

FAQs for a successful Start of Childcare in Leipzig

Federal programme
‘Stepping into Childcare: Building Bridges
into Early Childhood Education’
‘Kita-Einstieg: Brücken bauen in frühe
Bildung’

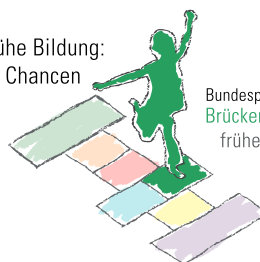
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Gefördert vom:



Bundesministerium
für Familie, Senioren, Frauen
und Jugend

Frühe Bildung:
Gleiche Chancen



Bundesprogramm Kita-Einstieg
Brücken bauen in
frühe Bildung



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1 FAQs about child daycare/looking for a childcare place

1.1 What kinds of support are available?

In Germany, all children from the age of one have a legal right to education, upbringing and care in a daycare centre or nursery. Parents can choose from a variety of childcare facilities.

Daycare centres (Kita)

Daycare centres look after children from the age of one until they start school. Children in Germany start school at the age of 6 or 7. Most daycare centres in Leipzig consist of a crèche and a kindergarten. But there are facilities that only look after children under the age of 3 (crèches) and others that only admit children from the age of 3 (kindergartens).

Nurseries (KTP)

Aside from daycare centres, there are also many nurseries in Leipzig where childminders look after children. They take care of children from the age of 3. Childminders look after no more than 5 children. They provide the care either in their own homes or in premises they lease specifically for this purpose.

After-school care centres

After-school care centres are facilities for school-age children, usually until the end of their fourth year at school.

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1.2 Why are daycare centres/nurseries good for children?

Daycare centres and nurseries accompany, support and enhance the child's education and upbringing in the family. They provide children with a variety of experiences and opportunities beyond the family setting. They nurture development of the child's personality. Their education work is based on the Saxon Education Plan. It is prepared and updated by the State Ministry of Education and Cultural Affairs.

The main purposes of the holistic educational, upbringing and childcare mandate are

1. to encourage the acquisition and promotion of social competences such as independence, a willingness to take responsibility and community skills, tolerance and acceptance towards other people, cultures and ways of life as well as towards disabled people, and
2. to promote the training of mental and physical abilities and skills, especially for the acquisition of knowledge and abilities, including the design of learning processes.

Children quickly acquire the German language and learn about the culture at daycare centres. In addition, children experience themselves as part of a community at daycare centres. They play an active role in shaping everyday routines and learn rules of behaviour for living in a community.

Daycare centres adhere to a fixed daily schedule. This gives the children a sense of security. Parents are brought together, can communicate and build support networks.

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1.3 Where can I find a place in a daycare centre/nursery?

There are two ways to register for a place at a daycare centre/nursery:

Create a user account on the parents' portal KIVAN. Parents must register at least 6 months before the preferred start of daycare.

Option 1:

1. Visit <https://www.meinkitaplatz-leipzig.de>.
2. Create a user account with an email address and password.
3. Confirm the link you receive by email.
4. Complete a registration form (for each child individually!):
 - To do so, click on 'Create a Registration Form'.
 - Select 5 daycare centres close to your home.
 - Enter your family details
(add a reference number if you have already received one).
 - Accept the Terms & Conditions and the Privacy Policy.
 - Submit the registration form.
5. You will be sent confirmation that your registration form has been received, along with personal reference number.
6. The daycare centre will contact you or make a note in the parents' portal if they can offer a place. Check your emails and the parents' portal regularly for responses. If you have an account, you will receive an email with every change to your registration form status, so you will not have to check the parents' portal as well.

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Option 2:

1. Visit the daycare counselling centre on Naumburger Straße.
(Bring someone along to interpret if necessary).

Amt für Jugend, Familie und Bildung, Abteilung Kindertageseinrichtungen
Naumburger Straße 26, 04229 Leipzig
(Tram lines 3 (Markranstädter Straße), 14 (Bahnhof Plagwitz);
Bus: 60 (Naumburger Straße); S-Bahn: S1 (Bahnhof Plagwitz)

Personal counselling:

Tuesdays from 9:00 am to 12:00 pm and 1:00 to 6:00 pm

Wednesdays from 9:00 am to 12:00 pm and 1:00 to 4:00 pm

At present, you must call in advance to arrange an appointment.

