



Im Speck 4

83324 Rühpolding

Tel. 0151/11687517

Information for Parents

The contractual obligation to supervise your child begins once they enter the group room. The contractual obligation to supervise ends with the pick-up by the person who is entitled to collect your child. The supervision on the way to and from the nursery is the responsibility of the parent or guardian.

Drop-off is from 7.30am – 8.30am and pick-up is from 12am – 1pm. The BEP (*Bildungs- und Erziehungsplan* (conceptual plan)) is the legal basis of our pedagogical work. The terms of the day nursery are legally binding as set out in the contract of care.

Booking times and costs:

2-3 hours	€ 248,-
3-4 hours	€ 278,-
4-5 hours	€ 308,-
5-6 hours	€ 338,-
6-7 hours	€ 368,-

Booking times are arranged individually. Therefore, the responsibility to uphold them lies with the parents or guardians.

Opening hours of the day nursery are currently Monday and Wednesday from 7.30am to 4pm and Tuesday, Thursday and Friday from 7.30am to 1pm.

The fees for the day nursery depend on the individual booking time.

Our closing days are bound by legal requirements, which means 30 days a year. When necessary there may be an additional 5 days for further training and conceptual work added to this.

The terms of cancellation can be found in the supervision contract.



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We can be contacted by email at kinderkrippe.ruppolding@kiz-chiemgau.de.

Frau Brigitte Hutter (phone number: 0151 11687517) is the manager of the day nursery.

The responsible body of the day nursery is the Katholische Jugendfürsorge der Erzdiözese München Freising e.V. The responsible representative of the bearer for the facility is the Behandlungszentrum Aschau. Its director is Herr Wichelmann (phone number: 08052 1711200).

Our relationship with parents is as important as the work we do with your child. When we work together as a team, your child will benefit from it. Please contact us, if you have any questions or anything is unclear.

Employees:

Our employees are exclusively trained and qualified personnel. Each group will be supervised by

- One state-approved educator with a 5-year education at a professional academy for social education
- One state-approved childcare worker with a 2-year education at a vocational school for social education

In inclusive groups, depending on the number of children with special needs, another specialist (educator or childcare worker) can also be employed on a daily or hourly basis.

Different trainees can additionally be employed for the group.

The day nursery works with quality management procedures to improve and ensure the quality of our work.

By law, there is no need to present a doctor's certificate in the case of illness. Nevertheless, it would be important that you inform us in case your child is sick so that we are able to plan our daily routine better. More importantly, to reduce the risk of infection we ask you to keep your child at home if they are sick. Please also check the information sheet about protection against infection.



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If your child is sick or unwell, we kindly ask you to keep your child at home and inform us by phone.

Medical check-ups for your child are important and necessary. When signing the contract we are obliged to control the yellow booklets with information about medical check-ups. We ask you to inform us about the results of any examination.

The optimal development of your child is our top priority. Therefore, we work together with the early intervention center, psychologists, speech therapists, occupational therapists, physiotherapists and remedial educators and consult with them regularly.

Personal Items and Diapers:

It is essential to label personal items. Items not labelled will be displayed for a short time in the changing room. Items which haven't been collected will be stored in a box and disposed of at the end of the year.

Diapers and swaddling are very important at our day nursery. We ask you to give your child the necessary things.

Should anything go on your child's pants, your child spilled something or got something wet, we ask you to leave some spare clothes in the changing unit. We also ask you to check regularly if the clothes fit and are enough.

Informations:

Next to the door to each group room is a letter box for each child. Please, regularly check if there are any messages for you.

The composition of the current parent's association is displayed on the information board.

In the entrance area is a pin board on which the latest information is displayed. Please always keep yourself up-to-date.

Meetings with parents take place at least once a year. Appointments are arranged individually.

A review of each day is displayed next to the door of each group room. There you can see what your child has been doing that day.



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Holiday dates are announced at the beginning of the day nursery year. These are displayed on the pin board in the entrance area.

Meals, Drinks and more:

Lunch is provided and costs 2.50 € per meal. If there is an occasion when your child won't need a meal, we ask you to personally cancel it by Thursday, 9 a.m. Please do so yourself on the list of meals which is displayed in the corridor as you enter the building.

Beverages are charged with 1.50 € per month. Juice and tea mixed with water, water or unsweetened tea are also offered.

We prepare a healthy snack together with the children, on a regular basis. The food for this is organized by the team. On these days the children won't need to bring their own snack.

In the day nursery, we place a high value on eating together and eating healthily. Please help us achieve this by only providing snacks without sweets and a well-balanced nutrition.

Environmental protection is very important at our day nursery, e.g. by recycling, economical use of raw materials and correct use of resources. We would appreciate it if you could support us with that, e.g. by using lunch boxes instead of plastic wrap or carpooling.

Conception:

The conception (incl. general concept and method) can be found on the internet or at the day nursery.

Music

Music is an important aspect in our daily life at the day nursery. We like to make music and listen to it.

Religion

The responsible body of the day nursery has aligned its mission statement with Christian values and we work and live in our day nursery accordingly. Nevertheless, we are happy about new religious or cultural influences and gladly welcome them.

Birthdays are celebrated together. These are prepared following Montessori pedagogy.



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Good manners, in particular, saying “thank you”, “please”, “you’re welcome”, greeting and saying goodbye are expected from the children, along with tidying up before going home. We ask you to support us in this area.

Going Outside:

We like to go outside very often with the children during any season. Therefore, we ask you to always give your child suitable clothes (e.g. mud pants, sun hats, hats and gloves, etc.).

The day nursery has its own playground with free game terrain, sand pit, play house and toys. A big public playground is also nearby.

To protect your child from the sun we ask you to apply sunscreen to your child in the morning before coming to the day nursery.

In case your child gets bitten by a tick, we will contact you immediately. If we can’t reach you, we will wait till you collect your child at the end of the day.

The mobile phone number of the day nursery is 0151 575 039 64. You can reach us on that mobile when we’re outside.

The employees of the day nursery and the elected parents’ council are bound to professional secrecy. This means that no personal data or information about your child and their family may be passed on to third parties.

For the ideal education of your child (e.g. meetings with therapists like speech therapists or similar) we will need your release from that professional secrecy (in each case valid for 6 months). This always needs to be in writing. Of course, you will be informed about the content and the time of those meetings by our employees.

In public institutions in Germany like schools and day care centers, smoking is strictly prohibited. We ask you to abide by these laws.

Many thanks for your support. We are looking forward to a good cooperation with you.

Your team of the day nursery *Spatzennest*