



**NETZWERK**  
Kindertagespflege Bonn

## **Children's day care in Bonn**



## BONN CHILDREN'S DAY CARE NETWORK

### PART I

#### GENERAL INFORMATION ABOUT CHILDREN'S DAY CARE

|     |   |   |
|-----|---|---|
| 1.1 | What is children's day care?                    | 4 |
| 1.2 | Characteristics of children's day care          | 4 |
| 1.3 | Forms of care in children's day care            | 5 |
| 1.4 | Requirements to practise in children's day care | 6 |
| 1.5 | Legal basis of children's day care              | 6 |

### PART II

#### YOUR SEARCH FOR A SUITABLE CARE PLACE FOR YOUR CHILD

|     |                                |    |
|-----|--------------------------------|----|
| 2.1 | The function of the consultant | 7  |
| 2.2 | The search process             | 9  |
| 2.3 | Meeting a children's day carer | 10 |
| 2.4 | Entering into a care contract  | 11 |

### PART III

#### FUNDING FROM THE FEDERAL CITY OF BONN

|     |  |    |
|-----|--|----|
| 3.1 | Legal basis of the funding                 | 12 |
| 3.2 | Funding from Bonn youth welfare office     | 12 |
| 3.3 | Costs for parents / parental contributions | 13 |
| 3.4 | Forms and deadlines                        | 14 |

### PART IV

#### YOUR CHILD'S WELFARE

|     |                                       |    |
|-----|---------------------------------------|----|
| 4.1 | Attachment and familiarisation        | 15 |
| 4.2 | Changing care facilities, transitions | 15 |
| 4.3 | If your child is ill                  | 16 |
| 4.4 | Questions, clarifications, conflicts  | 16 |

Childcare provision falls under the responsibility of the respective local authorities and their youth welfare services (Office for Children, Youth and Family Affairs of the Federal City of Bonn). In Bonn, the role of consultants for children’s day care, i.e. educational support for children’s day carers and parents, was transferred to Bonn children’s day care network in 1996.

This amalgamation of independent agencies (see illustration) works on behalf of the city of Bonn and fulfils the following functions:

- Evaluation and verification of the suitability of potential children’s day carers
- Qualification of potential children’s day carers in accordance with the children’s day care qualification handbook (QHB)
- Expert educational support and advice for children’s day carers
- Advice for parents
- Arrangement of care places in children’s day care
- Support for the care relationship with the child in children’s day care



### 1.1 What is children's day care?

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Children's day care is a legally recognised form of care and equivalent to care in a children's day nursery. This equivalence primarily concerns the function of development, education and care of your child, so that he/she grows into an independent and socially competent person. The financing is controlled by the public youth welfare service of the local authority (Federal City of Bonn). For parents, care in children's day care is therefore normally no more expensive than a place in a children's day nursery.

In children's day care, children are normally

looked after up to the age of three. In certain cases, it may also be an option for out-of-hours care (after day nursery or school) for children up to the age of 14. One significant difference from a day nursery is group size, which is a maximum of 5 children at once per carer. Children's day carers support children in their development and offer a manageable, secure framework in which they can test themselves and have their own experiences. At the same time, the group setting promotes social interaction right from an early stage.



### 1.2 Characteristics of children's day care

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- A small group that is manageable for your child
- A regular carer for your child
- Small care ratio = maximum of 5 children per reference person
- Familial nature of the care
- Close contact and communication between you as parents and the carer
- Option of individual customisation

### 1.3 Which forms of care exist?

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#### Care from a children's day carer at home

The children's day carer works alone and looks after up to 5 children at once. The care takes place in the home of the children's day carer.

#### Care in suitable rented premises

The childcare takes place in other suitable premises, which are used solely for children's day care. The children's day carer works alone and is either self-employed or employed by a youth welfare service.

#### Care in a large-scale day care facility

The childcare takes place in suitable premises, which are used solely for children's day care. Two or three carers join forces and look after a maximum of 9 children at once. Each child is permanently assigned to one children's day carer, so that the characteristics of children's day care (incl. one regular reference person) are maintained, even in large-scale day care facilities. Large-scale day care could be two self-employed children's day carers joining forces or the care facility of a youth welfare service with employed children's day carers.

#### Care in the home of the child by a mobile children's day carer

Mobile children's day care represents an alternative model for families who require flexible care hours or who consciously want care in their own home environment. One child or several children from one family can be looked after individually here in their own home. The parents act as the employers here and the work of the mobile children's day carers is accordingly bound by instructions in the context of paid employment. Mobile children's day care can be funded by the city, although the parents generally have to pay an additional financial contribution of their own.



### 1.4 Which requirements apply, in order to practise in children's day care?

People who wish to practise in children's day care must have a valid carer's licence. The carer's licence is issued by the local youth welfare office responsible and it is essentially limited to a maximum duration of 5 years. An application must then be made for a new carer's licence.