Telephone counselling:

Mondays and Wednesdays from 9:00 am to 12:00 pm and 1:00 to 3:00 pm

Fridays from 9:00 am to 12:00 pm

0341 123-1232

0341 123-1233

2. You will be given an account on the parents' portal and a reference number. The people at the centre will help you to complete a daycare registration form for your child.

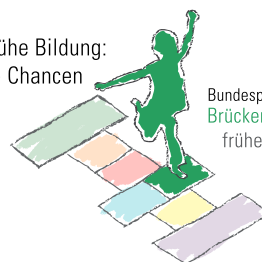
For frequently asked questions and answers, please also visit: Kivan – Parents' Portal
meinkitaplatz-leipzig.de

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1.4 What is a childcare contract?

A daycare centre will send you an email or call you to offer a place. If you accept the place, a contract is concluded with the daycare centre. It is called a 'childcare contract'. The childcare contract includes important provisions and information.

The following is regulated in the childcare contract:

- the date from which your child can start attending the daycare centre
- the times in which childcare will be provided
- how many hours of care you need for your child each day
- rules and regulations at the daycare centre, for instance the house rules
- costs of a childcare place

The parents and the childcare centre must abide by the agreements.

Take time to read the contract carefully. Make it clear if there is something you do not understand and ask any questions you might have. The daycare centre can request an interpreter if you speak little or no German. You can also bring a person along who speaks German. The contract is signed by the parents and the daycare centre once everyone has agreed to the contents. Each contracting party receives a copy. Keep the contract in a safe place.

A new contract will be concluded if there are changes in your family or the childcare arrangements. This is called an amendment agreement. An amended agreement is necessary, for instance:

- when your child moves from the crèche to the kindergarten
- if there are changes in the childcare times
- if the family address changes
- in the event of name changes
- if siblings are admitted to the daycare centre or nursery
- if the family status changes

Notify the daycare centre if any of these circumstances apply.

Please note: The contract must be cancelled before your child starts school or moves to a different facility.

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1.5 Can I move to a different childcare centre/nursery?

Yes, that is possible in principle. You can use your current reference number to submit another registration in the parents' portal (Kivan) if your child is already attending a daycare centre/nursery. If the starting date of this registration is during the current childcare contract, the registration will be automatically shown in the system shown as a 'change request'. You can again select five new preferred facilities for this new registration.

The facility that your child is currently attending will not be informed of this process.

A new childcare contract cannot be concluded until the old one has been cancelled. You must always adhere to the notice periods agreed with the current organisation.

Step-for-step – Sign into your user account: → **'Children in daycare'** → **'Actions'** → **'Change Request'** → proceed in the same way as for 'Create Registration'.

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1.6 What must I consider if my child has a disability?

Children with disabilities or children at risk of becoming disabled can be admitted to daycare centres if proper care can be guaranteed and their cared needs do not require a curative education facility.

The organisation running the daycare facility decides on admission. Paediatricians or therapists can advise you in this regard.

You can apply for an integration place for children with disabilities. There are also specialised integration kindergartens. You can see in the parents' portal (Kivan) whether a daycare centre offers integration places.

Children with and without disabilities attend these daycare centres together. Educators with specialist training (curative teachers) take a lot of time to look after the child and attend to their needs.

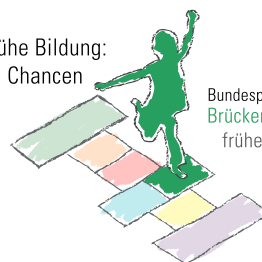
Make sure to state in the parents' portal of the City of Leipzig that you are looking for an integration place. Applications for integration assistance are submitted to the Social Welfare Office. If the integration assistance has been approved, you must check the box tick for 'Early educational support or integration assistance approved' in the registration form.

