



SUPPLEMENTARY CHILDCARE

Childminders' Guidebook

Legal notice

Published by

Senatsverwaltung für Bildung,
Jugend und Familie
(Senate Administration for
Education, Youth and Family)
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3rd revised edition

December 2020

This brochure has been produced as part of the PR work for the Berlin district. It is not for sale and should not be used for advertising purposes for political parties.

To make the brochure easier to read, we have alternated the use of male and female forms of address where appropriate. Any gender-specific formulations are obviously aimed at both genders.



Sandra Scheeres
Senator for
Education, Youth and Family

Ladies and Gentlemen,

Berlin offers parents a wide choice of high-standard childcare options, thereby fulfilling the demands of combining family and professional interests. It can be difficult for some parents, particularly single parents, to reconcile their work situation with bringing up children. When their working hours fall in the late afternoon, at night or at the weekend, for example, it is not usually possible to have their children looked after at nursery (Kita), in daycare (Kindertagespflege) or at school.

Parents can take advantage of supplementary childcare options if their work or training times fall outside the opening hours of regular daycare services. Supplementary childcare is provided by qualified childminders.

If you are interested in these services, you will find all the important information you need in this brochure.

With best wishes,

Sandra Scheeres





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CHILDCARE WHENEVER YOU NEED IT

Parents have many options to choose from when it comes to having their children looked after. If standard services such as nursery (Kita), daycare (Kindertagespflege) or before and after-school care (Hort) are not sufficient, supplementary childcare can allow parents to continue working even if they have unusual hours.

Parents can take advantage of supplementary childcare if their children already attend a standard daycare. To qualify, their working or training hours must regularly exceed the opening hours of the standard daycare by more than an hour.

Early mornings, evenings or overnight

The supplementary childcare takes place during the periods when the daycare establishment is closed. If, for example, a father does shift work, he may need to rely on the

support of a childminder in the early mornings, late afternoons or evenings. The supplementary childcare can also take place at night, on public holidays or at weekends, if this is required due to unsociable working hours.



Nurseries (Kita)

Establishments in which children are looked after during the day with other children.

Children's daycare (Kindertagespflege)

An alternative to nurseries, where children are usually looked after in small groups by a childminder in their own homes or at their own premises.

Supplementary care and support

The period during which school children stay at school after lessons and are given care and support at school. This service used to be known as "Hort" in German schools.

Supplementary Childcare

A service providing care for children outside the regular opening hours of standard childcare services, when this is made necessary by the parents' work situations. The childcare can be provided by suitable friends or by other qualified people and often takes place in the early mornings, at weekends, in the evenings or at night.

At your own home or at the parents' home

Generally, the supplementary childcare takes place at the childminder's home. However, many parents want their children to be looked after in their own homes, especially in the early mornings, evenings or at night. In these cases, children are often taken to nursery by their childminder in the morning or are picked up from nursery in the afternoons. They then spend a bit of time with the children outside, at a playground for example, before taking them back to the parents' home.

Paying for supplementary childcare

The parents sign a childcare agreement with the Jugendamt (youth welfare office), which establishes the number of hours of supplementary childcare required. The Jugendamt then pays the childminder. For many parents, supplementary childcare is free of charge. As from the 3rd grade the parents contribute to the costs, based on their income and the number of hours of childcare, and pay their contribution to the Jugendamt. There is no direct payment between the parent and the childminder.



HOW TO BECOME A CHILDMINDER

Supplementary childcare can be provided by men or women and no pedagogical training is required.

Ergänzende Kindertagespflege können Eltern in Anspruch nehmen, deren Kind bereits in einem regulären Betreuungsangebot betreut wird. Voraussetzung ist, dass die Arbeits- oder Ausbildungszeiten regelmäßig um mehr als eine Stunde außerhalb der Öffnungszeit der regulären Betreuung liegen.

Personal requirements

Before you can become a childminder offering supplementary childcare, your suitability for this kind of work must be determined by the Jugendamt. The Jugendamt for the district in which the childcare takes place is responsible for this, that is:

- ▶ The district in which the parents live, if the childcare takes place at the parents' home or

- ▶ the district in which the childcare premises are situated.

