

## House rules

In accordance with Article 21 of the General Terms and Conditions governing childcare services, Daycare and after-school care 2017, de Kattekop has made a number of changes and additions to its General Terms and Conditions, which are laid down in the House Rules. The House Rules represent an integral part of the placement contract.

### Article 1. Daycare

- a. The Foundation offers daycare for at least two whole days for a minimum period of four months.
- b. The director may deviate from these rules in particular cases.

### Article 2. Opening times

The daycare centre is open daily from Monday to Friday from 07.30 to 18.30 hrs, except on generally public holidays and on a maximum of five predetermined closing days. The daycare is closed on the days between Christmas and New Year's Eve.

### Article 3. Adjustment period

About three weeks before the start date, we will contact you for an introductory meeting and two acclimatization moments. The parent must be available during the adjustment period.

### Article 4. Bringing and picking-up your child

#### *a. Bringing and pick-up times*

In view of the importance of preserving calm in the group and in order to respect the day program, children can be brought between 07.30 and 09.30 am. Children can be picked up between 16.30 and 18.30hrs. It may be possible in individual cases, and after consultation, to diverge from these times.

#### *b. Use of the access code*

Parents and staff members should use the code for the access door.

#### *c. Letting people in*

Parents and staff members must not let in anyone they do not know, but should ask the visitor to ring the doorbell themselves.

#### *d. Absence*

In connection with the effective deployment of the teachers, the parent must notify us as early as possible, but no later than 10:00 a.m., if a child will not come. This can be done in the parent portal or by telephone. If it is known that a child will not come for several days (e.g. a holiday period), the parent will inform you in the parent portal.

#### *e. Responsibility for the child when bringing and collecting*

Supplementary Terms and Conditions for Childcare, Article 12, paragraph 2.

1. Parents supervise their children at the changing table and keep an eye on them.
2. We assume that the parents are in any event responsible for supervising their child during parties at which the parents are present, and in the outdoor grounds of the daycare centre. The parent supervises and supervises his/her child.

**f. Access to the grounds**

1. Cycling is not allowed in the grounds outside.
2. Parents are expected to take direct responsibility for the supervision of their child. This also applies when entering and exiting the entrance door.
3. The covered bicycle shed is intended for the employees.
4. Parents may request to temporarily leave their bicycle/bicycle trailer/cargo bike on the grounds for a longer period of time. The director decides whether this is possible.
5. The fire escape must be free for access at all times.
6. Dogs are not allowed on the outside area.

**g. Bags** should not be left unattended or in the vicinity of children on the premises.

Cigarettes, medication and matches or lighters may not be placed within the children's reach.

**h. Running** in the hallways is not permitted.

**i. Authorization to collect**

Supplementary Terms and Conditions for Childcare, Article 14, paragraph 6. If the child is collected by a person other than one of the parents, the staff members should be notified in advance, either verbally or in writing. No child will ever be given into the care of a person unknown to us.

**Article 5. Availability**

**a.** In connection with the care and responsibility for the child, it is essential that the parents can be reached by telephone on the days when their child is at the daycare centre. The parents should therefore indicate where they can be reached.

**b.** Parents should also indicate an alternative/emergency address and telephone number for cases when both parents are unreachable.

**Article 6. Changes in personal details**

Changes in personal details or requests for structural changes in the daycare days can be sent by e-mail to [administratie@dekattetekop.nl](mailto:administratie@dekattetekop.nl).

**Article 7. Smoking**

The outside area of de Kattetekop is a smoke-free area.

**Article 8. Personal belongings**

**a.** Parents are responsible for placing a change of clothes in the child's individual basket.

**b.** In the summer, parents are responsible for placing sun hats and t-shirts in the child's individual basket.

**c.** Children's dummies must be replaced at least once every three months or earlier if necessary (tears).

**d.** If children bring toys from home, the staff decides whether these toys can be played within the common play areas.

**e.** For security reasons, parents are expected to remove small objects from their children's pockets and place them in the child's individual basket.

**f.** De Kattetekop is not responsible for broken or lost personal belongings.

**Article 9. Treats**

When a child treats, this is a healthy treat. The parent can contact the pedagogical staff for treat tips. If the parent has given an (unhealthy) treat that does not fit within the policy, the treat is placed in the child-related basket.

#### **Article 10. Illness**

Supplementary Terms and Conditions for Childcare, Article 13, paragraph 2.

- a.** A sick child is taken to mean: a child who is obviously unwell (is passive, crying excessively), who is complaining of pain, or who has a recognizable illness and/or a temperature higher than 38.5 degrees Celsius.
- b.** Parents are obliged to notify the daycare centre if their child is suffering from a contagious illness, such as German measles, scarlet fever, meningitis, whooping cough, measles, tuberculosis, the RS virus, diarrhea, impetigo, fifth disease, etc. or another illness/condition which might be relevant for their daycare and/or might present risks for other children or adults at the daycare centre.
- c.** The parents must inform the staffmembers if they have administered medication for reducing fever to their children.
- d.** The staff members of the daycare centre are not permitted to administer any medical treatment. The staff will not administer any medication to reduce or suppress a fever.
- e.** If the parents wish the staff to administer medication, an agreement on the use of medication must be filled in and signed in advance.
- f.** Any medication that the parents wish to have administered to their child at the daycare centre must first have been tried out at home by the parents.
- g.** In the event of an allergy (intolerance), the parent will have a conversation with the pedagogical staff member. The pedagogical staff records the agreements in writing.
- h.** In an emergency, an employee may immediately call 112 and after that call the parent.
- i.** Parents are asked in the parent portal if they intend to adhere the State Vaccination Scheme.

#### **Article 11. Use of photographs and video material**

Permission is requested in the parent portal for the use of photos or video recordings.

#### **Article 12. Changes to the House Rules**

De Kattekop has the right to modify the House Rules. Changes will be announced in writing.

#### **Article 13.**

Where this Regulations do not provide, the management decides.