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1.7 Why does my child need a medical check-up before they can attend a daycare centre?

The Saxon Law on the Promotion of Children in Daycare Facilities (SächsKitaG) stipulates that children must be medically examined before they are admitted to a daycare centre. The doctor must confirm that there are no health-related concerns about the child attending the facility and that the child has received all required vaccinations.

1.8 Why does my child need to be vaccinated against measles before admission to a daycare centre?

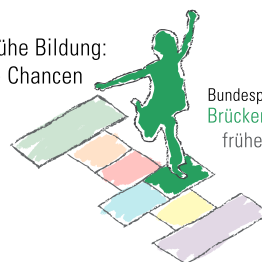
Germany has introduced a measles protection law. Children must be vaccinated against measles to be allowed to attend a daycare centre. Measles is an infectious disease. Children need the first measles vaccination at the age of one and the second vaccination at the age of two. They receive the vaccination in a paediatric practice. Proof is entered in a vaccination passport, which is then presented at the daycare centre. Please ask in the paediatric practice if you do not have a vaccination passport.

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2 FAQs about everyday routines in daycare centres/nurseries

2.1 What are the everyday routines in a daycare centre/nursery?

There is an organised daily routine in daycare centres/nurseries. Recurring daily schedules give the children a sense of security and structure.

The daily routines vary a little in each daycare centre/nursery.

Daycare centres have different opening hours and concepts.

The teachers take into account the wishes and needs of the individual children.

2.2 Who works in a daycare centre/nursery?

All professionals must complete several years of training in order to be qualified to work in a daycare centre. Occasionally there will be interns working at the daycare centre in addition to the professionals. In Germany, both men and women work in daycare centres.

Childminders look after no more than 5 children below the age of 3. They care for them in their own home or in a rented apartment. To qualify for this work, they have either completed training as a preschool teacher or attended the mandatory qualification courses. They have obtained authorisation from the Youth Welfare Office and are audited regularly.

All professionals must undergo regular further training.

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2.3 What will be found in the concept of a daycare centre/nursery?

Each daycare centre/nursery has its own concept. A concept will describe the educational priorities, values, goals and methods used at the facility. The concept will usually be posted on the website of the daycare centre/nursery. The daycare centre management can also provide you with information.

Daycare centres/nurseries always base their work on the Saxon Education Plan. It is the foundation of their educational work. The Saxon Education Plan sets out the educational areas that each daycare centre must promote (somatic education, social education, communicative education, aesthetic education, natural science education, mathematical education).

A parents' booklet on the Saxon Education Plan has been published in various languages. The purpose of the parents' booklet on the Saxon Education Plan is to explain to parents the contents and methodical approaches used by the professionals at the daycare centre:

<https://www.kita-bildungsserver.de/publikationen/materialien-fuer-die-praxis/aktuelle-materialien-fuer-die-praxis/begleithefte-zum-saechsischen-bildungsplan-elternbegleithefte-in-deutsch-und-anderen-sprachen/>

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2.4 What is acclimatisation?

The acclimatisation period allows the child to become gradually familiar with the new environment and their preschool teachers. A trusting relationship is slowly established according to the needs of the child. One parent should attend the acclimatisation period as well.

It is sometimes helpful to switch parents once if the separation process proves to be very difficult. Discuss your concerns with your child's preschool teacher or the centre management.

The duration of the acclimatisation period varies greatly from child to child. Give you and your child the time you need until the child feels comfortable. You will accompany your child to the daycare centre in the beginning. During your time there, the assigned preschool teacher will give you a place from where you can ideally remain in the role of an observer. What matters is to maintain encouraging eye contact with your child and that your child can speak to you. Do not urge the child to move away from you. The assigned preschool teacher will encourage your child to make contact. The other children will be interested as well. You remain for around one hour and then return home with your child.

