



Family.....



<i>Father's mobile number</i>	: 06-.....
<i>Mother's mobile number</i>	: 06-.....
<i>Mobile number rear guard</i>	: 06-.....
<i>General practitioner.....</i>	: 0320-.....
<i>Dentist.....</i>	: 0320-.....
<i>Email</i>	:



Introduction

My name is Sascha Janse, I am married, have 4 children and 4 grandchildren. Since 1984 I have been working in the care of children and have officially become a guest parent since 2000. I do this with great pleasure. In addition to regular childcare, I also have children of parents who need extra care, such as children with disabilities. These children also deserve to be allowed to participate in society. Every child is unique and allowed to be there.

What means guest parent childcare

Guest parent childcare is a small-scale care in the homely atmosphere. The children in the childcare receive a little more personal attention, because the group is limited to a maximum of 6 children per time moment. This is especially ideal for children, who need just a little more mental support, or just like to be taken care of in a homely circle. The target group that concerns this are children from 4 till 12 years old. This includes VSO, BSO and regular day care during holidays and free days off from school.

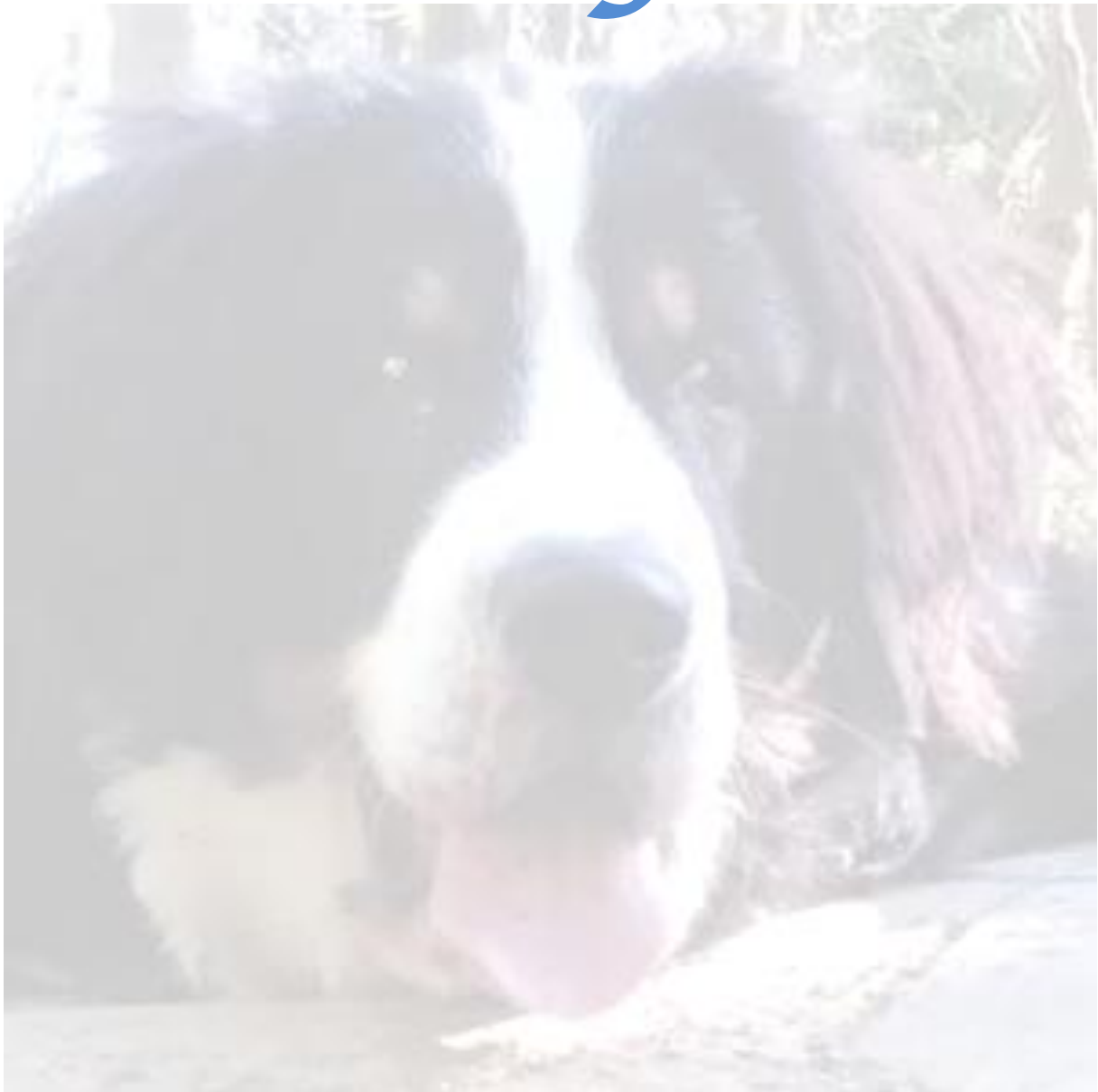
What distinguishes a guest parent from a babysitter