It is important that you

- ▶ enjoy being with children,
- ▶ are prepared to work closely with the children's parents and with the Jugendamt,
- ▶ are reliable and trustworthy,
- ▶ are open-minded and understanding,
- ▶ are in a position to look after the individual needs of the child with sensitivity,



- ▶ can reconcile the demands of your own family and perhaps those of your own professional activity with the demands of working as a childminder,
- ▶ are mentally and physically strong and can back this up with a **health certificate**,
- ▶ have, as a minimum, a vocational training or school leaving certificate or a professional qualification,
- ▶ do not have any entries in your **certificate of good conduct**, (that is, you have a clean criminal record),
- ▶ are an adult,
- ▶ have already completed the “Basic Childcare” qualification.

Once the Jugendamt has checked your suitability, you will be given a childcare permit lasting five years. However, for supplementary childcare, you do not need a childcare permit unless you look after children outside the parents’ home. You can look after a maximum of three children in supplementary childcare. The legal framework is set out in § 43 para. 1 SGB VIII (German social security code).

The children can be siblings or you can also look after children from different families. If the children live in different districts, the Jugendamt for each of the relevant districts must be informed. Additional aptitude tests are not required.

Requirements for the premises

If you are looking after children in the parental home, the premises are not checked by the Jugendamt. However, if you are also looking after children from other families at these premises or you are looking after children in your own home or at other premises, these will be checked by a specialist appointed by the Jugendamt. Childcare premises are deemed to be suitable if they:

- ▶ are sufficiently spacious to allow exercise, quiet time, play, activity, personal hygiene and healthcare,
- ▶ have natural light, are free from smoke, airy, can be heated and are fitted with smoke detectors and guarantee the safety of children (fire protection and hygiene provisions).

Health certificate

The medical certificate provides information about your state of health and vaccinations. It should confirm that you do not have any illnesses, which may have a negative effect on the child's well-being (e.g. addictions or mental disorders). A doctor must certify that you are in a position to cope with all the demands of the activity.

Certificate of good conduct

You can apply for a certificate of good conduct (erweitertes Führungszeugnis) from your Bürgeramt (citizens' office) in Berlin. With your application, you should include a written request from the Jugendamt, which you will be given during the suitability interview.

Placement

Placement and consulting services for childminders in Berlin are provided by the Jugendamt and MoKiS, the mobile childcare service. As soon as the Jugendamt has established that you are suitable for this activity, your contact details and details of when and where you would like to look after children will be registered with MoKiS. The placement process can then begin.

During this process, MoKiS will pass on your contact details to interested parents so that they can get in touch with you.

To ensure a working relationship based on trust it is desirable that the childminder and family like each other and share similar ideas about how to bring up children.

If this is not the case, you can turn the childcare down. Your details will remain in the database and other requests will follow.

If you already know which child you would like to look after, the Jugendamt will continue to support you. If you then decide to take on other children, you should contact MoKiS. Your details will then be registered. Data protection rights are of course observed throughout this process.

THE “BASIC CHILDCARE” QUALIFICATION

Before starting work as a childminder offering supplementary childcare, you must attend a course consisting of 24 training sessions (“Unterrichtseinheiten” or “UE”) leading to the “Basic Childcare” qualification. The courses are offered by certified educational institutions in Berlin. You can enrol for the course via MoKiS (the mobile childcare service) and the Jugendamt, once an initial suitability interview has taken place. The main contents of this course are summarised below.

The child

Children actively acquire an understanding of themselves, others and the world around them. All children are inquisitive and eager to learn. Children therefore ask themselves and others a lot of questions, look for meaningful answers and want to find out what they can achieve themselves.

Teachers, parents and you as a childminder cannot enforce education. You can support children by

- ▶ consciously developing their learning environment,
- ▶ offering them help where necessary,
- ▶ challenging them and
- ▶ providing them with new stimuli.



Please bear in mind that your actions and attitudes set an example for the child.

For children to be motivated and bold enough to explore the world around , they must feel sure of themselves. It often takes time before the child sees you as a “safe haven” and accepts you as a caregiver.