The first attempt at separation will usually take place after around three days. This involves the mother or father clearly saying goodbye to the child a few minutes after arriving and then leaving the room. But they remain in the vicinity of the daycare centre. Very often, the child will initially be sad or will cry. The professional will bring you back if the child does not calm down with their support.

The periods without a parent are successively lengthened over the subsequent days.

The parents continue to remain close to the daycare centre and can be contacted at any time.

Acclimatisation is complete when the child feels at home and can be comforted by the preschool teacher. Discuss acclimatisation with your assigned preschool teacher before the period begins.

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2.5 What does my child need to attend a daycare centre/nursery?

Your child will need a few things for the time at the daycare centre/in the nursery.

In most daycare centres/nurseries:

- Slippers
- Clothing, underwear, a change of socks and pyjamas
- Rainwear
- Rubber boots
- Hat, depending on the weather, sun cream
- Backpack
- Possibly nappies
- Moist wipes
- Bag for wet clothes
- A folder for the portfolio
- Breakfast or afternoon snack in a box

In some daycare centres/nurseries:

- Toothbrush
- Sportswear and sports shoes
- Drinking bottle
- Care products
- To rest/sleep: Blanket, pillow, cuddly toy

Make sure that your child is dressed in suitable and comfortable clothing to match the weather. The clothes should be practical so that your child can get dressed and undressed on their own.

Bring a change of clothing on a regular basis.

Write your child's name on the clothing labels.

The daycare centre/nursery will tell you which things you need to bring along.

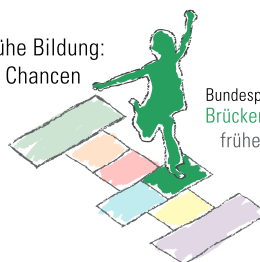
Make sure you tell them which additional things your child needs (e.g. medication, pacifier ...)

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2.6 What meals will my child receive in a daycare centre/nursery?

Daycare centres/nurseries receive meals from various catering firms. Many catering firms suppliers provide offer vegetarian/vegan or halal food, as well as food to accommodate intolerances.

Ask the daycare management or the nursery child minder and inform them of everything they need to know when you conclude the childcare contract.

2.7 My child is ill. Are they allowed to go to the daycare centre/nursery?

A child with an infectious illness or symptoms of an elevated temperature is not permitted to attend the daycare centre. Call the daycare centre in the morning to tell them that your child is ill.

Your paediatrician will inform you about which illnesses must be reported and when your child can return to the daycare centre. Inform the daycare centre if your child contracts an illness that requires mandatory reporting.

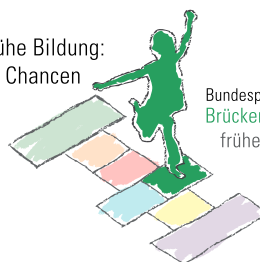
You must pick up your child as quickly as possible if they become ill at the daycare centre. The best place for the child to recuperate is at home, also to avoid infecting other children or the preschool teachers.

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2.8 What is a development consultation?

The preschool teachers at the daycare centre/the nursery child minders regularly invite parents/guardians to a development consultation. The purpose of this meeting is to discuss the child's development. You discuss how your child is getting on at the daycare centre, how they are progressing and any special factors that arise. You can ask question and explain what you want for your child at the daycare centre.

2.9 What is a parents' evening?

Once or twice a year, parents/guardians are invited to a parents' evening or afternoon at the daycare centre, where they can get to know the preschool teachers and other parents and share important information.

2.10 I do not speak the language at the daycare centre/nursery. What are my options?

Always inform that preschool teacher if there is something you cannot understand or read. This also works with facial expressions and gestures.

Or:

- Bring a person along who speaks German.
- Write a letter with your questions (in your native language) and hand it in.
- Contact other people at the daycare centre/nursery who speak your language.
- Use the internet <https://translate.google.com/> or an app to translate what you want to say.

In addition, the daycare centre/nursery can also arrange a free interpreter for important consultations.

Please only ask older siblings to translate in emergency cases and only if they are adults. Children sometimes enjoy translating between German and their native language, but it is tiring and takes up the time they should otherwise use for playing. They should not be burdened with adult topics.

