

Private childcare

Pedagogical supervision and financial subsidy



**Find a private
child-minder**



**Buy care in a
large programme**



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Introduction

Welcome to private childcare

Private childcare is a joint name for several types of care. As a parent, you have the opportunity to buy care in an existing "large programme", use a private child-minder or hire your own child-minder and receive a subsidy towards the payment of the care.

Common for the private childcare programmes:

- Your child keeps its position on the waiting list while you use private childcare
- The municipality of Copenhagen provides a financial subsidy. The subsidy size depends on the child's age and the number of weekly hours of care
- The municipality of Copenhagen conducts pedagogical supervision
- You must find your own child-minder or day care programme. The municipality of Copenhagen does not maintain waiting lists of child-minders and large programmes

In this guide, you can find more about procedures, regulations and subsidy rates in private childcare.

For further information about employment of a private child-minder, contact INFO-team.

You can use private childcare from when your child is 24 weeks old and until it starts in 0th form (as of 31 July in the year your child starts school).

Private childcare is not a municipal care offer - but a private childcare programme where the municipality covers up to 75 % of your expenses.

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Common rules for private childcare

There are three different types of private childcare:

1.
You may use a private child-minder who can take care of one and up to four children in your home, the other child's home or his or her own home. If the child-minder take care of three or four children the pedagogue will make an extended assessment.
2.
You may buy a place in a large programme. In a large programme, several child-minders have joined to take care of more children. The large programmes have their own internal waiting lists.
3.
You may employ a child-minder. Contact the INFO-team for further information.

If four children or more are cared for in external premises, you will need an occupancy permit - contact Building & Housing on tel. 3366 5200.

You can use private childcare according to your own need for care. It can give advantages such as:

- flexible times of care
- a safe care environment
- less risk of infection
- less stress in a busy daily life
- large influence on the child's daily life

Count on three weeks processing time from when Private Childcare receives your contract until the programme has been approved.

Working procedure – in brief

Find a child-minder

Firstly, it's about finding a private child-minder. The child-minder may be for example a grandparent or a good friend. It may also be a child-minder who you find through the municipality's electronic notice board on www.kk.dk/opslagstavle

Here you may find notices and contact information on large programmes as well as child-minders. You may also put up a notice yourself where you seek a child-minder.

Find a playmate

You also have the possibility of joining another family in finding a joint child-minder. Most child-minders take care of two children who can have great joy in each other's company. The child-minder is paid per child.

Contract terms

In private childcare there is a mutual term of notice of 14 days.

Be aware that some large programmes and child-minders have a contract supplement where it appears that the term of notice is longer than 14 days. You can only get the subsidy in the period where the child-minder takes care of your child - however maksimum 2 weeks in the same period your child is registered in a public day care. This means that you may expenses for both child-minder and day care for a period of time. Remember to read the contract supplement carefully before you sign it.

If you are offered a place in a nursery or day care with a shorter notice than 14 days you will receive a contribution for 14 days from the day you accept the offer. However, no later than five days from the date of the offer.

The child-minder must be paid in the notice period and at the same time you must pay for the place in the nursery/day care in the overlapping period.

Therefore it is important that you terminate the contract with the private child-minder IMMEDIATELY after you have received a day care offer that you wish to accept.

You are obliged to inform your child-minder continuously of the prospects of your child obtaining a place in a day care.

Private childcare is a private matter between parents and the private child-minder. The municipality of Copenhagen does not set the price for care.

The municipality provides financial subsidies and conducts pedagogical supervision. You must have the same registered address as the child.

Documentation

If you use a child-minder or buy care in a large programme you must keep a copy of the contract and the receipts for the monthly payments to the child-minder for minimum 5 years.

Both you and your child-minder must sign the receipt forms and you must send a copy of the receipt to Private Childcare **each** month. You will only receive the financial subsidy after we have received the monthly receipt.

Private Childcare must report the information to the tax authorities.



