



Nursery School Terms and Conditions 2016



Nursery School Altenmarkt

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Child Day Care Centre Altenmarkt

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1. Admission to the Nursery School

1.1. Registration

The children are to be personally registered for attendance of the Nursery School by their parents or legal guardians with the Head of the Nursery School or Day Care Centre using the form supplied for the purpose.

1.2. General admission to the Nursery School

The market community will admit all children whose main placement of residence is in Altenmarkt to the Nursery School, if the spatial and organisational scope allow. The Head of the Nursery School is heard prior to decisions being made on admissions, and will make a suggestion on priorities.

If not all the registered children can be admitted to the Nursery School, the admission will be based on the following order of priority:

- ⇒ Children whose main placement of residence is in Altenmarkt;
- ⇒ Children closest to school entry in terms of age ;
- ⇒ Children who appear to require Nursery School attendance for social or educational reasons or those who have fewer opportunities;
- ⇒ Children who have already attended the Nursery School up to now or who have siblings there;
- ⇒ Children from other municipalities will be admitted if there are sufficient free placements;

The child requires the following when attending Nursery Schools:

- ✓ Slippers (shoe bags are available);
- ✓ A lunch box bag containing a healthy snack – no sweets please!
- ✓ Comfortable sports clothing – please write the child's name in them;
- ✓ The children should be clothed in accordance with the Nursery School conditions and the respective weather conditions. It should be possible for them to go out or take walks at all times;

1.3. Exclusion from further attendance of the Nursery School

The following children are to be excluded from attending the Nursery Schools after the Head of the Nursery School has been heard:

- ⇒ Children who may cause damage to the other children or to the operation of the Nursery; School for serious reasons (e.g.: social, moral, hygienic), but this is not the case until an expert report has been prepared by the District Physician and/or if this is the view taken by the Family and Educational Counselling Service ;
- ⇒ If proper handover and collection is repeatedly omitted;
- ⇒ If the child remains absent from the Nursery School without reason being given for longer than two weeks or on repeated occasions ;
- ⇒ If the Nursery School fee is not paid for longer than three months in succession, and no serious reasons are given for it;
- ⇒ If the Nursery School Terms and Conditions are not complied with;

1.4. Admission of children with fewer opportunities

The prerequisite for special education support through the Nursery School, for example due to a disability, is an appropriate expert report. This can be obtained from the Family and Educational Counselling Service for the State of Salzburg. You can obtain the necessary form from the Nursery School.

2. Nursery School groups and opening hours

2.1. The Nursery School year

The Nursery School year starts on the second Monday in September of this year, and ends on the Sunday prior to the start of the new Nursery School year in the following year. In the Day Care Centre, the initiation phase starts one week earlier than the Nursery School itself.

2.2. Groups and supervision times, scope of supervision

The following groups have been set up within the Nursery School:

- | | |
|--|-----------------------------------|
| ⇒ Regular Nursery School from children from 3-6 years | Monday - Friday 07:00 – 16:30 hrs |
| ⇒ Age range-extended group for children from 1-5 years | Monday - Friday 07:00 – 16:30 hrs |
| ⇒ Toddler's group for children from 1-3 years | Monday - Friday 07:00 – 16:30 hrs |

Collective groups are formed up until 7:30 hrs, from midday onwards and during the school holidays (for compulsory schools). If at least 5 children require it, it is possible to have a group open until 17:00 hrs.

The regular supervision time totals maximum 40 hours per week. This maximum can only be exceeded in exceptional cases if this, in individual cases, were to be for the benefit of the child.

In the summer holidays, the Nursery School is closed for five weeks and the Day Care Centre for four weeks. However, there is a possibility of child care for all children over three years of age through cooperation with the Nursery School Radstadt. You can obtain information and registration documents from the Head of the Nursery School.

All children must spend at least five full weeks of holiday per Nursery School year away from the Nursery Schools. This does not include absences due to sickness.

2.3. Periods in which the Nursery School is closed

The Nursery School is closed:

- ⇒ On Saturdays, Sundays and public holidays;
- ⇒ On All Hallows;
- ⇒ During the school Christmas holidays for compulsory schools including the 23rd December if this falls on a Monday;
- ⇒ During the school Easter holidays for compulsory schools;
- ⇒ For five weeks (Nursery School) or four weeks (Day Care Centre) during the summer holidays;

2.4. Reduced service

In the periods in which no regular services are rendered in the Easter and Christmas holidays, the Day Care Centre is only open to children of working parents. During this time, a reduced service with normal opening hours can be set up only if it is verifiably necessary. The Head determines the requirement a suitable time in advance. The service is considered required if at least five children are bindingly registered for supervision in times in which no regular services are rendered. The registration, participation and settlement of fees are binding for the entire duration of the reduced service period.

3. Handover and collection of the children

The children must be handed over personally to the responsible Nursery School Educationalist (from 7:00 hrs) by 08:30 hrs at the latest. The children should be collected as follows depending on the group:

- Half-day supervision 11:30 – 12:30 hrs
- Half-day supervision with midday meals (3/4 day supervision) 12:30 – 14:00 hrs
- Full-day supervision: 14:00 to 17:00 hrs

The authorisation for collection of the children through people other than the legal guardian is to be verified in a written declaration of consent. Such a person must be mentally and physically able to exercise effective supervision of the child, and must be aged over 14 years. 4 persons authorised for collection (in addition to the parents) may be stated.