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2.11 Who is allowed to pick my child up from the daycare centre/nursery?

Persons with custody are allowed to pick up the child from the daycare centre. They will usually be a parent or both parents.

You may also appoint other people who are authorised to pick up your child. This is noted in the contract or on an authorisation slip ('permanent authorisation'). The agreement can also be changed later on.

Inform the daycare centre/nursery in the morning who will pick up your child. All persons who are authorised to pick up the child must bring an ID document.

2.12 Why do the children receive medical and dental check-ups at the daycare centres?

In Saxony, dentists come to the daycare centres once a year. The check-up is free of charge and voluntary for the children. It is important to detect dental diseases at an early stage. These check-ups do not include any treatment. Parents are given a letter with the results, which they should present to the child's dentist.

They decide whether the child takes part in the check-up. A preschool teacher can also be in attendance during the check-up.

Bring the blue screening booklet with you on the day of the check-up.

Children aged between 3 and 4 are also offered a medical check-up at the daycare centre. This check-up is performed by a paediatrician from the Public Health Office. Participation is voluntary and free of charge. The parents or a preschool teacher can attend the check-up.

The following check-ups are performed on the child:

- Visual and auditory acuity
- Agility
- Language acquisition

An early response is important in the event of health problems. The check-up indicates whether your child needs assistance. Parents are given the results in writing.

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2.13 Why are there no separate toilets at the daycare centre/nursery?

In Germany, boys and girls spend their days at the daycare centre/nursery together. There are no separate toilets or wash rooms.

The children remain together in the bathroom, when they sleep and while getting changed.

This is perfectly natural for most children. The preschool teachers or child minders make sure that everyone feels comfortable.

Please talk to the preschool teachers at the daycare centre or the child minders at the nursery if your child is unfamiliar with this.

2.14 Are the preschool teachers/nursery childminders allowed to touch my child?

The preschool teachers or child minders only touch children when it is necessary, e.g. when comforting, when the child is looking for closeness, during personal hygiene, to provide assistance in everyday routines or for protection in dangerous situations.

2.15 Birthdays, celebrations and religion at the daycare centre: Does my child have to take part?

There are denominational and non-denominational daycare centres. It will be noted in the concept and reflected in everyday routines if a daycare centre is affiliated with a certain religion. Ask the daycare centre management about this concept.

People from different cultures come together at daycare centres. Different religions are represented, and they are all welcome. Christian festivals and customs are cultivated in Germany. They are also important to many people who do not profess a certain religion. This is because they are traditions and also enjoyable, like Easter and Christmas. At daycare centres, the children will often sing songs, do handicrafts, hear stories and celebrate together to mark these occasions. These events are voluntary and the children are not required to attend them. Most daycare centres will also celebrate the children's birthdays.

Feel free to inform the daycare centre if there is an important time for your family or a special day (e.g. Ramadan, Lunar New Year...). Tell the daycare centre which celebrations your child already knows and enjoys. It is exciting for children to get to know different cultures.

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2.16 What is a portfolio?

Children are usually given their own folder – the ‘portfolio’ – when they start attending daycare. The portfolio documents the child’s development. The preschool teachers will discuss your child’s development with you. The child, preschool teachers and you can all design the portfolio together. Your child can take the portfolio home after finishing their time at the daycare centre.

The following and other items may be collected in the portfolio:

- Photos of the family and the child’s home
- Photos of everyday life at the daycare centre
- The child’s pictures and handicrafts
- Song lyrics
- Items found in nature

The child can look at the portfolio and see:

- Who belongs to my family?
- Who belongs to my group?
- What have I already learned?
- What have I experienced at the daycare centre?
- What games do I enjoy and who do I like playing with?

