).

Parental contribution fee

Additional payments

Childcare allowance

Amount of the parental contribution fee (as of 01/02/2022)

Category	Reservation times (weekly)	Parental contribution fee	
		Week	Monthly
1	Additional daycare: $x \leq 5h$	€11.00	€47.30
2	Children: $5h < x \leq 10h$	€22.00	€94.60
3	Children: $10h < x \leq 15h$	€33.00	€141.90
4	Children: $15h < x \leq 20h$	€44.00	€189.20
5	Children: $20h < x \leq 25h$	€55.00	€236.50
6	Children: $25h < x \leq 30h$	€66.00	€283.80
7	Children: $30h < x \leq 35h$	€77.00	€331.10
8	Children: $35h < x \leq 40h$	€88.00	€378.40
9	Children: $40h < x \leq 45h$	€99.00	€425.70
10	Children: $45h < x \leq 50h$	€110.00	€473.00

- The **parental contribution fee for daycare** is due in full each month, even if your child did not receive a full month of daycare due to either the child or the child minder being ill or away on holiday.
- The **daycare agreement can be terminated** at the end of the month only.
- During the registration year, the daycare agreement can be terminated in any month; however no later than by 31/05 and thereafter only by 31/08 of the current registration year.
I.e. it is not possible to terminate the daycare agreement in June or July!
- **Changes to the daycare times** can only ever be made for the entire month. For instance, if you need more daycare due to school/kindergarten holidays, you must apply the extra time to the entire month.
- **Changes must be made in writing by no later than the 15th of the month preceding** the month in which the schedule change will take effect. For instance, if you wish to change the daycare times as of June 01, we must receive your request by no later than May 15. If we receive your request after May 15, the change can only be made starting in July. Please use the "Change Notification" form to make your request.

If you are unable to afford daycare costs due to financial struggles, you can submit an application for **Youth Welfare Assistance**. The application form is available from Tagespflegebörse Nürnberg.

**Application for
Youth Welfare
Assistance**

For students: Any change to the registered daycare times, i.e. the change between lectures and semester breaks, must be submitted to Tagespflegebörse Nürnberg in writing in the form of a change notification. During lecture period, a total of 40 hours of daycare are allotted per week. During semester breaks, 30 hours of daycare per week are allotted for children ages 1 year and up and 20 hours per week for children under 1 year of age.

Information on taxes and insurance



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Daycare costs can be written off on your tax statement. For this reason, you should keep all the receipts for the costs you incur due to daycare, i.e. the costs for the child minders.

Tax deductibility of the costs

Duty of supervision & liability

In daycare, the duty of supervision is transferred from you to the child minder. It does not matter whether the childcare takes place at the parents' residence or outside of it. The child minder is then liable for any damages (personal injury or material damage) resulting from a violation of the duty of supervision.

Along with the duty of supervision, the child minder is then also liable for insurance adjustment. Your child minder must be insured against the following types of claims:

- injury to the child himself/herself (personal injury),
- damages caused by the child to third persons (material damage, property damage),
- injuries to the child minder, their family members, other children in daycare or visitors caused by the child (e.g. the child pulls a hot pot down from the cooker, and the child minder or another child is scalded).

We therefore recommend that child minders extend their private/family liability coverage to their daycare work. Check to ensure that your child minder has appropriate insurance coverage.

However, insurance coverage only applies if the damages were caused by a violation of the duty of supervision. This must be verified on a case-by-case basis.

Damages caused by the child in the household of the child minder are generally not insurable, since, in such cases, the child has the same status as if it were their own child. Personal arrangements should be made for such cases and can be stipulated in the daycare agreement.

What kind of damages should be covered by insurance?

When does the insurance coverage take effect?

Statutory accident insurance

As of 01/10/2005, children in daycare are covered under statutory accident insurance, provided they are in the care of a suitable child minder as defined by § 23 SGB VIII (Social Code). Insurance coverage is then available through public sector personal accident insurers (federal accident insurance funds).



Easing-in period

When it comes to easing your child into daycare, it is important to be sensitive and go slowly.

Accompany your child to daycare for a few days. You don't have to do much. Your mere presence in the room is enough to provide the child with a "safe haven" and a way to retreat.

If your child seems relaxed and curious, this does not mean that your presence is not required. Your child is comfortable precisely because you are there. In most cases, his/her behaviour would immediately change if you left during the first few days.