### 1.5 What is the legal basis?


In accordance with § 43 SGB VIII (German social security code) a licence is mandatory in order to practise in children's day care, if:

- One or more children are looked after for more than 15 hours per week,
- For a fee,
- For longer than 3 months.

A children's day carer is permitted to look after up to 8 children; but there must never be more than 5 present at once. Other legal principles for children's day care can be found under:

- German federal law: §§ 22, 23, 24 as well as 43 SGB VIII
- State law of North Rhine – Westphalia: §§ 1, 3, 4, 9(1), 10(2), 10(4) and §17 of the first children's education amendment act

### THE REQUIREMENTS FOR A CARER'S LICENCE ARE:

- Personal suitability of the person.
  - Qualification in accordance with the QHB curriculum, certificate and licence.
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- An enhanced police clearance check (for all members of the household over the age of 18 in the case of care at home).
  - A medical certificate of fitness of the person.
  - Proof of measles vaccination.
  - A current first aid course (for infants and small children), which must be renewed every 24 months.
  - Continuous, practice-oriented training amounting to 75 hours of lessons in 5 years.
  - Safe premises suitable for children.
  - Cooperation with the network + Office for Children, Youth and Family Affairs.
  - Trusting cooperation with the parents.

**THESE REQUIREMENTS ARE CHECKED BY THE CONSULTANT AND THE RELEVANT AUTHORITY AT THE YOUTH WELFARE OFFICE.**

Unlike in a children's day care facility, you also have the option with children's day care to use a care place outside the local authority area where you live. E.g. if you live in Bonn but work in St. Augustin, Cologne or Königswinter, you can have your child looked after in a children's day care facility in these local authority areas. Or vice versa: if you live outside Bonn and have found a children's day care facility in the Bonn city area. It must be noted here that the financial funding of the childcare costs by the local authority where you live is provided in accordance with the regulations of the same.

### 2.1 The function of the consultant

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As an educational specialist, the consultant from the network is responsible for the professional support for the children's day carers and the parents. In relation to the children's day carers, this means the consultant checks the suitability of a children's day carer, advises on establishing a day care facility, is available as a consultant in the course of everyday care, and gains an insight into the care quality in the course of home visits to the day care facility.

Furthermore, you have the option to discuss your individual requirements for your child with a consultant from the network and to obtain advice.



If you have not yet found a suitable children's day carer for your child, the consultant will support you with the search.

The consultant will facilitate contact between parents and children's day carers. The decision on whether you and the carer are a match, i.e. whether you like one another, whether your values in the education and development of your child are aligned, and whether the general conditions work for you, will be made both by you and by the children's day carer. The consultant will not assign a care place in the children's day care facility.

When setting up care or during the ongoing care relationship, you can contact the consultant with questions or difficulties. It is often helpful to take up this offer at an early stage, in order to be able to resolve any emerging conflicts promptly.

### Inclusive children's day care

Our consultants for inclusive children's day care offer help, support and expert advice on the subject of **inclusive children's day care for children who need additional support**.

The consultants for inclusive children's day care will support you if:

- There is a developmental delay/disorder, disability, chronic illness, severe allergy etc.;
- Help with education is being or has been sought, owing to a stressful family situation or in the case of behavioural problems with your child;
- There is an increased need for support, owing to migration or a refugee background.

In the sheltered context of children's day care, with its manageable group sizes, your child will receive individual care that aids his/her development. Children's day carers have generally completed an inclusive additional qualification and have at least one year of professional experience.

After initial telephone contact, an extensive consultation takes place with the parents, generally in the form of a home visit to see your child in his/her familiar environment and to determine your specific wishes in relation to the care.

The consultants for inclusive children's day care will support and advise you, from the search for a suitable care place for your child through the entire care period for the child until the transition to kindergarten. Collaboration with cooperation partners, e.g. therapists, official agencies, early intervention facilities and children's day care facilities, for the benefit and welfare of the individual child is a matter of course in this context.

### Contact with the consultant

We are available for you from Monday to Friday during telephone consulting hours. The current overview of consulting hours can be found on our website.

[www.netzwerk-kindertagespflege-bonn.de](http://www.netzwerk-kindertagespflege-bonn.de)



## PART II

# THE SEARCH FOR A SUITABLE CARE PLACE FOR YOUR CHILD

### 2.2 The search process

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**If you are looking for a children's day carer for your child.**

Register with KITA-NET Bonn (<https://kita-planer.kdo.de/bonn-elternportal/elternportal/de/>) and select the "Bonn children's day care network" care provision.

Read this brochure and arrange an appointment with the consultant during telephone consulting hours.

Before the appointment, complete the placement request (available on our website under Parents > Information).

In the consultation, clarify your requirements and ask the consultant any questions that arise.