2.17 Why do many children sleep or rest at the daycare centre/nursery?

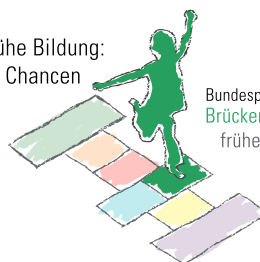
There is a period allotted for sleep or rest after lunch at the daycare centre/nursery. Most children need this time to recover. Children who do not feel sleepy are given the time to rest. For example, the children may listen to stories or look at books, listen to audio plays or even play quietly to show consideration for the children who are sleeping.

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2.18 My child behaves very differently at the daycare centre/nursery compared to at home. Is that normal?

It is normal if your child behaves differently at the daycare centre/nursery than they would do at home. At the daycare centre, children are part of a larger group. Your child will pick things up from other children, learn how to share, find their place in a larger group, be independent, exercise patience any many other things. Please contact your child's preschool teacher if you have any questions in this regard.

2.19 Why is a photographer coming to the daycare centre?

A photographer will come to many daycare centres once a year. You can decide whether you want your child to be photographed. Portrait and group photos are taken of the children. Only the children, parents and preschool teachers can see the photos. They are a souvenir of the child's time at the daycare centre.

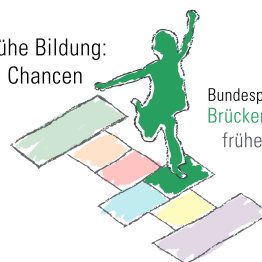
You will be asked for your permission beforehand if the daycare centre wishes to publish photos of parties and celebrations, e.g. on its website. It is forbidden to take and publish photos of your child without your permission.

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3 FAQs about the childcare costs

3.1 What does a childcare place cost?

Parents must pay a contribution towards the costs of childcare at a crèche, daycare centre, after-school centre or nursery, depending on the number of childcare hours. The City Council decides on the amount of the parents' contribution. This amount is the same and applies to all municipal facilities and those run by private organisations, as well as to nurseries. The contribution is calculated based on the utility cost statements of all daycare centres in the city of Leipzig. In the interests of family-friendly policies, parents' contributions for the first and second child are tiered. The City of Leipzig pays the costs for the third child in a family that attends a facility. The childcare times are noted in the childcare contract.

You will find a precise and updated breakdown of the childcare costs at:

<https://www.leipzig.de/jugend-familie-und-soziales/kinderbetreuung/elternbeitraege>

You will also find all the information about reductions.

3.2 Who pays for the childcare costs, and what can I do if I am on a low income?

Low-income parents can apply for a reduction in the parents' contribution. This application can cover all or part of the costs.

You will also find this application form here:

<https://www.leipzig.de/jugend-familie-und-soziales/kinderbetreuung/elternbeitraege>

You can also obtain detailed advice from the Office for Youth and Family Affairs at the following address:

Amt für Jugend und Familie, Abt. Finanzielle Leistungen, SG Elternbeiträge, Naumburger Straße 26, Haus B, 04229 Leipzig.

The staff there will provide advice during the following office hours, although you must currently arrange an appointment: Tuesday 9 am – 12 pm and 1 – 6 pm | Thursday 9 am – 12 pm and 1 – 4 pm

Please note: Any reductions are time-limited, so a new application will have to be placed in regular intervals. You must submit a new application before the end of the period that is stated in the approval decision.

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3.3 Who pays for the meals at the daycare centre/nursery, and what can I do if I am on a low income?

Lunch at the daycare centre is not included in the parents' contribution. It must be paid to the catering firm that delivers the food for the children. There is a contract for this as well. The daycare centre management or nursery child minder will give you all the information.

Please note: People who receive job seekers' allowance (ALG II), social welfare or housing benefits, child supplements or benefits under the Asylum Seekers' Benefits Act (AsylbLG) are entitled to benefits for education and participation (BuT). These benefits include free lunch at the daycare centre/nursery. **Important:** Only lunch is paid for in these cases. Parents may nevertheless incur costs, e.g. for breakfast, snacks or drinks. Parents are responsible for these costs and must pay for them punctually.

3.4 Which benefits are available under the Education and Participation programme (BuT), and where can I apply for them?

The benefits for lunch, one-day excursions and participation in social and cultural life are usually approved if the requirements are met.

