

An Eltern von Kita- und Grundschulkindern**To parents of nursery and primary school children**

Dear Parents,

we are delighted that you would like to enrol your child in a crèche, nursery or after-school care centre. These facilities are designed to educate children. The teachers help the children to develop and teach them many things (e.g. social interaction, independence, conflict resolution, understanding rules, etc.). At after-school care, children learn to do meaningful things in their free time, receive help with their homework and spend their afternoons and holidays with their school friends.

Registering your child at a facility involves a lot of paperwork. You have to fill out and sign many different forms. With your signature, you confirm each time that you have understood and accept the content.

Of course, it is very difficult to understand everything if you have not yet had the opportunity to learn the German language.

With this letter, we would like to provide you with a summary of the many documents and pieces of information in your native language. This is only intended as additional support. As German is the official language, the signed forms must be written in German.

If you need help filling out and understanding the documents, please ask at an advice center - for example, the migration advice center of AWO Sonnenstein in Pirna or the Caritas association in Freital. If you are not sure which advice center is right for you, take a look here:



[Leitfaden Integration](#)

→ **Here's what you need to do to register:**

1. Registration: In the cities of Pirna, Freital, and Heidenau, there is an online portal; in other municipalities, you must register at the facility.

Nursery and kindergarten: Make an appointment at the facility (by phone or email).

After-school care: Information on registering for after-school care is usually available when registering at the school.

2. Fill out the documents, have them signed by both parents (or legal guardians), and bring them to the facility: proof of measles vaccination, birth certificate, ID, custody declaration/marriage certificate.

→ **You must understand, complete, sign, and submit the following important documents to the facility where you wish to register your child:**

1. Vertrag - contract

You sign a contract for the care of your child. This means that some important matters are clearly regulated between you and the facility and are legally binding once signed.

Among other things, the contract regulates the childcare hours. There are different rates. It is best to discuss with the institution management which childcare hours suit you best. The start and end dates of the contract are also important.

Please submit the certified translation of your child's birth certificate and the other signed documents to the institution in advance and show your vaccination card.

2. Elternerklärung - parental declaration

Sometimes this information is already requested in the contract, sometimes it is an extra document. You write in the document whether your child has any health problems. You must give this information to the institution. This is important because it is the only way the teachers can take good care of your child.

3. Vollmacht für Eltern mit gemeinsamem Sorgerecht - Power of attorney for parents with joint custody

This power of attorney may also be included in the contract or be a separate document.

If you as parents have joint custody, you must always make decisions together and both sign all documents.

A power of attorney means that one person gives another person permission to do something for them or make decisions on their behalf (depending on what is stated in the power of attorney).

You can therefore fill out this power of attorney so that only one person decides and signs everything related to the care of your child. This can make everyday life a little easier.

You must also present the document proving custody or the marriage certificate (if in a foreign language, then a certified translation) to the institution as proof.

4. Weitere mögliche Anlagen zum Vertrag - other possible annexes to the contract

- Information about the child and parents (or legal guardians)
- Emergency information (contact details of people to call; tetanus vaccination status, which may be important in the event of injury)
- Consent to view the vaccination document (due to data protection regulations, you must allow the institution to view the vaccination card. In addition to general vaccinations, proof of measles vaccination must be provided if no other proof of measles protection is available. Alternatively, you can provide proof of a medical examination).
- Pick-up authorization (You decide who is allowed to pick up your child—without pick-up authorization and without showing ID, no one other than you may pick up your child!)
- Photo and video permission (You decide whether you allow photos and videos to be taken within the institution and what they may be used for.)
- Head lice checks (In some institutions, you must decide whether educators are permitted to check your child's head if they suspect head lice. Head lice infestation is notifiable under the Infection Protection Act in Germany – the daycare center must be informed in any case. This may also be regulated in the contract.)
- Data protection (The institution must protect your child's personal data. Data may only be made public within the facility with your permission. This means that your child's name will appear on lists and notices in the institution. This only applies to educational work within the group, not to public relations work on the internet or in newspapers.)

5. Belehrungsbogen des Gesundheitsamtes zum Infektionsschutzgesetz - Health department information sheet on the Infection Protection Act

According to the Infection Protection Act, parents and institutions must report infectious diseases and do their utmost to prevent further infection.