Nowadays, taking care of a child is more than just being a babysitter. The government encourages both parents to be able to work. But in order to qualify for the income-related childcare allowance, the guest parent must be officially registered. The government therefore imposes conditions on the care of other people's children. "You are not easily a registered guest parent." For example, a guest parent must be in possession of a diploma with a pedagogical/care background and a first aid diploma for children is also a requirement. "Those conditions are there for a reason. As a result, parents can assume that they are housing their child in a healthy and safe environment. It's a piece of security." The guest parent must also continue to train regularly, stay informed of changes made in guest parent care, comply with all safety aspects, take out special liability like an insurance for guest parents and keep a thorough administration as an entrepreneur. Being a guest parent doesn't stop at a 40-hour workweek. It is more than a full-time job which should certainly not be underestimated.

First of all, I would like to welcome you. To give you a clear picture of how guest parent care is established, I will give you a description of how this works.



Work plan





After the parent has registered via the site of the Kwebbelhoek or via a guest parent agency, a contact will take place with me, by telephone. In this conversation we look at which care is needed and whether there are available places to fulfil. After this telephone interview, an intake will take place. Here I observe the child en ask the parents which wishes they have for childcare. In addition, I look at the skills of the child and adapt myself to it. I also go through a questionnaire with the parents to find out details about the new child and what the parent expects from me as a guest parent. Furthermore, agreements are made about childcare and the pedagogical policy of the Kwebbelhoek is shared.

The first day of daycare

Such a first day is always exciting and especially difficult for a child at the same time. Therefore, take some time for your child to get used to the new situation. A child attaches great importance to being put at ease and thus immediately creates a bond of trust. Once settled, we will look at the play activities and the needs of your child. It is especially important to ensure social safety so that your child feels at home. Norms and values are important aspects of this, which must be respected by the other children.

Transport declaration and independent travel

Before the first childcare starts, a transport declaration must be completed by you as a parent, with which you grant me permission to transport your child by car. Your child is insured through the passenger insurance. If you consider your child to be large enough to travel unsupervised to or from school by bike, a separate declaration must also be signed. It states that the parent is fully responsible for any injuries that may result.



Daily schedule (structure)

At the beginning of the day, the children are brought for Preschool care or day care by the parents. After a short handover, the mom or dad wave the children goodbye. After this I bring the children of Preschool care to school. In the afternoon I will pick up Afterschool care children. When we get home, we first go for a drink and the children get some goodies. The moment is also used to share the stories of the day with each other. Afterwards, they can play indoors or outdoors, depending on what the children prefer. I don't do mandatory assignments and themes. The children also have a day job at school and need to do something they want to do themselves. In this, they are dismissed. On Wednesday afternoon there is also a possibility for baking activities. We make a list of what we need and go to the store. The children take a cart and we walk through the store together to collect the supplies. The checkout is also part in this. This way the children learn to deal with money. Of course, clear agreements also apply in the store. When we get home, we make the treats and put them in the oven.

At the end of the day, the children are picked up by the parents and the children take home their homemade delicacies. There is also a transfer between me and the parent to go through the day and share any details.

