

“A Binding Parent Declaration for a 45 hour per week in a Children's Day Care Center”

Dear Ladies and Gentlemen,
Dear Parents,

Would you like to enrol your child for 45 hour per week in one of Bielefeld 's Children's Daycare Center? Or is your child already in one of these centers but would like to extend the time spent there to 45 hours? Then it is important that you read the information sheet with the Parents Binding Declaration requirements and then fill out the subsequent form in one of the Children's Daycare Centers.

The following information will help you:

After completion of the first year of life, children have the right to be admitted to a child Day Care Center. The temporal number of hours you are entitled to (25, 35 or 45 hours per week) depends on your individual needs. In the context of the legal provision, you basically have the right to choose the care period for your child according to your need/s as a/parent(s). The Children's Day Care Center should align their offer on the demands of the families in accordance to the childrens' education law.

Normally the Centers maintain a certain quota on child care with a weekly care ranging from 25, 35 to 45 hours. For example if you have a 35 hour need in the Kindergarten and yet only 45-hour courses are available, that does not necessarily mean you have to take a 45-hour course. The Kindergarten basically then has the possibility of converting a 45 hour care weekly to 35-hours. If necessary, you will need to speak about it directly with the Director. The family Office or the Youth Welfare Office of the City of Bielefeld will be able to assist you concerning this issue.

The Binding Declaration of the parents is as mentioned earlier, only needed if you have a 45-hour weekly care need. The city of Bielefeld's established criteria will only be considered if one falls into the following categories:

1. A claim for a 45-hour course is considered necessary by the nature of one's work schedule, educational status or if one is undertaking a vocational training. As at when a child is brought to the facility and picked up are also considered. The living conditions of single Parents are also considered. If a child lives with both parents, the conditions will apply to them too.
2. One is also entitled to gain admission for a child if the reasons are based on issues to do with domestic, family, educational status or comparably individual needs.

This is explained in detail on page 2 of the Binding Parents Declaration form when an application is being made for a 45 hour weekly admission.

The Form consists of two parts

- A: Please send the completed and signed Binding Parent Declaration document to the Family Office.
- B: The confirmation of the contract should be submitted to the Day Care Center.

If you have any questions concerning the form, you could contact the Family Office. You could also contact the staff if you have other issues concerning child education or vacancies at the Children's Day care Center. You can reach our offices as stated below: personally on Mondays to Fridays between

- 9 am–12pm and on Thursdays from 2:30pm – 6pm in the Neuen Rathaus, Niederwall 23, 33602 Bielefeld, Room G 114/G 116,
- by telephone is, 0521 51-5252 or
- per Mail at familienbuero@bielefeld.de.

With kind Regards
Youth office of the City of Bielefeld

Teil A: A Binding Parents Declaration with emphasis on a 45 hour weekly admission for the Youth and Welfare for a Children's Day Care Centre

Note:

The completed and signed Binding Declaration document is:

- either to be submitted to the City of Bielefeld, Youth and Welfare Office, Child Protective Offices or the Family Office, 33597 Bielefeld or can be sent by post
- to the Family Office at the ff. address (Neues Rathaus, Niederwall 23, 33602 Bielefeld, Room G 114/G 116).

Daten des zu betreuenden Kindes:

Surname:	
First Name:	
Date of Birth:	
Street, House No.:	
Postcode, Place:	

The ff. Details will be required for the next application for a 45 hour weekly admission:

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Details of Support person(s):

	Mother¹	Father
Surname:		
First Name(s):		
Date of Birth:		
Marital Status:		
Street, House No., Postcode, Place (in case it differs from that of child):		
Contact number during working hours (Optional for eventual inquiries)		

¹ If the child is not living with his or her parents, a single parent, but with a Guardian or Caregiver, they are to fill in their details.