This means that you are obliged to care for your child at home if they have certain illnesses and may not send them to the institution. Only when they are healthy again and no longer contagious may they return to the institution (see 6. Readmission)!

You must also report the absence of your child to the daycare if they are ill or unable to attend for other reasons.

The following website provides explanations in various languages and a list of infectious diseases. Please note that conjunctivitis, influenza, and hand, foot, and mouth disease, which are also infectious, are not included here.

In addition, a child must be fever-free for 48 hours before they can return to the institution.



[RKI - Belehrungsbögen - Belehrungsbögen](#)

Measles vaccination is particularly important. You must prove that your child has been vaccinated against measles or have them vaccinated. You can contact the health department (masernschutz@landratsamt-pirna.de) to check your vaccination card.

- Instruction on the Infection Protection Act (You may have to sign a separate form to confirm that you have understood the contents of the instruction sheet.)

6. Wiederzulassung zwecks Infektionsschutz - re-admission for the purpose of infection protection

When a child has recovered from an infectious disease, the pediatrician decides whether they can return to the institution. The pediatrician does not have to confirm this in writing, but can do so verbally.

To give the teachers certainty for the other children and themselves that the child is really healthy again and no longer infectious, you as parents should confirm this in writing.

7. Schweigepflichtentbindung (bei Bedarf) - Release from confidentiality (if needed)

In some situations, it makes sense for your child's doctors or therapists to be able to talk to the institution. However, these individuals are normally bound by confidentiality. You must release them from this confidentiality obligation—in other words, give them permission to share information about your child.

8. Einwilligung zur Medikamentengabe (bei Bedarf) - Consent to administer medication (if necessary)

The teachers are not allowed to give your child medication. However, if your child needs to take emergency medication, you must give the teachers permission to give it. You will receive a letter from the doctor confirming the necessity of the medication.

9. Cateringvertrag - catering contract

In most cases, a catering company delivers the food. You must conclude the contract with this catering company yourself and take care of the payment.

If you receive social benefits, you can apply for assistance with the food (education and participation). **Please note that assistance is only ever granted for a specific period of time and new applications must be submitted repeatedly!**

Furthermore, the institution may provide you with the following additional documents, which you should read but usually do not need to sign:

10. Hausordnung - house rules

Every institution has house rules. These are important rules that everyone must follow. They are part of the contract, and by signing the contract, you are obligated to abide by the rules.

11. Konzeption - concept

A conception means that educators describe how they organize everyday life at the institution, what they consider particularly important for the children's development, and what their goals and plans are. Institutions may have different working methods and ideas that you as parents should be aware of.

12. Jahresplan - annual plan

The annual plan provides you with important information about closing times and events so that you can plan ahead. Sometimes you will be asked to sign to confirm that you have read and understood it.

13. Elternbeitragsbescheid - parental contribution notice

Childcare in an institution costs money. The parental contribution notice provides you with information about how much it costs.

If you receive social benefits, you can apply to the Youth Welfare Office to have the parental contributions covered. **Please note that support is only ever provided for a specific period of time and new applications must be submitted repeatedly!**

You can find the application form and further information here:



[Wirtschaftliche Jugendhilfe - Landkreis Sächsische Schweiz - Osterzgebirge](#)

14. SEPA-Lastschrift - SEPA direct debit

There are various options for paying the parental contribution:

1. SEPA direct debit: This means that the parental contribution is automatically debited from your account. This is very convenient, as you do not have to worry about it. You only need to approve it.
2. Cash payment is often possible.

3. Bank transfer or standing order must be requested from the institution if no other option is available. This may be the case, for example, for payment card holders.

You will always receive an invoice from the institution for these payments. This is very often done by email.

Further information:

If there are any changes to your circumstances (address, family situation, telephone number, etc.), please inform the institution as soon as possible.

Although this list is already very comprehensive, there may be additional information sheets and documents. The documents provided by the institutions may vary slightly or have different names. Basically, the most important ones are listed here, and we hope that this will provide you with some guidance and support.



Dieser Informationsbrief wurde erstellt vom

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in Zusammenarbeit mit

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sowie mit der Unterstützung von

Kitas aus dem Landkreis SOE sowie vielen Helfern, welche die übersetzten Texte gegengelesen und korrigiert haben.