Social personal development of the child

Every child has their own needs. This is monitored weekly and, if needed, reported from the parents in a notebook to describe the development of the child. Some parents value staying informed about what their child has done and developed. The children are given the space to play alone as well as to participate in a group activity. This also stimulates socialization and participation within a larger group.

Playing together, sharing together is the motto. A child should play as much as possible, because it is good for the development of fine and gross motor skills. It is also good for cognitive development, such as being able to absorb and process knowledge and information. Also for the social development to interact with other children, playing is super important! Setting boundaries, learning to share toys and working together to build something is part of this. They learn to have something for someone else. Of course, this also includes cleaning up together if various toys have been played together or a board game has been played. I try to encourage them as much as possible to work on one thing at a time. There is also room to make a craft together. In this, the individual input remains essential in order to shape one's own imagination. Each child is unique in their own way and should be viewed with respect.



Special days or occasions

Attention is also given to special days such as **Easter**. We then go looking for Easter eggs in the forest, paint eggs and bake Easter themed goods. We also do not let other holidays such as **Sinterklaas** pass us by. With Sinterklaas we make it a party and ensure that every child has a small gift in the bag.

Father and Mother's Day is also very exciting and important for a child. In this I try to stimulate your child, but nothing is necessary, it is allowed. This also applies for making a lantern for the **Sint Maarten**.

The Birthday of a child won't get unnoticed and is celebrated with the other children. We have a small party including a small gift. We sing together and photos are taken, which I will send to the accompanying parents. Photos will not be published anywhere. This is to ensure the privacy of your child.

Outdoor safety

Going to do something with children is always fun. Awareness of danger outside the garden fence is important. Rules are such as traffic. Safety is paramount, both for themselves and for the others around them. I make clear agreements with the children and explain to them what dangers may encounters in traffic when we leave the fence. I think this is a very important and essential part to teach them. For the older children from 7 years there is a possibility to play outside without supervision, if parent gives permission for this with the consent form. It states that the parent is responsible for any injuries that may result. In addition, it is especially important to know whether a child has a swimming certificate in the context of safety. Also clear agreements will be made with the children about what is allowed and not. If a child does not comply with the agreements, the child will be temporarily placed under supervision again until he or she is ready to fulfil agreements. Please give and/or put on old clothes to wear. The Guest parent is not responsible for the wear or tear of the clothing. Please take this into notice.

Correcting and stimulating behaviour

Every child is sometimes naughty, nothing goes right or is not comfortable at that moment. Nether the less, I also have rules that a child must follow. These are rules related to respect. This includes stopping, when necessary, but also treating the animals correctly. Playing together, sharing together is also part of this.



If a child does not behave, there will be a time-out on the stairs considering age. Example: a child of 2 years 2 minutes after consultation and explanation and a child of 5 years 5 minutes. On a 2nd time after a moment of rest replay of time-out on the stairs. On a 3rd time, the corridor becomes the timeout. If this does not work yet, the child will sit next to me and consultation will be done with the parents.

For example, if a child has had a bad day at school and starts sulking and teasing at the guest parent childcare, I try to encourage the child to get out of this and adopt a positive attitude, by showing how things can be done differently. This can be stimulated by, for example, earning stickers for the good moments.

The children also learn to make agreements with me and to stick to them. For example, not playing on the stairs or being in the kitchen while cooking. This will be monitored.

