



BES^(t) 4 KIDS

Ministerial Decree Childcare BES



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Content childcare agreement (minimal)

Information child

- First name and surname
- Date of birth

Information parent (and partner parent)

- First name and surname
- Date of birth
- ID-number

Use of childcare

- Start date
- Type of childcare
- Number of day parts per week
- Parental monthly contribution

Information about the organization

- Name organization
- Name and surname holder
- Address
- Location (if applicable)

Other

- Signature parent(s)
- Signature holder
- Date of signature

Explanation agreement

- Removed from requirements after informal consultation session in April 2025: home address, operating license number, end date of childcare and ID number of the child.
- The partner of the parent must also provide their data, if he or she is also a parent (blood relative, relative-in-law or foster parent). For example, the spouse of the parent who is also the biological father of the child must also provide data. But a grandmother living with the child's parent does not, as she is not a partner of the parent.
- Childcare organizations can add more to the childcare agreement, this is the minimum.

Application childcare compensation

Information organization

- Name organization
- First name and surname holder
- Address
- Location (if applicable)
- Operating license number
- Extract Chamber of Commerce (not older than 1 month, to be provided with first application and in case of changes)

Information about the child

- First name and surname
- Date of birth
- Start and end date of the childcare (end date: only when childcare is ended)
- Type of childcare
- Number of day parts per week

Financial information

- Bank account number
- Signed copy bank statement (not older than 1 month, to be provided with first application and in case of changes)

Information about the parent(s)

- First- and surname
- Date of birth
- ID-number

Administration (part 1)

The administration of a childcare organization should at least include the following:

- All childcare agreements (for content, see slide 4)
- Attendance lists
 - Per week, minimally includes name of the child and organization. And date, with confirmation of attendance per day part.
- Proofs of deregistration
 - Free of form. Minimally included full name of child and organization (and location, if applicable). And on which date the childcare has ended.
- Invoices
 - Minimally includes the name of the organization, parent (or partner) and child, the amount of the parental contribution and the month, and invoice number.
- Proofs of payment parental contribution
 - Free of form. Minimally includes date of payment, name of parent (or partner), name of organization and holder, invoice number and amount of parental contribution.
- Retention period of these documents is **5 years**.

Administration (part 2)

The administration of a childcare organization should at least include the following:

- Operating license of the location
- Certificates of Conduct
- Safety and health policy
- Composition and regulations of the parent committee (for childcare organizations with more than 50 children)
- Evidence of training requirements (diplomas)
- First aid certificates
- Pedagogical and educational policy plan of the children's center.

- The retention period for these documents is **2 years**.
- *Exception: certificates of conduct must be saved for 3 years.*

First aid qualifications

The decree will specify learning objectives for the first aid qualification. Qualifications are valid for **2 years**.

The person qualified for first aid can:

1. Asses the safety of the situation;
2. Ensure a safe situation as much as possible;
3. Ensure personal safety and, if possible, the safety of children and others in an unsafe situation;
4. Call for professional help;
5. Recognize a disturbance in consciousness, breathing and circulation and act appropriately;
6. Perform CPR on children;
7. Provide first aid in case of:
 1. burns;
 2. poisoning;
 3. choking;
 4. wounds and bleeding; and
 5. injuries to head, muscles, bones or joints.