



## House rules

### The Day Care Facilities of the Berlin Student Services

(version of 20 January 2011)

In order to create and maintain a pleasant atmosphere as well as a familiar and protected surrounding within our day care centres, the house rules are compulsory

#### § 1 Opening Hours

- (1) Depending on the agreed duration of day care children can be brought from the begin of the openingtimes in the morning and must be fetched before closing. After closing, the entire day care area has to be left. In this respect the additional information displayed have to be minded.
- (2) In case a child is not fetched until closing time of the day care centre and there are no information on the part of the parents concerning this matter, the child protection services of the relevant district (German: Senatsverwaltung für Bildung, Jugend und Familie) authority is going to take care of this child (according to the Senate department for education, youth and science).

#### § 2 Safety and Liability Regulations

- (1) For the childrens safety the entrance doors and garden gates have to be closed, as well as escape routes and emergency exits have to kept clear.
- (2) The Berlin student services assume no liability for personal belongings. This also includes loss or damage of personal belongings such as buggies, scooters, bikes, toys and clothes.
- (3) The building, rooms and inventory have to be used carefully and left clean. Damages caused by a child have to be indemnified by the parents/persons having custodial rights, damages caused by visitors have to be indemnified by them except the damage provably caused without any culpability.
- (4) All visitors of the centre such as suppliers and craftsmen, except the parents/persons having custodial rights, have to contact the head office first.

#### § 3 Supervisory Responsibilities

- (1) The way to the child care centre and back is the parents/persons of custodial rights responsibility.
- (2) The children have to be passed on to a care giver after bringing. Comparably the children have to be checked out before fetching.
- (3) The care givers duty of supervision starts with the arrival of a child in the day care centre and ends when a child leaves the facility with its parents/persons having custodial rights.
- (4) During festivals and events the parents/persons having custodial rights have the duty of supervision, unless they are not present.



#### § 4 Notices

- (1) Any external notices have to be authorised by the head office of the day care centre.
- (2) The notices on the information board have to be minded regularly. Appointments and periods of time have to be noticed as well.
- (3) Parents are committed to check regularly the e-mails which are sent from the daycare office.

#### § 5 Animal Regulations

Due to hygienic reasons animals are not allowed at any part of the daycare neither in the garden nor in playgrounds.

#### § 6 Domiciliary Rights

- (1) On behalf of the Berlin student services the head master bears the overall responsibility for the smooth daily routine within the day care centre.
- (2) Any viewing or tours of the day care centre have to be authorised and accompanied by the head master or another person in charge.
- (3) Photographs and filming within the day care centre have to be authorised by the head office.

#### § 7 Exclusion

Breach of the house rules can cause a termination of the contract with immediate effect. The agreed amount of money resp. contributions still due will remain unaffected. Subject to alterations.