Use a private child-minder

Agree on price, time and place

When you have found a private child-minder, you should agree on work conditions and terms such as monthly payment, pay during illness, holiday as well as times and place of care.

The subsidy of the municipality of Copenhagen depends on the child's age and the number of hours per week. You can see the subsidy rates on page 11. The care can take place in your home, in another child's home or at the child-minder's no more than 48 hours per week. It is also possible to change between the places of care as long as the houses are approved by a supervisor.

If the child-minder takes care of the children in his or her home, he or she has a standard deduction of 58 %, which shall cover undocumented costs for the children's' food as well as wear and tear of the child-minders home. Furthermore, the child-minder has his or her own personal deduction.

Supervisor

As soon as Private Childcare receives your contract, a supervising pedagogue will contact you in order to plan a start-up meeting at the place of care. The meeting takes about two hours and you and the child-minder must participate. At the meeting, the pedagogue will focus on language skills the pedagogical content of the care as well as the safety issues.

Pedagogy:

The purpose is to evaluate the child-minder's maturity and resources in relation to the responsibility it is to look after children as well as evaluate the demands to the child-minder.

At the meeting we will discuss the child's welfare, rhythms, sleeping and eating habits, and the pedagogue will review different practical issues – including playroom options. The pedagogue will hand out a booklet pedagogical subjects as an inspiration to the visits from the supervisor.

The subjects can be discussed continuously with the pedagogue and the child-minder can also bring up subjects and dilemmas from the daily life.

Safety:

Before the meeting is finished, the pedagogue will review the place of care in relation to the child's safety. Requirements to safety must be followed before the programme can be approved.

The pedagogue will review the following among other things:

- Windows and doors
- Kitchen – including cooker, child safety locking cabinets and drawers, knives and sharp objects,
- Railings - "scissor gates" are not approved
- Storage of cleaning agents, washing powder, plastic bags and medicine
- Non-slip carpets
- Loose wires, defective switches and statutory relay
- Distance between bars in bed - max. 6 cm.
- Wash and dress facilities
- Outdoor areas

Furthermore, we will review the guidelines for childcare and the child-minder and the parents have to sign them. Private Childcare will obtain a criminal record and "børneattest" of your child-minder.

After approval of your childcare programme, Private Childcare calculates your subsidy and starts the payments. You and the child-minder/large programme receive a copy of your contract as documentation for the approval with secure mail.

The first supervisory visit takes place within the first month. If the pedagogue is puzzled or worried about anything regarding the contents of the programme, the parents will of course be informed.

Who can become a child-minder?

Your child-minder must fulfil the following requirements:

- must have the physique lift and carry small children in a secure way
- must have the mental energy to hold small children's different ways of expression, i.e. anger, joy, disappointment, sadness and curiosity
- must be able to care for your child so that the child experiences security in relation to the child-minder
- must be present and communicating in the contact with your child with a special focus on the child's linguistic development
- must have sufficient knowledge of the Danish language to be able to develop the children's Danish-language skills. Documentation in the form of ninth grade school-leaving certificate or Danish 2 with a minimum of the mark 2 can be required
- must be able to convey observations about the child's development during the dialogue with the supervisor
- must be open to guidance and instruction on caring for your child and must be able to translate it to the benefit of the child
- must have a criminal record without things that prevent the care of your child in a secure way. The child-minder must sign a form that Private Childcare may obtain a Danish criminal record and a "børneattest". If the child-minder cares in his or her own home and has a spouse or children living at home at the age of at least 18, they must obtain the criminal record themselves at the local police station and send it to Private Childcare. For everybody more than 15 years old the Private Childcare will obtain a "børneattest".
- must have a work permit if he or she comes from a country outside the EU and EEA. Contact the Danish Immigration – Service for further information.
- must be able to create a learning environment.

