

House rules of the TSA daycare center "An der Cockerwiese", Blüherstr. 2, 01069 Dresden

The rules of the currently valid house rules of the TSA Kita "An der Cockerwiese" and the general house rules of the TSA in accordance with § 3 of the TSA childcare contract are part of the childcare contract and apply to all persons staying on the premises and to persons with whom a contract for the care of a child has been concluded. A copy will be handed out upon conclusion of the childcare contract. If the house rules are updated, the authorized persons are informed and receive a copy via the parent app and it is also available on the daycare's homepage. A copy is available for further inspection.

1. opening hours of the daycare center

The daycare center is open Monday to Friday from 06:30 -18:00 for the care of children. The children must be collected by 17:55 at the latest.

2. additional care / scope of care

For children who are still in care after the specified closing time of 6 p.m., an additional care fee of € 25.00 is charged and must be paid in cash to the daycare center management.

If the scope of care is exceeded in accordance with the concluded care contract, an additional care fee of € 5.00 will be charged for each commenced hour after the scope of care has been exceeded and must be paid in cash to the daycare center management.

3. the daily catering fees are to be paid to the contractual partner (TSA).

The daily catering is part of the childcare contract as well as the current pedagogical concept of the daycare center. The catering contract is concluded with the childcare contract.

Daily meals are generally provided by the daycare facility from the age of 1 and after the changeover from home meals to the facility's offer. For the catering of children under the age of 1, the catering components must be provided to the daycare center by the parents. An exclusion of liability must be provided and signed by the legal guardians to the daycare center.

4. deregistration from daily meals must be made by the legal guardians by 8:30 a.m. via the online meal deregistration portal provided by the provider. The deregistration can be made for 1 day or for several days, e.g. in case of illness or vacation of the child. It is not possible to deregister after 08:30.

If the child is not deregistered by 8:30 a.m., the child is registered for meals, calculated for the day and used as the basis for the calculation of the daily meals. This means that the unused daily meals must also be paid to TSA Bildung und Soziales gGmbH as the contractual partner. Due to food hygiene regulations, it is generally not possible to collect or hand over unused meals. It is not possible to order or cancel individual meals.

5. illnesses, excused / unexcused absences of the children and the expected duration of the absence must be reported to the facility, regardless of the deregistration from the day care.

In accordance with the Infection Protection Act and the recommendation of the Dresden Health Department, children suffering from or suspected of suffering from a communicable disease are prohibited from attending the daycare center. In this case, the daycare center has the right to prohibit the child from attending and to refer the child to a doctor for clarification. The daycare center must be informed immediately of any infectious disease. This also includes gastrointestinal infections. In the case of re-admission, medical approval is required in accordance with the re-admission regulations of the public health department. Please refer to the notices and the information on the parent app of the daycare center management.

When handing over their child in the morning, the legal guardians are obliged to provide the educational staff with information about their child's state of health in order to protect the other children and the staff.

6 A child's health is a prerequisite for learning. Therefore, the pedagogical staff may refuse to accept a child with pronounced symptoms of the upper respiratory tract such as a severe cough and / or cold, general malaise, symptoms / complaints even without fever.

In the event of an increased body temperature or general malaise, even below 38° C body temperature, the children may not attend the daycare center for the protection of their own health, but also for the protection of third parties, or the children must be picked up from the daycare center immediately.

7. medication is generally not administered in the facility.

In the case of children with a medically certified chronic illness, medication is administered in the daycare facility with prior consultation with the facility management and after authorization and instruction of at least 2 educational professionals by the legal guardians. Please arrange an appointment with the house management so that you can be given the necessary documents for the administration of medication in the daycare center.

8. the care of the child and the resulting duty of supervision and care of the daycare center towards the child begins with the personal handover of the child by the legal guardians or their authorized persons to the responsible or on-duty pedagogical staff.

Specialist of the childcare facility. The daycare center's duty of supervision ends when the child is picked up and personally handed over to the person authorized to pick up the child. This also applies to official events of the daycare center.

If the child is picked up by a non-custodial parent or guardian, a written authorization/permission to pick up the child must be submitted. The authorization must contain the following information: Surname and first name of the authorized person and the designation of the period for which the power of attorney is valid, date and handwritten signature of the person with custody. The authorized person must be in good health, mentally and physically capable of supervising and caring for the child. An identity document identifying the person collecting the child must be presented at any time on request.

The daily recording of the children's drop-off and pick-up times must be carried out via the parent app by the legal guardians or authorized persons for reasons of transfer of supervisory duties, accident protection and safety.

9. important information such as change of address, change of account details, change of childcare contract/scope, which affect the child and the legal guardians in connection with the child's care and contract, must be reported in writing to the management of the daycare center on a change form (attachment to the childcare contract). The form is attached to the existing contract at the childcare facility and can be requested from the facility management. The house management must be notified in writing of any changes to the telephone availability of the legal guardians.

