

## Childminding - General Information for Parents

### Are you looking for somebody to mind your child on a regular basis?

The office of "Das FamS" tries to help all families with Braunschweig as their main place of residence to find a qualified childminder approved by the 'Department for Children, Adolescents and Families' of the town of Braunschweig. Childminders and nannies can look after your child up to the age of 14 on a regular basis at set hours. The hours of care needed are individual, depending on your needs and on the hours available with the childminder.

### How do I find a childminder with the help of "Das FamS"?

1. Make an appointment for an interview at "Das FamS". You can call during office hours, or write us an email giving your telephone number. Let us know if you prefer the interview to be in English.
2. With this interview we aim to inform you about the rules and possibilities of children's day care, as well as to answer any questions you might have. Provided with your personal details, we will call the first childminders with a vacancy and suiting your needs.
3. You will get the childminder's contact information from us, to be able to call him/her yourself to make an appointment for a first personal meeting. Let us know if you would prefer an interpreter for this first talk. This will be free of charge.
4. The aim of this first personal meeting is getting to know each other. Do trust your 'gut feeling' about being comfortable with the childminder. This is also the time to ask any question important to you.
5. If you are not happy with the childminder we suggested, please let us know. We will try to find alternatives.
6. If you have found the right childminder for your child and for you, discuss and then finalize the details of your future relationship, such as the arrangements for the familiarization phase, additional costs, plans for holidays etc. Fill in the contract together, and send it to us. Send the Form "Festsetzung des Kindertagespflege-Entgelts" to Campestr.7, 38102 Braunschweig. Please send these two documents before the beginning of the day care.

### What else do I have to pay attention to?

The contract has to be signed by both legal guardians. If only one parent has custody for the child, the other one just needs to be named.

### How much do I have to pay?

You have to pay a monthly fee (depending on your income) and the hours you have booked. For further information, please read the leaflet "Earnings-related Fee". On top of that, you may have to pay a private fee to the childminder directly. This is legal, and varies from childminder to childminder. Generally, they charge from 50 cents to 3 Euros per hour/per child.

Your personal information will be passed on from "FamS" to the Town of Braunschweig for planning and statistical purposes.

Stand: February 2019