If the child-minder is not originally from Denmark and has lived in the country for less than 10 years, he or she must obtain an original criminal record from his or her native country. The criminal record must be translated and approved at the child-minder's native country's embassy in Denmark.

Who cannot become a child-minder?

A parent can not get subsidy for caring for his own child in Private Child-Care. There is no legal basis for approving au-pair m/f as a private child-minder. An au-pair does not have a work permit as the stay primarily serves an educational purpose.

Playrooms and other events

The pedagogical supervision in private childcare plans a gymnastic playroom. Here, the children may join a large group of children which may strengthen and develop the social competences and motor skills. At the same time, your child-minder can exchange experiences with other child-minders and pedagogues.

The gymnastic playroom is closed during the summer.

The large programmes do not use private childcares' gymnastic playroom. They are self-sufficient with games, rhythmic and excursions. Other events will be advised at www.kk.dk/opslagstavle

When can a private childcare programme begin?

The care programme may begin any day of the month. We recommend that the child-minder and the place of care are approved before start-up as the subsidy is not paid until the programme has been approved.

Substitute programme

If you have an approved private childcare programme, you can receive a contribution of 75 % of your expenses in connection with acquiring a substitute when the child-minder is ill. The care must take place in the home which has been approved for childcare. Pædagogisk Vikarbureau (pedagogical substitute service) has been approved by Private Childcare and the used subs are trained pedagogues.

If the child-minder is ill

Contact Pædagogisk Vikarbureau on tel.:

70 27 12 18, 35 82 35 87 or www.pvb.dk

If you contact Pædagogisk Vikarbureau outside office hours, you may leave a message on the answering machine. You will be called immediately after.

Pædagogisk Vikarbureau will send a substitute who will take care of your child/children. They will then send an invoice for the full amount.

- Holiday/illness; e.g. agree on notice in connection with holiday, illness and fit for duty reporting, working hours, lieu days

- Information on child and care; e.g. a diary with information on telephone numbers, allergies, emergency plan, eating and sleeping habits

A copy shall be sent to Private Childcare who then deposits 75 % of the expenses in your NemKonto within five working days.

Health insurance

The child-minder can sign a sickness benefit insurance which may secure against financial loss in connection with illness. Sickness benefit can be ensured from the third day of absence (type 1 insurance) or from first day of absence (type 2 insurance). Furthermore, child-minder can draw up insurance for full rate or $\frac{3}{4}$ rates. Read more about regulation and prices at www.indberet.virk.dk "sygedagpengeforsikring".

Unemployment fund

If the child-minder is a member of an unemployment fund, there is a three week quarantine in case the child-minder becomes unemployed and is eligible for unemployment benefit – regardless of whether the parents have dismissed the child-minder or if the child-minder has terminated the contract. If any questions about the unemployment benefit the child-minder has to contact the unemployment fund.

Good advice

You should make written agreements with the child-minder about practical issues in daily life:

- Use of the home; e.g. telephone, computer, TV, radio, food, visits

- Excursions; e.g. demands of transportation, distances, excursion spots, trips with other child-minders, beach

Buy a place in a large programme

Sign the contract

When you have visited the large programme and they have offered you a place, you must fill in the contract. You can find the contract on pages 13 and 14.

The subsidy of the municipality of Copenhagen depends on the child's age and the number of weekly hours of care. You can see the subsidy rates on page 11. You must sign the contract and the large programme must apply their stamp and signature.

If the large programme has a contract supplement, you must be aware of the terms of notice.



Subsidy

Subsidy rates

There is a limit to how high the subsidy may be, depending on the child's age, the number of hours of care and child-minders income pr. month. The subsidy can make up no more than 75 % of your expenses for the care programme. The price of care is up for negotiation between you and the child-minder.

In the table you can see the subsidy rates for 2018. The subsidy follows the then-current reimbursement rate. You can also see what your self-payment at least should be in order to be eligible for the maximum subsidy from the municipality.