If the child learns from experience that you react to her signals, such as calling you for example, she will develop trust and a connection with you.

During the course, you will find out what you can do to ensure the child feels secure and connected and how you can support her in her everyday life.

Working with parents

To ensure that the supplementary childcare is seen as a pleasant experience by all those involved, it is important for you to work closely with the parents. It is essential that you like each other. You are taking on an important task and you need to agree on basic educational issues with the parents.

The subjects you need to discuss before starting the childcare should include:

- ▶ rules and limits,
- ▶ food,
- ▶ potty training,
- ▶ media consumption and
- ▶ educational objectives and methods.

A regular and in-depth exchange of information forges mutual trust and continuity for the child.

Particularly if you are regularly taking or fetching the child from standard nursery, daycare or before and after-school care, your role is to ensure a seamless flow of information.

To allow you to fetch the child, the parents must inform the staff at the standard daycare establishment in writing. Please note that you will have to show proof of your ID when you arrive.

The educators looking after the child during the day will meet you every day to have a short chat about the child. This chat could be about:

- ▶ How long the child has slept,
- ▶ What he has eaten,
- ▶ What he has experienced,
- ▶ Whether a change of clothes or nappies is required,
- ▶ Whether a trip is planned or
- ▶ Whether the child needs to bring something in particular with him.

You must pass on the information from the educators to the parents. If you bring the child to the standard daycare establishment in the mornings, the staff will be interested to hear how the child's morning has been up until drop-off.

If you find it difficult to pass on information, ask the parents or educators for written information, which you can then pass on.

During the training, you will be prepared for what to do if there are any disagreements between you

and the parents. In such cases, you should try to talk about it as soon as possible and do not hesitate to seek advice from MoKiS or the Jugendamt.

Other topics concerning your cooperation with parents include:

- ▶ The first meeting: What should you talk about before starting the childcare agreement?
- ▶ How can an exchange of information take place during the daily childcare routine?
- ▶ How should you proceed in the event of a conflict and how can you communicate effectively?
- ▶ Where can you get advice and support?

The daily routine

How you establish the childcare routine depends on:

- ▶ the times you look after the child
- ▶ the place where the childcare takes place
- ▶ the age and level of development of the child you're looking after.

If you look after children **very early in the mornings**, you will want to make sure that the start of the day is as relaxing as possible. Find out from the parents what kind of routine the child is used to in the mornings and stick to this. Repeated rituals lead to dependability and boost the child's confidence because she starts to feel she is capable. Make sure you achieve good time management so that getting the child to her regular daycare is not stressful.

If you look after children **after their regular daycare** at nursery, after-school care or other daycare establishments, you must take into account the fact that the child may already have had a strenuous day. Physical exertion (exercise and activity) should, wherever possible, be alternated with relaxation (for example, reading aloud or eating).

Perhaps you could spend a little more time outdoors after collecting the child, before taking him back home. Give the child some quiet time before going to bed, by looking at a book together, for example. You should also ensure that you stick to a routine here. Find out from the parents what the child likes to eat in the evenings, what his favourite book is and whether he likes to leave the

door open when he goes to sleep, for example, or whether he has a night light to switch on at night.

If children have homework to do or go to after-school activities such as a sports club or music school, these appointments should always take precedence over your own plans.

Always adapt your plans for the day to the needs and wishes of the child.

In agreement with the parents, put the child to bed at a set time so that she can rest and get enough sleep, while you wait for the parents to return home from work.

If you look after the child in the parents' home overnight, before starting the childcare, you should establish whether there is a bedroom for you to sleep in. The childcare should start at a time when the child is still awake. This makes things clear to the child and avoids any surprises.

If you look after children **at weekends or on public holidays**, you will have a great deal of flexibility and freedom. As children generally attend daycare on weekdays as well, they like it if there is a bit of variety at weekends.

Since they generally don't have any fixed schedules, you could, for example:

- ▶ take day trips,
- ▶ do something creative or constructive together,
- ▶ do some cooking with the child and
- ▶ let the child have an active say in what they do during the time you are looking after her.