Please report your requirements to the following address if you receive benefits from the Job-center:

Jobcenter Leipzig – Leistungen für Bildung und Teilhabe

Berliner Straße 9-13 | 04105 Leipzig

Phone: 0341 913-10705 | Fax: 0341 58088-2323

Email: jobcenter-leipzig.team533@jobcenter-ge.de

Please report your requirements to the following address if you receive benefits under the Asylum Seekers' Benefits Act (AsylbLG):

Sozialamt - Bereich Leistungen für Bildung und Teilhabe

Prager Straße 21 | 04103 Leipzig

Phone: 0341 123-0 | Fax: 0341 123-4145 | Email: but.sozialamt@leipzig.de

If you receive housing benefit or child supplement, you can apply (for each child individually) for education and participation benefits at the Social Welfare Office. Visit the following link for the application form and additional information: <https://www.leipzig.de/buergerservice-und-verwaltung/aemter-und-behoerdengaenge/behoerden-und-dienstleistungen/dienstleistung/leistungen-aus-bildungs-und-teilhabe-bepaket-beantragen-fuer-bezieher-in-von-wohngeldkinderzuschlag-5d1c8de5074ce>

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3.5 Why does the daycare centre sometimes collect additional money?

The preschool teachers will occasionally collect small amounts of money from parents. It is different in every daycare centre, so it might be once per daycare year or to mark a particular event.

The money is needed, for instance:

- For tickets to the zoo or theatre during an excursion...
- To celebrate birthdays and other occasions at the daycare centre
- To buy materials for a special group activity

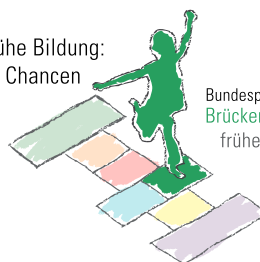
IMPORTANT: Low-income families can be reimbursed for the costs of excursions with the daycare centre or nursery. They apply for benefits under the Education and Participation programme in this case as well.

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4 FAQs about the rights and obligations of parents who place their children in childcare

4.1 What are my tasks as a parent?

It is important for parents and preschool teachers to work together positively and to communicate regularly so that the child feels comfortable at the daycare centre.

The team at the daycare centre understands that parents may feel anxious in the beginning or that they might have lots of questions. The preschool teachers are happy to answer your questions and delighted if you show interest. Please make it clear if there is something you have not understood. This is very important to prevent misunderstandings or conflict.

4.2 Do parents still have to pay the contributions if their child is sick or on holiday?

The parents' contributions are still due, even if your child does not attend the daycare centre or nursery. For instance if your child is ill or you are on holiday. The contributions also have to be paid when the daycare centre is closed. Parents' contributions must be paid regularly and in the correct amount. Please remember to reapply for any reductions in good time!

4.3 Are the childcare times binding?

You must stick to the childcare times! Do not be late in picking up your child. The childcare times are noted in the contract. It is also possible that the childcare hours may be reduced (e.g. if several preschool teachers are ill at the same time). The daycare centre/nursery will notify you if this happens.

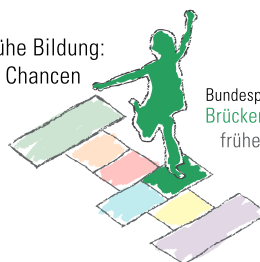
Bring your child to the daycare centre or nursery on time. This way, all the children can play and learn together or go on excursions.

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4.4 What must I do if my child is sick?

Contact the catering firm to cancel the meal if your child is not attending the daycare centre and also notify the centre. Make sure that the daycare centre/nursery can always reach you easily by telephone! The daycare centre/nursery must be able to reach you if your child is unwell or an accident occurs. If your child becomes ill, pick them up as quickly as possible. Go to a paediatrician with your child.