10. if a child is not collected after 7 p.m., we are obliged to hand the child over to the child and youth emergency service at Rudolf Bergander Ring 43 in order to protect the child. All costs incurred, such as transportation and childcare costs, will be charged to the legal guardians.

Tel. no. of the child and youth emergency service: 0351 2754004

The child's birth certificate and the identity card of the legal guardian must be presented when collecting the child from the emergency child and youth service.

11. the play corridors and the children's rooms are not to be entered with street shoes. Shoe covers are available in the entrance area of the daycare center and in the stairwell.

12. the bathrooms are protected areas for the privacy of the children and may not be entered. Entry is only permitted if there is no child in the bathroom. Please contact the educational staff if children are in the bathrooms.

13. liability in the event of damage to property, soiling or loss of, among other things, children's clothing, toys brought along, items brought along for temporary use, as well as for parked child car seats, baby carriages or other items or objects from the parents' private area is not accepted. This also applies to the loss of body jewelry.

14. the safety precautions of the daycare center, such as the closing of gates and doors, must be observed by all persons. For safety reasons, the door code must not be entered by the children.

15. children's bicycles, balance bikes and other children's vehicles are not to be parked in the baby carriage room for reasons of space and safety. Bicycle racks for children's bicycles / balance bikes are available outside (in front of the entrance to the baby carriage room). Free parking or leaning bicycles against the building facade, fence or other parts of the building is not permitted. No liability is assumed.

16. bicycle helmets and child seats can be stored in the baby carriage room. For safety reasons, it is not permitted to place items on the children's lockers. No liability is assumed.

17. baby carriages are to be parked in the baby carriage room. No liability is assumed.

18. bringing sweets, snacks or food into the daycare center is prohibited for health, accident prevention and hygiene reasons.

19. only originally packaged food / unprocessed fruit or vegetables, which may not contain nuts or gelatine, are permitted **for children's birthday parties**. These must be handed over to the educational staff in person. The expiry date must not be exceeded.

20. food or prepared meals for parties and celebrations at the childcare facility may only be prepared and served in accordance with the food hygiene regulations for communal facilities. The persons authorized to collect the food are responsible for its consumption.

General kitchen hygiene, observance of the cold chain during storage at home and transportation routes must be observed. The delivery of undercooked cakes with cream topping or cream or pudding filling, the use of mayonnaise or other dips or dressings consisting of raw egg and milk/cream is not permitted.



is generally prohibited for safety reasons (easy spoilage). Purchased food must always be handed over in its original packaging. The expiry date must not be exceeded. When preparing cakes or other prepared dishes, the daycare center must be provided with the list of ingredients with all details of the processing of the food or ingredients contained due to allergens. If the list of ingredients is missing, the educational staff may not accept the food and pass it on to third parties for consumption.

21 Tick removal is part of "first aid". We will obtain your consent by telephone before removing the tick. If we cannot reach you by telephone, we will remove the tick without your verbal consent. After removal, the bite site will be marked, the removal documented in the accident book and you will be informed when you collect your child.

22 Closing days - Closing times of the childcare facility are part of the concluded childcare contract. There is no entitlement to a refund of the childcare fees for the specified closing days. The closing days for the following calendar year are determined by the daycare center management in November and are agreed with the parents' representatives of the daycare center. Public announcements are made on the notice board, via the parent app and on the daycare center's website. In principle, an additional closing day can also be set by the daycare provider during the year for organizational reasons.

23. information via the parent app of the house management serves to announce and forward information to all persons and must be observed. Upon notification, changes/updates to forms, including the childcare contract, are deemed to be legally binding and handed over. Notices of the reference teachers can also be found in the respective reference areas.

24 For legal reasons, photography is strictly prohibited in the daycare center and on the outside grounds. This also applies to parties and celebrations at the daycare center.

25 Smoking is strictly prohibited inside and in front of the entrance to the daycare center.

26. dogs / animals are not to be brought onto the premises of the daycare center and are not to be leashed directly in the entrance area of the daycare center.

27. advertising, self-serving notices / information as well as minutes of the parents' council require the approval of the house management and are not to be posted independently.

28. the time spent playing after picking up the child is for the children to finish playing and must be kept short. Supervision is the responsibility of the person authorized to pick up the child. Please pay attention to the intended purpose and proper use of the play equipment. Areas that are already closed cannot be used for the continuation of the game or for staying.

29. all publications via the parent app on organizational and operational procedures of the daycare center that serve the safety, accident protection and infection protection of the children, such as: access to the areas and the outdoor area, compliance with the Infection Protection Act to contain infectious diseases, closing days of the daycare center are considered binding with the publication via the parent app and must be observed.

30 House rules are the responsibility of the daycare center management. A violation of the general peace and quiet and of the current version of the house rules may result in expulsion from the daycare center premises and a ban on entering the premises.

We have one more request:

Your children need your full attention when you drop them off, pick them up or during the settling-in period. We would therefore ask you to refrain from using your cell phone during your stay at the daycare center.

Daycare center manager
Ch. Heidke