If you only look after one child, you can adapt completely to her own normal routine.

Duty of responsibility

As soon as you take over the care of a child, you have responsibility for that child. Precisely what you have to do to supervise the child properly depends on the age, level of development or situation of that child.

During the course, you will be given information on whether, for example,

- ▶ you should always keep hold of the child out in the street,

- ▶ the child can be in a different room to you at home and
- ▶ you should always stay right beside the child at the play-ground.

It is important that neither the child, nor any other person should come to any harm due to the behaviour of the child. If this does happen (for example, the child damages a parked car), it is generally assumed that the cause was a violation of your duty of responsibility. As the responsible childminder, in such cases you will have to demonstrate that you fulfilled your duty of responsibility and that the damage was unavoidable. Taking out **personal liability insurance** is therefore essential.

During your activity as a childminder, you may not pass on your duty of responsibility to another person without authorisation (for example, to a partner, your child, a friend). This is only possible in emergency situations with the written authorisation of the parents.

First aid for children

As well as the subjects already covered, the training course pays particular attention to “first aid for children”. During the course, you will be given important information on what to do, for example, if the child:

- ▶ has swallowed a small object,
- ▶ has been stung by an insect,
- ▶ has a nose bleed or
- ▶ has come into contact with household chemicals (cleaning fluids, for example).

It is always useful to keep first aid equipment (plasters, for example) ready to hand for everyday use and to take them with you when you go out for walks or on trips.

It is recommended that parents leave copies of vaccine records, health insurance cards and, where applicable, allergy notification cards.

As long as you continue working as a childminder, you must repeat the “First aid for children” course every two years.

The safety of the child

Many children need a lot of exercise and want to explore their environment in an active way. To enable them to do this, you must take all the necessary safety precautions relating to the development of the child.

You must keep an eye on the following potential sources of danger:

- ▶ Plug sockets must be fitted with protection so that children cannot put any objects or fingers inside.
- ▶ Poisonous plants should be removed from the apartment, house and garden.
- ▶ Windows should only be opened in a tilted position.
- ▶ Sharp objects, such as knives and scissors, should be removed.
- ▶ Cleaning fluids, plastic bags, cigarette lighters, matches, medication, alcohol, cigarettes or the like must be kept out of the reach of children.
- ▶ Only cook at the back of the hob and install a cooker guard.

Before starting to provide childcare, familiarise yourself with the premises (for example, the family's home) so that you can make an assessment as to whether there are any obvious or hidden dangers in the family home.

Never leave children unattended with household pets and ensure that nobody smokes in rooms in which children are looked after.

Data protection

Data protection must be respected. This means that you must handle any personal information relating to the child or parents as confidential. Information you receive from the parents must not be passed on to third parties without the written consent of the parents.

You may only take photos or videos of the child with the written consent of the parents. You may not publish these on the Internet (for example via WhatsApp or Facebook) and they must be destroyed when the childcare agreement comes to an end.

Legal framework conditions and finances

Supplementary childcare is a self-employed activity. During the course, you will learn:

- ▶ what kind of insurance you need to take out,
- ▶ whether you can get reimbursed for insurance contributions,
- ▶ what kind of hourly rate you can charge for daytime or night-time childcare,
- ▶ how to calculate your earnings for the purpose of paying tax on your income,
- ▶ which income you have to report to the tax office and when,
- ▶ whether you are entitled to paid holidays or sick pay.

Since this information plays a very important part in the decision as to whether you want to start this kind of activity, you will find more detailed information on the following pages.

LEGAL AND FINANCIAL INFORMATION

The Jugendamt (youth welfare office), on behalf of which you are working, is responsible for paying you for your services. The payments you receive are made up of three components:

1. Payment for educating, bringing up and taking care of the child (**remuneration**)
2. Reimbursement of reasonable costs for material expenses (**material costs**)
3. Reimbursement of reasonable social security contributions, if applicable.

Level of income

The **hourly rate** is EUR 12.50 per child. For every subsequent child you look after at the same time, you will receive half of this rate. For example, if you look after two children at the same time, you will receive EUR 18.75 per hour and EUR 25.00 per hour for three children.

