

Daycare declaration

This form must be submitted to Tagespflegebörse Nürnberg (Nuremberg Daycare Placement Agency) by the 15th of the month before the month in which daycare begins but no later than by the 15th of the month in which daycare begins.

Please fill out the entire form and use block capitals.

Name of the child minder: _____

As of _____ (date) I will be minding this child:

Surname:	Given name:
Street:	Post code/city:
Date of birth:	Citizenship:
Additional childcare at a childcare facility is being provided: <input type="checkbox"/> yes <input type="checkbox"/> no	Sex: <input type="checkbox"/> male <input type="checkbox"/> female
The child minder is a relative of the child: <input type="checkbox"/> yes* <input type="checkbox"/> no *only if child minder is a relative up to the 3rd generation, e.g. grandparent, aunt/uncle, great-grandparent, sister/brother	Both parents are from a non-German-speaking background: <input type="checkbox"/> yes <input type="checkbox"/> no
The child is disabled <input type="checkbox"/> or is at risk of disability <input type="checkbox"/> (In such cases, the notification of integration services must be submitted to Tagespflegebörse Nürnberg)	
The child minder has been provided with the "U-Heft" (medical early detection screenings booklet): <input type="checkbox"/> yes U _____ (U1-U9) <input type="checkbox"/> no, but the guardian(s) have been informed that early detection screenings are both required and necessary. The guardians were not prepared to provide the documentation.	
Measles vaccination status: <input type="checkbox"/> the age-appropriate vaccination status has been demonstrated (vaccination card and/or doctor's certificate of immunity) <input type="checkbox"/> the child does not have age-appropriate vaccination status, but a temporary attestation of contraindication has been provided → In such case, the child minder reports this to the local public health office, which then reviews the attestation. No childcare may be provided until the result comes back.	

These daycare times are fixed:

Monday	from	to	Friday	from	to
Tuesday	from	to	Saturday	from	to
Wednesday	from	to	Sunday	from	to
Thursday	from	to			

The **average daycare time** comes to a total of _____ hours per week; it is reserved in Category _____ (see overview of scheduling categories).

These daycare times are flexible (e.g. for shift work):

Childcare is provided regularly on different days and/or at different times, for a total of _____ hours per week; times are reserved in Category _____ .

Important: Category I is only permitted with supplementary daycare at a childcare facility!

Please turn over!

☐ Acclimation stage

The period from _____ until _____ is planned as the **acclimation period** (recommended: at least 2 weeks). During this period, either party may terminate the agreement at will, without prior notice. In this case, the child minder would only be compensated for the hours of the acclimation period actually worked.

If the first day of childcare is not on the 1st of the month, please indicate the number of days of childcare from the beginning to the end of the first month of childcare: total of _____ days.

- **Schedule changes** can only be made for whole months and must be requested by submitting the appropriate form to Tagespflegebörse Nürnberg by the 15th of the preceding month but no later than the 15th of the month in which the change will take effect.

- If **childcare is terminated**, the child minder must notify Tagespflegebörse Nürnberg by submitting a written change notification by no later than the 15th of the month of termination.

- **Substitute daycare:** The child minder and guardians shall coordinate their holiday times with one another. This should be done as early as possible – at the start of childcare and/or the start of the calendar year. The guardians continue to pay the parental contribution fee, as stipulated by the youth welfare office, for this period.

If the guardians have to take time off work due to the child minder being ill or for other reasons, a substitute daycare arrangement can be provided if necessary, at no additional cost. The substitute daycare is generally from Monday to Friday, during the hours of 8am to 4pm (excluding holidays). Substitute daycare is **provided primarily through mutual substitution in the established networking groups**. Should there be no substitute available within the child minder's networking group, a "standby daycare space" can be arranged with the child minders listed below:

1. Claudia Ferstl-Daberkow, Tel. 0176/43597524, Neulichtenhof
2. Elisabeth Fischer, Tel. 0911/521147, Ziegelstein
3. Angelique Vichi, Tel. 0176/26330075, Werderau
4. Selina Smolka, Tel. 0157/37242112, Gärten h d Veste

To request standby daycare, contact these child minders no later than 7pm on the day before the substitute daycare is needed. **If the child minder goes on holiday, a substitute daycare arrangement can be obtained by submitting a note from the employer to Tagespflegebörse Nürnberg.**

- **The guardians' reporting responsibilities:** Tagespflegebörse Nürnberg must be notified immediately or as early as possible if the guardians change their residence, if the child has an official change of address, if the child is legally recognised as having or no longer having a disability.

- Changes to the bank account details **of the child minder** must be reported to Tagespflegebörse Nürnberg immediately.

Parents' personal information:

Surname:	Given name:
Post code, street:	Phone:
E-Mail adress:	

We, the guardian(s) and the child minder, hereby confirm that all the information provided is correct.

Nuremberg, date: _____

Signature of the child minder

Signature(s) of the guardian(s)

Any changes must be made in writing.