You can receive a subsidy from the starting date you have written in the contract – however, no earlier than the day Private Childcare receives the contract and if the programme is approved afterwards and Private Childcare has received documentation for the payment. The subsidy is not paid out, however, when the care programme is approved. Be aware that you are liable for the entire amount in the contract if your child has been taken care of and the programme does not get approved afterwards. Your subsidy is paid in arrears and is deposited in your NemKonto when we have received receipts and not earlier than the last bankday in the month. You do not have to pay tax of the subsidy. The monthly payment is b-taxable to the child-minder, i.e. that your child-minder is obliged to inform the tax authorities of his or her income.

If any changes to your current contract both you and your child-minder are obliged to send a new contract to Private Childcare.

Example

The price takes its basis in the parents paying a nursery rate 3,798 kr. for care over 30 hours a week:

Childminders taxable income	10,185
Municipality of Copenhagen's subsidy.....	6,387
Parents' selfpayment.....	3,798

Table

Maximum subsidy pr. child in 2019

Care between 30 - 48 hours per week

Age	24 weeks - 3 years *	3 years - 6 years**
Maximum subsidy pr. month	6,387	3,797
Parents' self-payment pr. month	2,129	1,266
Child-minder's income pr. month	8,516	5,063

Care 20 - 29 hours per week

Age	24 weeks - 3 years *	3 years - 6 years**
Max. subsidy pr. month	5,179	3,079
Parents' self-payment pr. month	1,726	1,026
Child-minder's income pr. month	6,905	4,105

Care 10- 19 hours per week

Age	24 weeks - 3 years *	3 years - 6 years**
Max. subsidy pr. month	3,452	2,052
Parents' self-payment pr. month	1,151	684
Child-minder's income pr. month	4,603	2,736

* The subsidy is regulated from the first of the month when the child is three years old. A new contract must be sent to Private Childcare or else the subsidy will stop automatically.

** No later than the first of the month when a place in the 0th form can be offered.

Retirement

If you wish to stop your care programme, you must fill in a termination contract. The term of notice is 14 days no matter the reason. You will receive a subsidy in the notice period.

When does the subsidy stop?

- From the day when your child is registered another day care or in the 0th form (if the child is registered in a day care with a shorter notice than 14 days, days you will receive a subsidy for 14 days from the day you accept the offer – however no more than 19 days from the date of offer).
- When you or your child-minder terminate the programme (with a 14 day notice). The termination must be in writing and signed.
- If it can be documented that the contract is severely violated. Talk to Private Childcare if this situation occurs.
- If Private Childcare suspects that the programme is pro forma.
- If the pedagogical supervisor estimates that your care programme is no longer pedagogical or secure.
- If you move away from the municipality of Copenhagen. The subsidy stops no later than the date, when you move away from the municipality.

No free place contribution

According to the Law on Day Care, it is not possible to have a free place subsidy and thus a reduced self-payment for a private childcare programme.

Sibling contribution

In the municipality of Copenhagen, it is possible to obtain a sibling subsidy in a private childcare programme:

- If you have more than one child enrolled in a municipal day care (nursery, kindergarten or after school activities) and in private child care, would siblings contribution equal to 50 % of the cheapest rate.
- If you have more than one child, there is only one enrolled in private child care, the siblings subsidy is 42,5 % of the tariff in a municipal day care without food.

If the subsidy is for a child in private childcare, the sibling subsidy is paid together with the other subsidies (max. 50 % of your own payment to the childminder).