4. Midday meals

The midday meals in the Nursery School and the Day Care Centre are available for children in 3/4 and full-day supervision. Meals are eaten at approximately 11:45 hrs. This time is considered Nursery School time. The registration or deregistration for midday meals must be submitted by the legal guardian to the Head of the Nursery School at the latest each Friday of the previous week until 9:00 hrs.

5. The Nursery School bus

The Nursery School bus is available for all children in the regular Nursery Schools from the second Nursery School week. The departure or arrival times are announced in the first week. The Market Community is not obligated to run the bus.

The time in which the bus trips are run does not count as Nursery School time. However, the Market Community provides supervisors to the legally-specified scope for the purpose.

The children must be accompanied in the mornings to their bus or to the access points, and collected at midday from the bus. Persons authorised to collect the children must be at least 14 years of age.

6. Nursery School, bus and meal fees

The Nursery School, bus and meal fees for the legal guardians are determined annually by the Municipal Council, and are published on the official noticeboard, in the Nursery School and on the homepage www.altenmarkt.at.

These fees are only charged through collection order by the Market Community Altenmarkt. The appropriate authorisation from the legal guardians is to be signed on the form together with the documents for registration of the child.

6.1. General Nursery School fee

The general Nursery School fee is due for the provision of a Nursery School placement and for the supervision service.

The monthly fee is to be paid from September to June per started calendar month. The scope of supervision is charged in accordance with the registration.

The Nursery School must fulfil a legal educational task; therefore a half-day supervisor is always available (20 hours) in the mornings from Monday to Friday. Additional supervision times in the afternoon are charged in accordance with the registration.

In the Day Care Centre, the required supervision times or days can be stated on registration. The scope of supervision is charged in accordance with the registration; the minimum scope is half-day supervision.

A reduction in the scope of supervision acc. registration is only possible every half-semester.

Not included in the fee are theatre visits, excursions, puppet shows, magic shows, midday meals and so on, as well as holiday supervision and the annual crafts fee.

Children with fewer opportunities are not subject to separate fees.

6.2. Nursery School fee in case of child sickness or holiday

Because the Nursery School fee is due for the provision of a Nursery School placement and the supervision service, a reduction of the fee in case of sickness or holiday is not possible.

6.3. Registration or deregistration during the Nursery School year

On registration or deregistration of the child, the general Nursery School fee for the respective entire calendar month must be paid.

6.4. Nursery School fee for school holiday periods

The Nursery School fee for the school summer holidays at compulsory schools is a monthly fee and is due for the provision of a Nursery School placement and the supervision service.

On registering for holiday supervision, this is binding for the registered time period and is also calculated in case of non-attendance. The promotion of the state for children in the last year prior to school entry applies

only for that school year and therefore expires in the months of July and August.
A separate daily rate is charged for the reduced service in the school Christmas and Easter holidays.

6.5. Sibling discount

If two or more children in one family attend the Nursery School or the Day Care Centre, a discount of 40 % is granted by the market community on the fee for the younger child (this does not apply if the older child is in the last year at Nursery School). Prior to the reductions being granted, however, subsidies from the Federation and / or the State are deducted from the parent's fee.

6.6. Bus fee

The bus fee is exclusively a monthly fee (per started month) and can be calculated for one-way or for return trips.

6.7. Meal fee

The fee for the midday meal is a daily fee and is included in the invoice after the service has been rendered at the end of each month. Meals which are not deregistered in time will be charged.

7. Deregistration, absence and exclusion of children

7.1. Deregistration of the child

The Nursery School should be attended regularly. Children are always to be registered for the entire Nursery School year. The complete deregistration from Nursery School attendance can only take place with the consent of the Head of the Nursery School and only at the end of the month. Fees already paid will not be repaid.

7.2. Absence of the child

The absence of the child must be reported without delay to the Head of the Nursery School. The Head has the right to re-assign the Nursery School placement in case of prolonged and unexcused absence.

7.3. Illnesses

On registration, any illnesses suffered by the child, whether of a mental or physical nature, are to be listed. In the event of an infectious disease, the Head of the Nursery School must be notified immediately. Further attendance of the Nursery School is prohibited for the respective child at this time. The same applies for children infected with head lice. In order to protect the other children, those showing obvious symptoms of illness (e.g.: cough, severe colds etc.) are not to attend the Nursery School for the duration of the illness.

8. Nursery School Supervision Obligation

The Nursery School is obligated in the fulfilment of its tasks also to supervise the children (supervisory obligation).

This supervisory obligation starts when the children are handed into the care of a supervisory member of staff in the Nursery School bus or on the Nursery School property. It ends when the children are collected by their legal guardians or a person authorised by them. The supervisory obligation also takes effect outside the properties designated for the Nursery School as long as the children are in the care of a Nursery School Educationalist, Assistant or Helper. The supervisory obligation is not provided if the children are accompanied by their parents or other legal guardian.

9. Final clauses

These Nursery School Terms and Conditions apply for the Nursery School and the Day Care Centre Altenmarkt. All personal designations within these Terms and Conditions shall apply for members of both genders.

“Parents” in terms of these Terms and Conditions shall also mean legal guardians.

The parents and the children being supervised are obligated to conduct themselves in accordance with these Nursery School Terms and Conditions and the provisions of the general Establishment Terms and Conditions or the educational concept of the facility.

These Nursery School Terms and Conditions are provided in several languages and copies are located in the Head of the Nursery School’s office. Should deviations be found between the translations, the German version is to be given preference.

The legal basis of these Terms and Conditions is the Salzburg Child Supervision Law.

Decision passed by the Municipal Council on 17.02.2016



The Mayor:

Rupert Winter