If you do not look after the children in the parents' home, your expenses will be reimbursed. You will receive a **fixed expenses payment** of EUR 1.10 per daytime hour (5.00 am to 9.00 pm) and per child. If you look after the children at the parents' home, no expenses payment will be made because these costs are covered by the parents.



On application, you will be allocated part of the fixed material expenses payment to cover travel costs and personal liability insurance. In individual cases, allowances for looking after children with special individual needs may also be paid by the Jugendamt.

If you have to pay **pension contributions, for example into the German Federal Pension Fund** in connection with your activity providing supplementary childcare, you may file an application with the Jugendamt for a 50 % remuneration.

If you already have a pension scheme for example, because you are already employed and the supplementary childcare is an additional professional activity, it is possible to take out an additional pension scheme for this additional activity.

If you already have a **healthcare or nursery insurance**, for example because you are already employed and the supplementary childcare is an additional professional occupation, it is not necessary to take out and additional healthcare and nursery insurance for this additional professional activity. However, the insurance company may increase the contributions due to your income

from childcare. 50 % of this increase, which results from the activity as a childminder, will be reimbursed by the Jugendamt, if it is reasonable.

Holiday planning and illness

Days off for holidays, illness and other absences are not paid. You should agree your holiday plans as far in advance as possible with the parents. This will give them the opportunity to find a replacement carer if they cannot look after the child themselves during this time.

Income tax

For annual income of up to EUR 9,408.00 for single people or EUR 18,816.00 for married couples (as at 2020), no tax is payable because your income is below the statutory tax-free allowance.

Income from activity providing supplementary childcare (remuneration and expenses reimbursements) is, however, taxable income from self-employment, which you must declare on your tax return (§ 18 EStG, German income tax regulations). Any 50 % reimbursements paid by the Jugendamt for health and nursing care cover and for pension schemes are exempt from tax. Contributions paid by the Jugendamt for accident insurance are tax-free.

You must declare your taxable income each year by filling in a tax return and sending it in to the tax office by 31st July of the following year.

Before you start work as a child-minder, you should complete the “Questionnaire on tax registration” and send it to the tax office either via their website or by post. This questionnaire involves providing information on your expected **earnings**, amongst other things. You can download the questionnaire here: www.formulare-bfinv.de

Calculating earnings

You can calculate your expected earnings, i.e. your nontaxable income, by adding up all taxable income (pay and material expenses flat-rate payment). You have to deduct the following from the total of your

income: verifiable expenditure (material expenses), which you have incurred through your activity as a childminder. This could include, for example, travel costs, insurance costs, admission fees, training costs or telephone costs.

If you **do not** provide the childcare **in the parents’ home** and you receive a flat-rate expenses reimbursement, you can deduct an operating expenditure flat rate from your income instead of deducting the actual expenses. However, you must decide whether you want to deduct the actual costs or the calculated operating expenditure flat rate as it is not possible to mix the two.

The operating expenditure is calculated as follows:

$$300 \text{ Euro} \cdot \frac{\text{Weekly childcare hours (maximum 40 hours)}}{40 \text{ hours}}$$

For example, if you look after one child for 25 hours a week in your own premises, the monthly operating expenditure flat rate is:

$$300 \text{ Euro} \cdot \frac{25 \text{ hours}}{40 \text{ hours}} = 187.50 \text{ Euro}$$

Social security contributions

If your income from your activity as a childminder is an additional income, you will already be covered by healthcare, nursing care and pension schemes through your main employment (e.g. employment contract). In this case, you only need to pay insurance contributions if you exceed a certain income limit or you want to take out supplementary cover.

Accident insurance specific to your activity as a childminder is, however, required in all cases.

You can get in-depth advice and support on social security contributions and insurance cover from your Jugendamt or MoKiS.

www.mokis.berlin

Claiming state benefits

Income from supplementary childcare must be taken into account when claiming state benefits, such as parental allowance or allowances in accordance with SGB II (German social security code).