The contract must be filled in by the child's parents and sent to:

Private Childcare
Nyropsgade 7, I
1602 Copenhagen V

**Contract
Private childcare
(Law on Day Care § 80)**

One contract must be completed per child.
This contract specifies the obligations of the parties.
More information on www.kk.dk/privatbørnepasning

Child

1. Child's name	Date of birth:
-----------------	----------------

Parents, who will get the subsidy

2. Parent's name: Street & floor: Postal code & city: E-mail:	Date of birth: Tel. private: Mobile no.:
--	--

Child-minder

3. Child-minder's name: Large Programme's name: Street & floor: Postal code & city: E-mail:	Date of birth: CVR. No. (if app): Tel. private: Mobile no.:
---	--

Start-up date

4. The care programme starts from _____ to: _____

Weekly working hours for child-minder

5. . Number of weekly hours of care: _____ hours

Monday	Tuesday	Wednesday	Thursday	Friday	Changing working hours Tick:	

Place of care tick

6. The child's own home Child-minders' home Large Programme

Other child's home (name and address):

Name: _____

Street and no.: _____

Postal code and city: _____

13

Phone no. _____

**Contract
Private childcare
(Law on Day Care § 80)**

Expenses	
7. Child-minder's /Large Programme's monthly taxable income (Parents payment)	DKK
Payment during child-minder's illness	
8. Is the child-minder paid during illness?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Holiday	
9.A. Is the child-minder paid during holiday	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. B. Is the child-minder paid during parents' holiday	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other	
10. Term of notice for both parties is 14 days	
11. The parents are obliged to inform the child-minder as soon as they have received an offer of a place for the child.	

Parent and child-minder signatures

12. The undersigned hereby solemnly declares that the above information is correct and declares to have read the Municipality of Copenhagen's guidelines to Private Childcare.

Date: _____ Parents' signature _____

Date: _____ Child-minder's signature: _____

Calculation of the contribution size Filled in by the office Private Childcare

Parents' expense _____ Subsidy per month _____

Parent share min. 25% _____

Start of subsidy period _____

Date _____ Stamp and signature _____

Remarks

Termination : There is a 14 day mutual term of notice. Furthermore, the agreement can be terminated immediately if the child-minder has a long-term illness for a month or more or if it can be documented that the contract has been severely violated.

GDPR

The information which you as a parent provide in this form will be registered in the Municipality of Copenhagen's institution system for which the Municipality of Copenhagen is responsible. The information is registered in order to manage the payment of contributions to and pedagogical supervision with the private childcare programme. As recorded in this register, you have the right according to the Danish Act on Processing of Personal Data (law no. 24, 2000) to:

- ask for insight in the information processed and the purpose with the processing
- take exception to the processing of the information
- demand retraction/deletion/blocking of information that is incorrect, misleading or in any other way electronically processed against regulation.



KØBENHAVNS KOMMUNE
Børne- og Ungdomsforvaltningen

Receipt for private childcare

Date: _____

Payment received DKK _____
(taxable amount in Clause 7 of the contract)

for the care of _____
Name and birthdate of the child

In the month of _____ 20_____

at _____
Name and birthdate of the child-minder

at large programme _____
Name and CVR no. of the large programme

Parent's signature – and birthdate

Child-minder's signature

Large programme's stamp and signature

Combination placement

Combination placement is a public day-care option (day nursery, day care or kindergarten) combined with flexible private care, and it can be utilized by children older than 6 months until they start school.

To receive a combination placement, both parents must document that they have a need for child-care beyond what can be offered by a regular day-care option. This may be odd working hours. Parents in Copenhagen may choose between three different combinations:

- 1) Flexible private care for 10 hours and a public day-care option for up to 40 hours per week.
- 2) Flexible private care for 20 hours and a public daycare option for up to 30 hours per week.
- 3) Flexible private care for 30 hours and a public daycare option for up to 20 hours per week.

If you wish to utilize a combination placement, please contact "Pladsanvisningen". They will allocate a placement in a day nursery, day care or kindergarten according to the present allocation principles. Beyond that, you must find a private childcarer on your own.

You can contact the INFO-team, who will help you with advice and guidance (see last page for contact information).



Termination of subsidy

Clause 15 of the Danish Act on Public Day-Care Facilities

The termination date defines the date when the employment stops.

