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 for all visitors.

§ 1 Access Authorization
(1) Child care places of Berlin student services can be given to children of students who are enrolled in Berlin universities.
(2) In consideration of § 1 para. 2 Studierendenwerkgesetz places can be also given to children of employees and other members of Berlin universities as well as employees of the student services.

§ 2 Allocation of Places
(1) Free and soon to be free places are principally going to be allocated to parents with a valid day care coupon from the relevant Youth Welfare Office.
(2) Children of students are preferably admitted, followed by children of employees belonging to Berlin universities as well as the Berlin student services.
(3) The placing depends on our capacities, waiting lists, the range of day care and the urgency. The enrolment of a child is decided by the care centre head office on behalf of the management of the Berlin student services.

§ 3 Beginning of the Day Care
(1) In order to provide day care, a contract between the Berlin student services and the parents/persons having custodial rights has to be entered.
(2) The contract formation is bound by written form. All applications for admission in one of our day care centres have to be directed to the Berlin student services.
(3) At the stage of signing the contract at least one parent/ person having custodial rights needs to have a valid student or employee identity card resp. a contract of employment with the Berlin student services.
(4) The day care centre is ready to enrol a child as soon as the parents/persons having custodial rights have signed the contract. This acceptance of the contract also includes an enclosure that contains the compulsory principles, terms and regulations.
§ 4 Opening Hours
(1) Depending on the agreed duration of day care children can be brought from 7:30 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) The day care centre reserves the right to close the facility in whole or in part for up to 25 days annually. The closure time is going to be announced timely. It is usually scheduled within the semester break of the corresponding University. Due to prior agreements the Berlin student services provide further day care to children if need is acknowledged. Therefore both parents provably have to depend on day care during the closure time. This day care can also be located in one of our other centres.
(3) Furthermore the day care centre can get closed due to regulatory action or for other compelling reasons. In this case there is no entitlement of indemnity.
(4) 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 authority is going to take care of this child (according to the Senate department for education, youth and science).

§ 5 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.

§ 6 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.
§ 7 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.

§ 8 Animal Regulations
Due to hygienic reasons animals are not allowed at any part of the day care centre neither in the garden nor in playgrounds.

§ 9 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.

§ 10 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.