The consultant will begin the search for a children's day carer. You can/should also search at the same time. Please always keep the consultant up to date on the current status of the search.

You meet the children's day carer in person.

**If you have already found a children's day carer.**

Read this brochure and, if necessary, arrange an appointment with the consultant during telephone consulting hours.

When you have chosen a children's day carer:

1. *Notify the consultant*, so that she can discontinue the search.
2. Enter into a *care contract* with the children's day carer.
3. Complete the form "*Funding application for care costs*" and send it to the youth welfare office.

### 2.3 Meeting a children's day carer

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When you meet a children's day carer, this will ideally take place on the same premises as where the child care takes place. You can therefore directly gain an impression of where your child will spend the day. We recommend that everyone involved should meet one another: both parents (if possible), the child and the children's day carer.

Ask all the questions that seem important to you, and listen to your gut instinct. Your child will be able to fit in well at the care facility only if you feel comfortable and have a good feeling about the children's day carer.

We have compiled a check list for the meeting, which you can find on our website under *Parents > Information*. This includes a series of important questions that should be answered before care begins. These are about the general conditions, as well as information concerning everyday educational care. In addition, it is important that you discuss relevant aspects about your child and your family with the children's day carer (e.g. typical daily routine, eating habits etc.).

#### Specific features of a large-scale day care facility

- Even if two or more children's day carers work together, there is only one reference person for your child. You enter into the contract with this person.
- You should meet not only the management of the large-scale day care facility but also the children's day carer(s).
- Is the scope of care that you desire compatible with the working hours of the children's day carer? Regular changes of carer are not permitted in the children's day care facility.



## 2.4 Entering into a care contract

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When you choose a children's day carer, you will enter into a care contract governed by private law. Please read through the contract carefully before signing and pay particular attention to the following points:

- A care relationship should essentially be agreed with a written contract.
- This is a contract between you and the carer, which is governed by private law. By signing, both parties consent to the agreements defined here (e.g. care start, daily care times...).
- Both contracting parties receive a copy of the contract.
- A notice period is defined in the care contract. This should not exceed a period of 3 months.
- The supervisory responsibility of the children's day carer cannot be delegated. Other people are therefore not permitted to supervise your child in the care facility without a valid carer's licence.
- Is there an option for cover?
- Payment of an "admission fee" or "registration fee" is not permitted (see §3 (4) of the statutes of the city of Bonn on the funding of children's day care from 01.08.2021).
- The children's day carer is permitted to request that you pay a deposit. This must be kept separately from the assets of the children's day carer. The deposit protects the children's day carer from financial losses, in case parents cancel shortly before the care starts.
- The charge for meals must be no more than € 5,10 per contractually agreed care day (see also statutes §3 (4)). The meal charge is paid directly to the children's day carer, either by bank transfer or in cash (a receipt for this must be provided by the children's day carer).
- Additional costs, e.g. for the purchase of play materials, cannot be charged.
- Downtimes owing to holiday or illness of the children's day carer must be taken into account. The funding from the city of Bonn includes a maximum closure time of 6 weeks per kindergarten year plus 2 days for training.

### 3.1 Legal basis

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In accordance with §24 SGB VIII financial funding for children's day care is provided for children over the age of 1 year and under the age of 3 years. From the age of 3 years the child is entitled to a place in a children's day nursery.

Financial funding for children under the age of 1 year is provided if:

- The care is fundamental for the personal development of the child.
- The parents are in, starting or looking for gainful employment.
- The parents are in vocational training or higher/school education.

Since 01.08.2021 evidence of gainful employment or vocational training of the parents has no longer been required for children under the age of one year.

The current version of the statutes of the Federal City of Bonn for children's day care can be found on the website of the city of Bonn under the heading "Children's day care".

### 3.2 Funding from Bonn youth welfare office

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You are entitled to funding from your local authority for the care costs. You must make an application for this together with the children's day carer. The funded scope of care is generally min. 10 and max. 45 hrs./week, and based on the welfare of the child and the individual requirements of the parents.

### 3.3 Costs for parents

The funding of the care costs by the city of Bonn generally covers the care costs for your child in full. The level of the funding can be found in the notification from the city of Bonn. As in children's day care facilities, parents must pay the meal charge and the income-contingent parental contribution.

#### Parental contributions

The Federal City of Bonn charges *parental contributions* for the use of funded childcare. *The level of the parental contribution is based on the weekly scope of care and the annual gross household income. If you have more than one child being looked after in a children's day care facility or children's day nursery, you pay only the contribution for one child. In this case, the respective highest contribution must be paid to the city. An exception applies if, as well as care for one child in a children's day care facility, a further child is additionally looked after in an open all-day school. Please ask the parental contribution authority of the city of Bonn for the current regulation here.*

#### Meal costs

*Dinner money for your child is not included in the care costs and does not form part of the funding. You pay the meal charge directly to the children's day carer. The city of Bonn specifies that the contribution must be no greater*



than € 5,10 per contractually agreed care day. This is equal to € 110,50/month for a 5-day week or € 88,40/month for a 4-day week. These costs cover all meals as well as drinks and they are generally charged as a monthly lump sum. Families with a Bonn ID card can apply to the city of Bonn to cover the meal costs as part of the education and participation package.