Documents required for reception

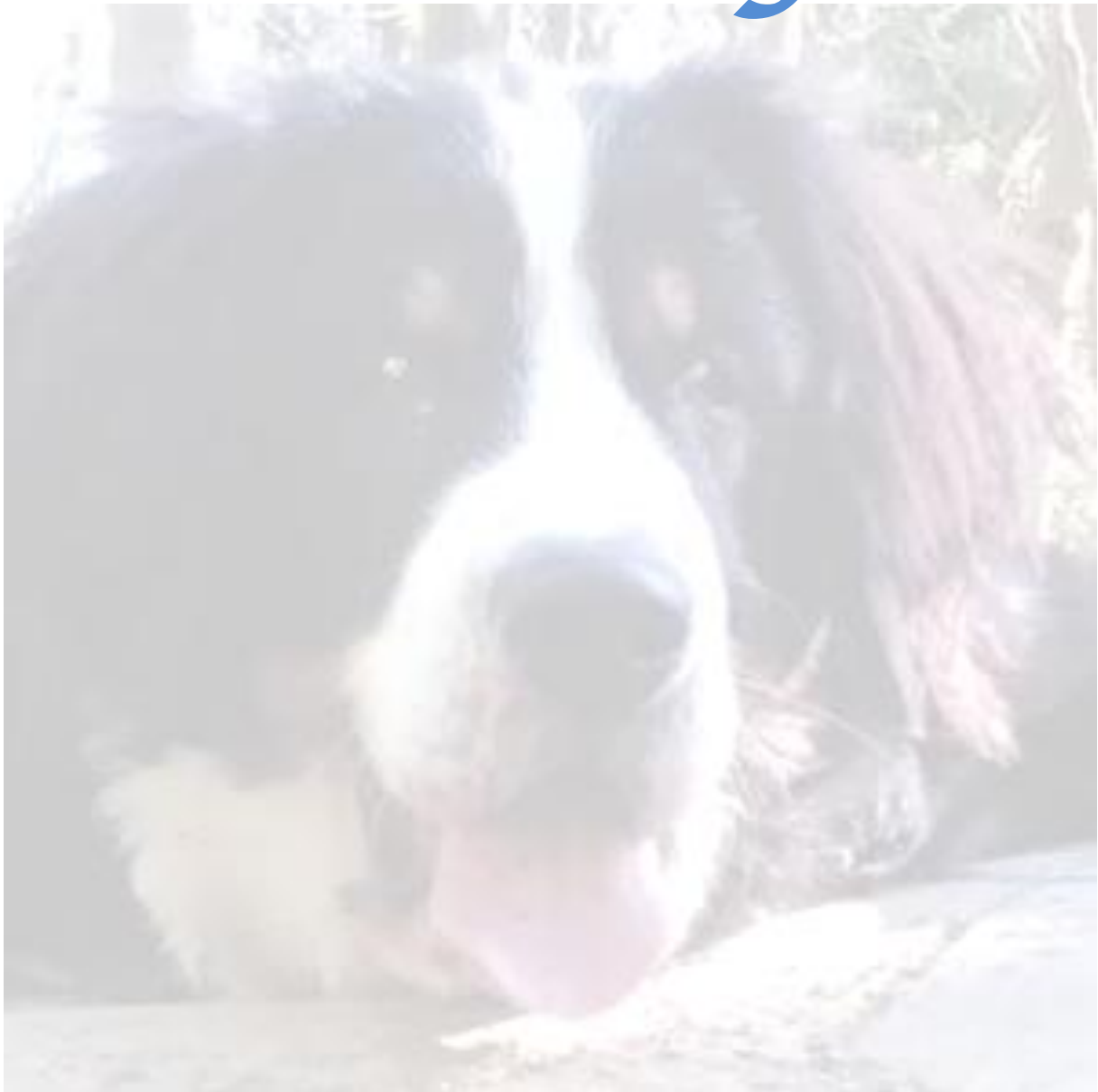
If your child comes into daycare, I want to receive (if applicable);

- *Mobile numbers of both parents*
- *Mobile number of another relative in case of not reachable*
- *Copy of the (**recent**) health insurance in case of emergency*
- *Medication statement for administration if applicable*
- *Transport declaration*
- *Independence form (for each child separate)*
- *Explanation deviation safe sleeping*
- *Consent form photo/ video/ social media*
- *Permission form excursions*
- *Form use of swimming pool*

Note: these forms can all be found in the back after the policy plan.



Policy





Being ill or becoming ill with the guest parent

If children become ill, this is very annoying for the child, but also difficult for the parents who must work. The child prefers to stay at home in his own environment. The parent remains primarily responsible in this. This is what I personally strive for, to prevent other children in the daycare from possibly being made ill and thus causing problems for the other parents in question. If this does not work, it can be examined in consultation with me, depending on the illness and its severity, whether childcare is possible. I will follow the guidelines of the GGD and the RIVM whether this is possible.