Voluntary healthcare and nursing care insurance

You must take out voluntary statutory (or private) healthcare or nursing care cover if:

- ▶ you are not yet covered for healthcare and nursing care or
- ▶ you are covered by family insurance (e.g. students) and your total taxable income is **over EUR 445.00 per month** (as at 2020) or
- ▶ your main employment is as a childminder providing supplementary childcare.

The calculation of your social security contributions takes place in the first year of your activity and is based on your estimated earnings. Other income from other activities must be declared where applicable. In subsequent years, your contribution will be calculated based on your last income tax assessment.

Pension schemes

You must take out a pension scheme with the German pensions office (Deutsche Rentenversicherung or DRV) within three months of starting your activity if

- ▶ you do not make any payments to the DRV through your main activity and
- ▶ your total taxable income is over EUR 450.00 per month (as at 2020).

There are various options for establishing the amount of your pensions contributions. If you have any questions, please contact MoKiS or the DRV advice service. www.deutsche-rentenversicherung.de

Accident insurance

When you start working as a child-minder, you must take out accident insurance cover consequences of an accident with the “Berufsgenossenschaft für Gesundheitsdienste und Wohlfahrtspflege (BGW)”, the employers’ liability insurance association. This insurance will provide cover for accidents at work and

during your commute, as well as for occupational illnesses. You can get application forms for this from the Jugendamt, MoKiS or online at: www.bgw-online.de


These accident insurance contributions will be reimbursed to you on request.

Personal liability insurance

You must supply proof of personal (professional) liability insurance cover to the Jugendamt so that you are insured in the event of a violation of your duty of responsibility. We advise that you apply for quotes from various personal (professional) liability insurance schemes. Some associations (e.g. the “Kindertagespflege Berlin Landesverband e.V.”) and some Jugendamt offices offer collective private liability insurance with favourable conditions for child-minders.

TEN STEPS TO PROVIDING SUPPLEMENTARY CHILDCARE

- 1.** Contact MoKiS, the mobile childcare service. Here you can find comprehensive information on the work involved, the requirements and earning potential and other support services.
<https://www.mokis.berlin>
- 2.** Make sure you are aware that working as a childminder is a self-employed activity, which should fit in with your family and professional life.
- 3.** Make an appointment with the specialist consultancy at your local Jugendamt so that they can check your suitability for the work. Where applicable, arrange for the childcare premises to be assessed.
- 4.** Put together the necessary paperwork: A certificate of good conduct, a health certificate and proof of your personal liability insurance.
- 5.** Register for the next course for the “Basic Childcare” qualification.
- 6.** Attend the training course, consisting of 24 training sessions, to qualify for supplementary childcare.
- 7.** Provide your Jugendamt with all the relevant documents and the certificate of attendance at the “Basic Childcare” qualification course.

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- 8.** Put your name down as part of the pool of childminders at MoKiS. Give them the times you are available for childcare and the place in which you want to look after children.
 - 9.** If you already know which child you would like to look after, you can start the childcare once you have set up a daycare agreement with the Jugendamt. If you do not yet know where you want to work as a childminder, MoKiS will come to you with offers.
 - 10.** Enjoy this valuable and meaningful work and rest assured that you can count on the support of MoKiS!

FURTHER INFORMATION

Contact for supplementary childcare in the Berlin district authorities

www.berlin.de/sen/bjf/go/kindertagespflege/

Laws, statutes and other regulations concerning families in Berlin

www.berlin.de/sen/jugend/recht/rechtsvorschriften/

Senatsverwaltung für Bildung, Jugend und Familie
(Senate Administration for Education, Youth and Family)

www.berlin.de/sen/jugend/

Kindertagespflege Berlin Landesverband e. V.

www.kindertagespflege-lv.berlin

MoKiS – Mobile childcare service

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Phone: +49 (30) 26103120

info@mokis.berlin

www.mokis.berlin/



READING MATERIAL

German Federal Ministry of Family Affairs, Senior Citizens, Women and Youth Childcare Handbook

www.handbuch-kindertagespflege.de

Familien für Kinder gGmbH (family counselling in Berlin):

www.familien-fuer-kinder.de/

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