The need for a 45 hour weekly admission is required for the following reasons:

<input type="checkbox"/>	<p>I am a single Mother or single Father. I have the following reasons as to why I have a need for a 45 hour weekly admission for my child:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The nature of my employment, vocational training, educational status or other training entails at least 30 hours a week. <input type="checkbox"/> The nature of my employment, vocational -training, educational status or other training as in working shifts entails at least 20 hours a week. <input type="checkbox"/> The nature of my employment, vocational training, educational status or other training entails at least 20 hours a week and the shortest possible distance from the Day Care Center to my place of work, is more than 60 minutes with the kind of transport available to me.
<input type="checkbox"/>	<p>We (Mother and Father) live and educate our child together in the same household. Each of us has a reason for the 45 hour weekly childcare.</p> <p>Situation of Mother:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The nature of my employment, vocational training, educational status or other training entails at least 30 hours a week. <input type="checkbox"/> The nature of my employment, vocational -training, educational status or other training as in working shifts entails at least 20 hours a week. <input type="checkbox"/> The nature of my employment , vocational training, educational status or other training entails at least 20 hours a week and the shortest possible distance from the Day Care Center to my place of work, vocational training, educational status or other training is more than 60 minutes with the kind of transport available to me. <p>Situation of Father:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The nature of my employment, vocational training, educational status or other training entails at least 30 hours a week. <input type="checkbox"/> The nature of my employment, vocational -training, educational status or other training as in working shifts entails at least 20 hours a week. <input type="checkbox"/> The nature of my employment, vocational training, educational status or other training entails at least 20 hours a week and the shortest possible distance from the Day Care Center to my place of work, vocational training, educational status or other training is more than 60 minutes with the kind of transport available to me.
<input type="checkbox"/>	<p>I do not fulfill the above requirements in the context of my employment, vocational training, education or training measures however, I still have a need for a 45 hour care assistance for my child for the following reasons:</p>
<input type="checkbox"/>	<p>There is a domestic, family, educational or similar reasons for a 45 hour weekly care assistance requirement:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Caring for family <input type="checkbox"/> Impaired health of parent/s <input type="checkbox"/> Individual intensive care assistance for another child <input type="checkbox"/> otherwise:

Anmerkung:

- Employment = dependent employment or self employment
- Education = School, Vocational training, Studying, Re-training etc.
- Other training courses = Integrations course, Language course German, Reintegration into the work-field etc.

For more information on Employment, Education or other training

	Mother	Father
Dependent Employment	<input type="checkbox"/>	<input type="checkbox"/>
Self Employed	<input type="checkbox"/>	<input type="checkbox"/>
School Education	<input type="checkbox"/>	<input type="checkbox"/>
Vocational Training	<input type="checkbox"/>	<input type="checkbox"/>
Study	<input type="checkbox"/>	<input type="checkbox"/>
Re-training	<input type="checkbox"/>	<input type="checkbox"/>
Integrations Course	<input type="checkbox"/>	<input type="checkbox"/>
Language Course German	<input type="checkbox"/>	<input type="checkbox"/>
Reintegration into the work-field	<input type="checkbox"/>	<input type="checkbox"/>
Otherwise:	<input type="checkbox"/>	<input type="checkbox"/>

I/we have taken note of the regulations and requirements on the information sheet for applying for a 45 hour day care assistance in a Children's Day Care Center.

I /we assure you by my/our signature that I/we have given all information truthfully.

Note according to § 12 of the data protection act for the state of North Rhine Westphalia:

The collection, storage, alteration and electronic processing of the personal data on which this form is based, is in compliant with § 12 (1) and § 13 (1) DSG NRW in conjunction with § 12 of the Children's Education Act NRW and § 69 Social Legislation, 10. Part (SGB X) are allowed.

Date / Signature Explanatory

Teil B: Confirmation for presentation at the Children's Day Care Facility

Note:

This confirmation is to be submitted at the conclusion of the contract to the selected Day Care Center. After completion of the contract, the Children's Day Care Center then sends it to the Youth and Welfare office.

Details of Child.

Surname:	
First Name:	
Date of Birth:	
Street, House No.:	
Postcode, Place:	

I/We need a 45 hour Childcare Center for my/our child mentioned above.

I/We have already sent the Binding Parents Declaration to the Youth and Welfare Office and the Family Office.

Date / Signature Explanatory

<i>Name und Anschrift der Kindertageseinrichtung</i>

An
Stadt Bielefeld
Amt für Jugend und Familie – Jugendamt –
Familienbüro
33597 Bielefeld

Für das o. g. Kind ist ab _____ ein Betreuungsvertrag im Umfang von ____ Stunden pro Woche abgeschlossen worden.

Datum / Unterschrift Kindertageseinrichtung