It is not allowed to deliver children sick to the guest parent without consultation in accordance with the guidelines set by the RIVM. I will therefore refuse your child to daycare until your child is free of illness for 24 hours. If during the daycare it appears that you have brought your child with medication to suppress the illness, I will urge you to pick up your child and a conversation will take place later. The guest parent agency will be informed about the situation and will be recorded in writing.

If the child has stayed home sick and comes back to daycare, report this to the guest parent at least one day in advance in connection with planning.

For medication use, a signed parental consent form is required. A list will be kept by me, when, what and what time the medication was given. To confirm that the questioning parent has had a transfer of this, I ask for an autograph. Any allergies will be made known to the guest parent for the benefit of your child's well-being. Even if this is still in a suspicious phase.

What are the requirements of a guest parent

A good guest parent should meet the following requirements.

- *Good VOG for guest parent and all live-in housemates from the age of 18*
- *A registration in the National Register*
- *MBO2 diploma and a valid first aid diploma including repetition*
- *Follow courses such as Pedagogical, dealing with parents, babies, toddlers, preschoolers, adolescents, schoolchildren so that I am a source of information for parents*
- *GGD checks and an approved risk inventory*
- *Driving licence with passenger insurance and an AVB (W.A. Professional)*
- *Command of the Dutch language and communication skills*
- *Be in possession of all consent forms of the questioning parents*



Calamities

A guest parent is an educator for your child and stands alone on a group of a maximum of 6 children. An emergency may occur with one of the children, so that, for example, a doctor or hospital must be visited urgently. In that case, the parent will be contacted to handle this. If the parent is not available, I will call in my rear guard to temporarily take care of the other children, so that I can leave with the child in question. At the guest parent agency it is known who the back guard is.

*As in any family, private calamities can occur to me. Provide a rear guard at the start. I expect from you as parent to **understand the situation** and a **proactive attitude** to get contact with the guest parent agency for alternative solutions. I won't be an option to settle it at that point.*

Parent schedules and sports

*Guest parent childcare requires a lot of organizational ability to schedule the children optimally. That is why it is important that the school schedules are received well in time to me, so that I can start puzzling. In addition, it is good to know that I can have 6 children per time moment so **full means really full!** Children cannot simply be brought without being scheduled in advance with the guest parent. I will therefore have to refuse these children for childcare. I urge you **not to act like this!** Avoid trouble! This prevents discussions.*

*It is also important to know when a child has **gymnastics** at school. Please report this at the start of new school year. If a child must be brought to a sport or picked up, I will cooperate as much as possible if allowed, because physical exercise is good for a child.*

Policy regarding the pick-up of the host child(s)

If a child is not picked up by the guest parent (contractor) at the guest parent childcare but by someone else, this must be known to the guest parent in advance. This also applies to divorced parents, whose ex-partner does not have a contract with me. This policy is to protect your child from possible emotional damage that may arise as a result but also to prevent confusion. In the absence of this information, I will refuse to give the child to that person. The parent will then first have to give personal permission. The parent will also be held accountable for this unsafe situation to prevent recurrence. All this in the interest of guaranteeing a safe home for your child!



Policy around every reserved hours

These are the hours that lay the foundation for the reserved hours according to contract, these are invoiced at least. The time from the moment a parent enters to pick up or bring his / her children is also included. So coming in earlier or leaving later with the children will be billed extra. The travel time to school is also included (15 minutes). The minimum purchase per childcare moment must be at least 2.5 hours with exception of Preschool childcare.