The subsidy will stop on the same date and any subsidy received after this date must be returned.

Please complete one form per child.

Completed by person receiving the subsidy

Termination date											
1.	The undersigned hereby inform that our contract will expire on <input type="text"/> Date: <input type="text"/>										
Name of child											
2.	<input type="text"/> Birthdate: <input type="text"/>										
Name of parent/person receiving the subsidy											
3.	<input type="text"/> Birthdate: <input type="text"/>										
	CVR no. (if app): <input type="text"/>										
Name of child-minder/large programme											
4.	<input type="text"/> Birthdate: <input type="text"/>										
	CVR no. (if app): <input type="text"/>										
Reason of termination											
5.	<table border="1"><tr><td>Parent cancels with 14 days'notice</td><td><input type="checkbox"/></td></tr><tr><td>Child-minder cancels with 14 days'notice</td><td><input type="checkbox"/></td></tr><tr><td>Mutual agreement about termination</td><td><input type="checkbox"/></td></tr><tr><td>Due to childcare place</td><td><input type="checkbox"/></td></tr><tr><td>Due to long-term sickness</td><td><input type="checkbox"/></td></tr></table>	Parent cancels with 14 days'notice	<input type="checkbox"/>	Child-minder cancels with 14 days'notice	<input type="checkbox"/>	Mutual agreement about termination	<input type="checkbox"/>	Due to childcare place	<input type="checkbox"/>	Due to long-term sickness	<input type="checkbox"/>
Parent cancels with 14 days'notice	<input type="checkbox"/>										
Child-minder cancels with 14 days'notice	<input type="checkbox"/>										
Mutual agreement about termination	<input type="checkbox"/>										
Due to childcare place	<input type="checkbox"/>										
Due to long-term sickness	<input type="checkbox"/>										
Parent signature											
6.	<input type="text"/> Date: <input type="text"/>										

General

Exemption

You will be able to apply for an exemption from Danish as the principal language if it does not result in integration problems for the individual child.

This means that for these facilities, documentation must be submitted together with the contract of basis for residence permit, employment contract or similar for foreign parents of children who are here temporarily and who are expected to leave Denmark within a short period of years as well as for parents of children who have been/expect to be posted abroad.

Complaint

If you wish to complain over a decision or the calculation of the size of the contribution, you can complain to Private Childcare within four weeks. If the office maintains its decision, they send the complaint on to the National Social Security Agency, The Social Complaints Board for the municipalities of Copenhagen and Frederiksberg, Landemærket 11, 1119 Copenhagen K.

Tables and forms

All tables and forms can be downloaded and printed from the website www.kk.dk/privatbørnepasning



Useful addresses

Find a child-minder
www.kk.dk/opslagstavle

INFO-team
Nyropsgade 7, 1. Floor
1602 Copenhagen V
Tel.: 70 250 660 - Press 7, 2
E-mail: infoteam@kk.dk

Private Childcare
Nyropsgade 7, 1. Floor
1602 Copenhagen V
Tel.: 70 250 660 - Press 7, 1
Fax.: 33 17 31 46
E-mail: pbkontor@kk.dk

Pædagogisk Vikarbureau
(Substitute service)
Aldersrogade 6 C, 4
2100 Copenhagen Ø
Tel.: 70 27 12 18 or 35 82 35 87
www.pvb.dk

Nearest tax centre in Copenhagen
Tax Centre Copenhagen
Sluseholmen 8
1790 Copenhagen V
Tel.: 72 22 18 18

The Danish Immigration Service
Rymsgade 53
2100 Copenhagen Ø
Tel.: 35 36 66 00
E-mail: udlst@udlst.dk
Homepage: www.udlst.dk

Business Bureau in
the Danish Immigration Service
Tel.: 35 30 84 50
Telephone hours: Daily 9.00-12.00

Udbetaling Danmark
(the maternity pay team)
Tel.: 70 12 80 64