Other additional payments to the children's day carer by the parents are not permitted. If your children's day carer offers an external provision, for example such as a music group, these costs per child must be paid directly to the external service.

**Parental contribution authority:  
+49 (0)228 776718**

### 3.4 Forms and deadlines

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The following documents/forms are required from you or from the children’s day carer, in order to register care of your child with a children’s day carer:

- Funding application for the care costs of the children’s day care (available on the website of the city of Bonn).

#### Deadlines

It is important that the application be received no later than during the month in which the care of your child is due to begin. If it is received later, the funding from the city will be provided only from the month in which the documents are received. Even if you need to wait for supporting documents, you should therefore send the application with a note that the supporting documents will be submitted later.

#### Approval of the application and parental contribution

Once the Office for Children, Youth and Family Affairs has received and processed the application documents, you and the children’s day carer will receive written approval of the funding payment from the Federal City of Bonn. This will include approval for the care of your child in the children’s day care facility, generally until 31.07. in the year of your child’s 3rd birthday. For children born after 02.11. the date is 31.07. in the following year. After approval of the funding for the children’s day care, you will receive a postal notification from the parental contribution authority, which will use the documents submitted to determine your household income



and notify you of the level of the parental contribution based on this. As the notification of the contribution to be paid can also be received only after the care starts, it is recommended that you take into account the amount of any retroactive payments to the city, which you can calculate using the table from the city of Bonn.

#### Relocation and changes

You can use the “change notification” to notify the children’s day carer of possible changes to the care, e.g. such as termination or extension of the care relationship, changes to care times or a relocation. As a Bonn family, if you move to another local authority area during the care time, the obligation to pay for the funding transfers to the other local authority. You therefore have an obligation immediately to notify both local authorities of the relocation time and place.

#### 4.1 Attachment and familiarisation

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Healthy personality development in your child is dependent on factors including his/her attachments in the first months and years of life. For a child, parents are often the first and closest attachment figures. In order also to feel emotionally secure in the care or to be able to accept play and discovery stimuli, a secure attachment to the children's day carer is equally required. To be able to form such an attachment, the child must first get used to the new reference person, new environment and altered daily routine. A parent must allow enough time for this initial period of familiarisation, ideally several weeks. On our website, under the heading *Parents > Information* you will again find extensive information about the familiarisation period. Please read through this carefully.



#### 4.2 Changing care facilities and transitions

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For your child, who is still very young, familiar people, a familiar environment and consistent routines are very important; they provide emotional security. Changes represent a major emotional challenge and potential strain for children.

For your child's welfare, we therefore recommend that you minimise changes of care facility and carer for your child; these also always represent the end of a relationship for your child. You and the children's day carer should prepare your child well for transitions in the care succession – from children's day care to day nursery.

### 4.3 If your child is ill

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Please remember: an ill child should stay at home, for his/her own welfare and that of the other children. The group situation is more stressful for your child, if he/she is ill. In the case of severe infection, fever, vomiting or diarrhoea and other infectious illnesses, attendance at the care facility is not possible. Ask the children's day carer for the rules, which should also be defined in the care contract.

In the interest of the health of all the children in the group and the children's day carer, we advise against bringing your child back to the care facility too soon. Children's day carers often expect at least one symptom-free day or a clearance certificate from a doctor. As a holder of statutory insurance, each parent can take 10 so-called child sickness days per year to look after an ill child at home. Talk to your employer about the procedure in your company in such cases.



### 4.4 Questions, clarifications, conflicts

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Uncertainties and ambiguities can arise on both sides in the educational partnership between parents and the children's day carer. Maybe it is your first child and the first time you have left him/her with someone else for an extended period during the day: you need plenty of information about your child's experience of the day and your child is not yet able to tell you for himself/herself. Trust in the carer is fundamentally important here. Every child and every family are individual and not always easy for the children's day carer to assess. We recommend open and constructive discussion with the children's day carer from the outset.

Conflicts between parents and the carer are noticed by the children and may place a strain on their emotional security. You should therefore ask questions, e.g. if processes are unclear to you, and state at an early stage if there are things that could be problematic or that you don't understand. To be able to offer stable care for your child, you as adults should foster good, trusting communication with one another.

The consultants are available to you and the children's day carer for questions, clarifications and any conflicts that might arise. It often helps to involve an unrelated person, in order to resolve misunderstandings and even to prevent a breakdown of the care.





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