Holiday request policy

*Application forms are distributed to the parent for each school holiday, on which it can be filled in, on **which days and hours** childcare is needed. This only applies if the parent must work. There will be a **closing date** on it, when it must be returned to us at the latest, in connection with the holiday planning. Late return of this form possibly leads to disappointment.*

*The basis will be made initially on the **fixed days**, that your child comes according to the contract. Outside of these days, the request will be processed last. In addition, we must consider the maximum number of children that we can take care of. It is therefore possible that we will have to deal with too many requests for a day of care. A child will then **be put on first reserve**, to prevent violate the GGD rules of 6 children per time moment.*

The following rules apply;

- *A question parent who is only entitled to 1 day per week will be considered as much as possible to grant this.*
- *A parent who has several children in our care will be considered as much as possible to grant this.*
- *A parent who has a contract with us on flexible days will discuss with us how we will shape this.*
- *Your child will be placed on reserve **for a maximum of** 1 day per week.*
- *Only **clearly** completed holiday forms with start and end time will be processed. It is not possible to request a holiday verbally or by any other means.*
- *It is not possible to **cancel allocated days during holidays**. The agreed days are fully charged, because taking care of another child was therefore not possible due to the planning.*

*In any case, make sure that there is a **rear-guard** present if your child is in reserve. As soon as the planning is complete, you will receive the application form back with what has been approved and what reserve. As soon as a place becomes available, you will be informed, which you can use if necessary. If you decide otherwise, that's up to you.*



Policy around to make payments

On the last day of the month, all childcare hours will be sent to the parent. The parent must check and approve the hours the same day. The invoice is sent by the guest parent agency and must be paid within 5 working days at the latest. This is to provide the guest parent with financial resources to continue to make childcare possible. In case of no timely approval of the hours or timely payment, the childcare will be temporarily stopped immediately, until payment has been made. The reserved hours are simply invoiced, despite no use being made of the childcare. In case of repeated late payments, a conversation will take place. The guest parent agency will be involved, and the agreements will be recorded in writing. If the parent defaults again, the contract will be terminated with a notice period of 1 month.

Reserved hours will always be invoiced and will therefore not be deducted from the minimum hours to be taken and / or agreed. Even if a child becomes ill during childcare or stays home.

When the parent takes vacation during a period when the guest parent is available, the hours will be billed according to contract. If the guest parent goes on holiday, no hours will be billed during that period. You can then do a request via the guest parent agency.

Childcare rate per child per hour excluding agency costs

The rate of childcare amounts 8,50 per hour per child. Everything is in it. Via <https://www.belastingdienst.nl/rekenhulpen/toeslagen/> you can apply for the childcare allowance. The maximum allowance in 2026 is set by the government at 8,49 per hour, income dependent till 96%. During holidays there is a surcharge of 100% per hour and is only possible in consultation with me. The extra compensation will be in addition to the existing contract hours, so even if you have partially used the existing contract hours. For childcare outside the opening hours, a surcharge of 50% will apply.

What can you expect?

- Professional care and guidance of your child
- Transport between Kwebbelhoek and your child's school
- Occupant and liability insurance for damage that may occur
- Snacks, fruit, drinks, lunch and possibly dinner
- Various craft supplies such as paint, kits, etc.
- Very wide range of toys to stimulate your child
- Celebration of special days with accompanying gift
- Annual outing depending on the possibilities



Termination of contract by the questioning parent

The moment a contract with the guest parent is terminated, the last month goes into effect. You will have to inform the guest parent agency and the guest parent in writing of the termination of the contract yourself. This to know the end date. You must have a confirmation for the tax authorities. Your invoicing will continue till the end of date. The tax authorities have to get informed by you.

Accessibility, reception times and closing days

*From **Monday till Friday** the Kwebbelhoek is open **between 6:30 and 18:30**. Within these hours, I can also be reached on my phone number. Outside these working hours, I can only be reached in case of emergencies that cannot wait. I expect every parent to take this into notice because I also have a personal life. Childcare during holidays or deviating times are only in possible in consultation with me. A special rate will be charged (see previous point). Kwebbelhoek is closed in the last 3 weeks of the summer holidays plus the first week of new schoolyear. So, a total of 4 weeks. I am **therefore not available**. For replacement childcare, you can turn to the guest parent agency, to which you are affiliated. They will try to arrange alternative childcare for your children. Please indicate this as early as possible to avoid disappointment. If you are going on holiday yourself, please report this it to me as soon as possible. Then I can take this into account because of the schedule planning.*

Complaints

Every year an evaluation takes place with the guest parent. Here you can submit complaints and ask questions to the guest parent and the guest parent agency. Personally, I would have preferred to ask a complaint or a question directly, as soon as there is one, so that we can discuss this immediately. If we cannot find a solution, you can also contact the guest parent agency, to which you are affiliated. Then the conversation will take place in the presence of a mediator from the guest parent agency in question.