If your child is already able to crawl or walk, allow them to come and go as they please. This way, your child can explore their new environment. Do not force them to behave in any particular way. Be available to your child at all times.

Encourage your child's interest in the child minder. If you speak to the child minder in a friendly manner, your child will notice this and approach the new situation in a more relaxed way.

When children in their first and second years of life feel overwhelmed or irritated by something unexpected, they tend to seek protection from their caregiver. A stranger, including the child minder, will not yet be able to comfort the child during this initial period. During these first few days, you should respond to your child when they seek protection until the child minder is able to comfort the child themselves.

If your child seeks to be close to you in such situations, you should not pressure him/her to let you go. Waiting patiently until your child decides to turn back to the environment is the best and quickest approach.

Children vary widely in the way they respond to new environments. Some will initially be cautious and hesitant. Others are unconcerned and eager to explore new things. This depends on the child's temperament and previous experience. Whatever the case may be for your child, you should accept their behaviour. Children get used to a new environment faster when they are not pressured.

Within a short time, your child will feel at ease with both the new space and the child minder and the other children. He/she will build a relationship with the child minder, so that the child minder becomes a trusted adult and is able to comfort the child. Your child needs you to be present until he/she is ready to let go.

With young children, the easing-in period is typically about 14 days but can sometimes take up to 3 weeks. Some children are ready in just 6 days. Less than 6 days are usually not enough. When deciding how long to accompany the child to daycare, it helps to observe the child's behaviour:

If the child frequently turns to the accompanying parent, if he/she seeks eye contact with the parent, if he/she seeks the parent out when frustrated and quickly relaxes upon contact with mummy or daddy, a period of 14 days can be reasonably assumed. If the child is very anxious, it might be three weeks. After the first brief period of the child's staying away from the parent, no later than on the 4th day (but never on a Monday!), mummy or daddy should leave, at first for short periods and then longer and longer periods. Initially, however, you should stay in the area just in case the child has any problems which the child minder is not yet able to help with.

If the child appears to be eager to get along without the parents and if he/she responds well to the initial periods of separation (no sooner than the 4th day!) then

Be present

Responding your child protection when seeks

Allow your child to discover the new environment

Building a relationship

Duration of the easing-in period

6 days, then 6 days are probably sufficient, and a longer period might even do more harm than good.

During the first few days, it is enough for you to spend just one or two hours at daycare.

No sooner than on the fourth day, you can try saying good-bye to your child and leaving the room. The way your child reacts to this first real attempt at separation in the new environment provides important clues as to how much longer the easing-in period will take. If your child cries when you leave the room, go ahead and leave anyway, but stay near the door. If the child minder is able to calm your child down within a couple of minutes, come back in.

The easing-in period is complete when the child minder is able to comfort your child in an emergency and your child shows interest in his/her environment. This does not necessarily mean that your child will no longer cry when you drop them off and say good-bye. This is their way of saying that they would rather have you with them at daycare, and there's nothing wrong with that. After the easing-in period, however, your child will allow the child minder to comfort them after you leave.

If at all possible, at least for the first few weeks, only leave your child at daycare for half-days. Keep in mind that, even after a successful easing-in period, your child needs all their strength and ability to get used to their new environment.

Start the easing-in period about 4 to 6 weeks before starting work, so that you can respond to any unforeseen events.

The easing-in period should not conflict with any changes in the family (e.g. sibling's birth or first day of school, moving house or similar events). This could be overwhelming for your child.

If your child falls ill, postpone the easing-in period. Illnesses (even seemingly minor ones like a cold) impact your child's interest and capacity to deal with a new environment.

"Never on a Monday" is the motto for all new activities in the easing-in period. This is especially true for the first time your child stays on their own in the new environment or the first midday nap. After a weekend at home, children find it especially difficult to handle an environment which is not yet familiar enough to them.

If one of the parents is especially difficult for the child to separate from, it might help for the other parent to accompany the child during the easing-in period.

If you bring your child to daycare, never leave without saying good-bye to your child. You risk losing your child's trust. After such an experience, you can expect your child to cling to you "just in case" to prevent you from leaving unnoticed.

Keep your good-bye short, and do not prolong it unnecessarily. Doing so would only stress your child. Children tend to handle quick good-byes better.

The first attempt at separation

At what point is the easing-in period successfully completed?

Starting with half-days

The right time for easing in

Who should do the easing in?

Always say good-bye