4.5 How is the situation around picking up my child organised?

Let your assigned preschool teacher know when you are picking up your child from the daycare centre and make sure to say goodbye. The preschool teachers may be extremely worried if they did not notice that a child has been picked up. Inform the centre if an authorised person will pick up your child. Most daycare centres will have forms to provide authorisation. The preschool teachers are only allowed to hand your child over to someone with the correct authorisation. Place all of your focus on saying hello and goodbye when bringing your child and picking them up. Take time to make quick arrangements with the daycare centre staff. Please therefore avoid making telephone calls or other distractions during this time. Call the daycare centre/nursery in the event of an unscheduled delay.

4.6 What additional information does the daycare centre need from me?

Please inform the daycare centre/nursery in the following situations as well:

- If you feel that your child does not like the daycare centre/nursery
- If there are changes in the family (e.g. a new sibling, new house)
- If there are other occurrences (e.g. the child is sleeping poorly or no longer needs nappies at home)

The staff at the daycare centre/nursery will also inform you what the child is experiencing and how they are developing. So please look out for announcements on the noticeboard. Respond to letters and emails from the daycare centre/nursery and attend events for parents and parent consultations. The daycare centre/nursery can arrange interpreters at these events free of charge. This makes it easier to understand and support you and the child.

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4.7 How can I support the work at the daycare centre?

Daycare centres want parents to become involved in the day-to-day running of the centre and, for example, volunteer for a certain number of hours per year. Parents can volunteer to do DIY, domestic or gardening activities or to accompany excursions, projects and other activities. Most daycare centres have specific suggestions for parents wishing to volunteer.

4.8 Is it mandatory for my child to attend daycare?

Unlike school, it is not mandatory for children to attend daycare in Germany. Daycare is an offer that is extended to all families. Each child has a legal right to a daycare centre place from the age of one. Children receive education, upbringing and promotion at the daycare centre. This is a good way to support parents and to help them reconcile family life with work.

4.9 My child is not doing well at the daycare centre. There is something bothering me. What can I do?

Children are allowed to say what they dislike at the daycare centre! Please contact the pre-school teachers if your child is not doing well at the daycare centre.

Concerns and wishes can be expressed during the face-to-face consultations with parents.

The daycare centre can also organise interpreters for these meetings. You can also contact the daycare centre management or the specialist counselling service at the organisation behind the daycare centre if things cannot be clarified in this way. You help your child and the daycare centre by doing so.

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FAQs for 'Stepping into Childcare' in Leipzig

Outlaw Kinder- und Jugendhilfe gGmbH in Leipzig, in cooperation with Mütterzentrum e. V. Leipzig, implemented the Stepping into Childcare: Building Bridges into Early Childhood Education programme from July 2017 to December 2022 with funding from the Federal Ministry of Family Affairs, Senior Citizens, Women and Youth (BMFSFJ). These FAQs were prepared based on the experience acquired in this programme.

Imprint

This PDF was produced as part of the federal programme 'Stepping into Childcare: Building Bridges into Early Childhood Education'. It is distributed free of charge and is not intended for sale.

Janine Merten (coordination) and Janina Schendera, education specialists in the federal programme 'Stepping into Childcare: Building Bridges into Early Childhood Education' (Outlaw gGmbH)

Outlaw gemeinnützige Gesellschaft für Kinder- und Jugendhilfe mbH
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Johann-Krane-Weg 18 | 48149 Münster

Editorial deadline: 13/10/2022

For more information, contact the City of Leipzig at ja-51.6@leipzig.de

Federal programme 'Stepping into Childcare: Building Bridges into Early Childhood Education'

In the Federal programme 'Stepping into Childcare: Building Bridges into Early Childhood Education', the Federal Ministry of Family Affairs, Senior Citizens, Women and Youth promotes low-threshold services that prepare and accompany access to child day care and reduce hurdles.

The programme is funded to 90 percent by the federal government and to 10 percent by the City of Leipzig.

For more information about the federal programme 'Stepping into Childcare', visit the website www.kita-einstieg.fruehe-chancen.de.

City of Leipzig, Office for Youth, Family and Education, Department of Child Daycare Facilities

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