Questions or comments

If you have any questions regarding the pedagogical work and policy plan, please email me to sascha@gastouderopvangdekwebbelhoek.nl. Of course, you can also reach me on the mobile phone number, which is known to you by means of the business card that you received during the intake.



Signature

The pedagogical policy plan has been read by the parent and has been informed of what it contains. The consent forms must be completed by the parent. They comply with the standards according to the most recent legal rules. Upon signing, the parent agrees with the content of the policy plan. The forms can be found after this page.

Parent: (name + signature)





Transport declaration

Name of child 1..... Date of birth.....

Name of child 2..... Date of birth.....

Name of child 3..... Date of birth.....

Name of child 4..... Date of birth.....

Name guest parent: Sascha Janse

Address guest parent: Rozengaard 12 14, 8212DD, Lelystad

Hereby the parents of that his/her child(ren) may be transported by the guest parent by:

BIKE: yes/no

The guest parent provides a proper bicycle that is equipped with an approved child seat adapted to the age of the child.

Front bike seat

Rear bike seat

Cargo bike

Other:

CAR: yes/no

The guest parent has taken out accident occupant insurance and the child(ren) will be transported in an approved car seat adapted to the age of the child.

- ☐ *Maxi-Cosi*
- ☐ *Car seat*
- ☐ *Seat reducer*
- ☐ *Booster seat*
- ☐ *Otherwise*

Place:.....

Date:

Parent(s)/carer(s)

Signature



Declaration of independence

Child's name:

Child's date of birth:

Name guest parent: **Sascha Janse**

Address guest parent: **Rozengaard 12 14, 8212DD, Lelystad**

This statement is to record and/or confirm the agreements made between parent(s)/carer(s) and the guest parent. In consultation with the guest parent, these agreements can be updated at any time. The child must have at least a swimming diploma A in connection with safety, in order to get permission for the following appointments, The statement is kept by the guest parent.

Appointments: (~~striketrough~~ does not apply)

- ☐ Child does or does not go independently from school to guest parent
- ☐ Child goes to school independently from guest parent
- ☐ Child does or does not go home independently from guest parent
- ☐ Child does or does not go independently from home to guest parent
- ☐ Child goes independently of to.....
 - ☐ on foot
 - ☐ by bike
 - ☐ by bike
 - ☐ otherwise:

Child may/may not play alone outside (which area)

- ☐

Parent/carer is aware that, without the supervision of the guest parent, it only entails risks outside of his or her life. Guest parent is not liable for any injuries that may result from this.

If the arrival time differs by more than 10 minutes without notice, the guest parent will contact school / questioning parent / so that they can take action.

- ☐ Arrival times:.....

Place:.....

Date:

Parent(s)/carer(s)

Signature



Consent form: photo/ video/ social media

Name of child 1:..... Date of birth.....

Name of child 2:..... Date of birth.....

Name of child 3:..... Date of birth.....

Name of child 4:..... Date of birth.....

*Name guest parent: **Sascha Janse***

*Address guest parent: **Rozengaard 12 14, 8212DD, Lelystad***

During childcare hours, the guest parent will be able to take photos and/or videos of your child(ren). For example for birthdays, trips, fun activities or just like that. In order to make good agreements, we lay down a number of options below:

**cross out where not applicable*

*I ~~do~~/**do not** give permission to the guest parent to photograph and/or film my child(ren)*

I give permission to the guest parent to take her photos/ films:

can or cannot be placed in the WhatsApp group with multiple parents

can or cannot be place in the WhatsApp of us as parent (s) / guardian (s)

can or cannot be placed on the guest parent's website as promotional material

can or cannot be post on facebook page of the guest parent's childcare

can or cannot be posted on the guest parent's Instagram

Place:.....

Date:

Parent(s)/carer(s)

Signature



Medication declaration for administration

(delete as appropriate)

Ms/Mrs/Mr..... reachable on telephone number
..... parent/guardian of child's
date of birth

Hereby gives permission to **Sascha Janse** to administer the above child the
following medicine once a day:

The time of administration is at Hour and dosage at a time is through
the mouth/nose/eye/ear/anus/skin/.....

The effective date is per Finish..... and the drug must
..... be stored. Possible side effects of this medication are:
.....

The following measures should be taken if the child reacts differently to the medication
than expected

And agrees to the following terms and conditions:

1. The drug is in its original packaging.
2. There is a leaflet in the package.
3. The child's name is indicated on the box, tube or bottle.
4. The parent/guardian is responsible for the expiration date.
5. The parent/guardian is responsible for notifying you of changes and providing a new form to be filled in.
6. The parent/carer takes the medicine with him and back home each time the child comes to the guest parent, unless otherwise agreed, namely.....
7. Parent/carer knows that if something happens to the child that is related to the above medicine, the guest parent or guest parent agency cannot be held responsible or liable.

Place:.....

Date:

Parent(s)/carer(s)

Signature



Permission form excursions and excursions

Name of child 1:..... Date of birth.....

Name of child 2:..... Date of birth.....

Name of child 3:..... Date of birth.....

Name of child 4:..... Date of birth.....

Name guest parent: Sascha Janse

Address guest parent: Rozengaard 12 14, 8212DD, Lelystad

The guest parent can organise activities that take place outside the guest parent's home. Think of trips to the petting zoo, parks and playgrounds nearby, but shopping is also an outdoor activity and can be seen as a trip.

Excursions include activities to, for example: amusement parks, indoor play paradise and zoo. These trips/excursions will always take place under the supervision of the guest parent. In principle, your child is only allowed on trips and excursions if you have given written permission for this.

With this statement you as parent (s) / guardian (s) give permission to the guest parent to take your child for trips: (delete where not applicable)

- o go to a petting zoo*
- o to forest, parks and playgrounds nearby*
- o go shopping*
- o join the visit of guest parent family members*

With this statement you as parent (s) / guardian (s) give permission to the guest parent to take your child for excursions: (delete where not applicable)

- o go to a fairytale forest or amusement park*
- o go to the Experience Forest and is allowed in the water under the supervision of the guest parent*
- o go to an indoor play paradise such as a Balorig*
- o go to a zoo/meadow*

Place:.....

Date:

Parent(s)/carer(s)

Signature



Form use of swimming pool

This form is used to record whether the questioning parent agrees to play child(ren) in the swimming pool(ren) present with the guest parent.

Name of child 1:..... Date of birth.....

Name of child 2:..... Date of birth.....

Name of child 3:..... Date of birth.....

Name of child 4:..... Date of birth.....

*Name guest parent: **Sascha Janse***

*Address guest parent: **Rozengaard 12 14, 8212DD, Lelystad***

The parent(s) hereby expressly consent by signing this form to:

To be played in the swimming pool(s) with the guest parent taking into account the risks. The guest parent adheres to the rules described in the protocol "playing outside" of the relevant guest parent agency

Parents take care of swimwear or swim diapers

Other comments and agreements:

Place:.....

Date:

Parent(s)/carer(s)

Signature



Volunteer form

*This form is used to record whether the questioning parent agrees, that the child(ren) remain with the guest parent's partner during the guest parent's temporary absence or are taken care of. This volunteer is called **René Janse**.*

Name of child 1:..... Date of birth.....

Name of child 2:..... Date of birth.....

Name of child 3:..... Date of birth.....

Name of child 4:..... Date of birth.....

*Name guest parent: **Sascha Janse***

*Address guest parent: **Rozengaard 12 14, 8212DD, Lelystad***

The parent(s) hereby expressly consent by signing this form to:

Leave their child(ren) with the volunteer, when they are still sleeping, are not well or that their child(ren) come independently from school to the guest parent care and are taken care of by the partner. Permission is also granted to have the child(ren) picked up or brought to or from school by the volunteer. The guest parent remains ultimately responsible for this at all times.

Place:.....

Date:

Parent(s)/carer(s)

Signature