

99071008261000

Notification of staff changes in a day-care center Receipt

Heruntergeladen am 16.06.2025

<https://fimportal.de/xzufi-services/S1000020010000011900/S100002>

Modul	Sachverhalt
Leistungsschlüssel	99071008261000
Leistungsbezeichnung I	Notification of staff changes in a day-care center Receipt
Leistungsbezeichnung II	Report staffing changes at a childcare facility
Typisierung	3a - Bundesaufsichtsverwaltung: Regelung, Land: Vollzug
Quellredaktion	Hamburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	<div lang="en-x-mtfrom-de">day care center</div> , <div lang="en-x-mtfrom-de">KiTa</div> , <div lang="en-x-mtfrom-de">daycare</div> , <div lang="en-x-mtfrom-de">personnel change</div> , <div lang="en-x-mtfrom-de">staff report</div> , <div lang="en-x-mtfrom-de">Report to educational staff</div> , <div lang="en-x-mtfrom-de">All-day care in schools</div>
Leistungstyp	

Modul	Sachverhalt
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	27.06.2022
Fachlich freigegeben durch	
Handlungsgrundlage	<ul style="list-style-type: none"> • [§ 47 Social Code - Eighth Book (SGB VIII)](https://www.gesetze-im-internet.de/sgb_8/_47.html) • [State framework agreement for childcare in day-care facilities](https://www.hamburg.de/contentblob/1830150/b8337d215892d2861e954709450630ca/data/landesrahmenvertrag-neu.pdf) • [State framework agreement All-day education and care at schools in cooperation with child and youth welfare organizations](https://www.hamburg.de/contentblob/3293528/8ad7a239ecd37066d4ffc180ba2e6537/data/gbs-landesrahmenvertrag.pdf) • [Educational staff in day-care centers and all-day education and care at schools (positive list)](https://www.hamburg.de/contentblob/14929010/f058756fb7fcc9ccc5f090d97f36a748/data/positivliste-040121.pdf) • [Key points for a temporary opening of the day-care center profession for an additional group of staff (key points paper)](https://www.hamburg.de/contentblob/11545784/0d4ee20a65a72312f763a3e1a6daab51/data/beschluss-vertragskommission-kita-2018-04-18.pdf)
Teaser	If you want to make a staff change in a day-care center or for all-day education and care at schools (GBS), you must report this to the responsible supervisory authority immediately after you have taken up employment.

Modul	Sachverhalt
Volltext	<ul style="list-style-type: none"> • As a provider of a day-care center or as a provider of all-day education and care at schools, you must report any personnel changes to the responsible office. • The following events are counted under personnel changes: <ul style="list-style-type: none"> • entry into employment • exit from employment • Change of place of work within a day-care center (KiTa) provider or GBS provider • after completing training as an educator • when trainees take up work for vocational training as childcare workers • Hiring of lateral entrants with the professional or academic qualifications defined in the positive list and the key issues paper "Key points for a temporary opening of the day-care center profession for an additional group of employees". For example: University graduates with a specialty in pedagogy, speech therapists with post-qualification in pedagogy • with an exemption from the social security authority • In general, you must note that the notification applies to all persons who work with or on the child.
Erforderliche Unterlagen	No
Voraussetzungen	As the provider, you have an operating license for the day-care center.
Kosten	Gebühr: Es fallen keine Kosten an
Verfahrensablauf	<p>You can create the report in writing or with the online service. The processes differ in the determination of responsibility.</p> <p>Written process:</p>

Modul

Sachverhalt

- You create a written notification of the staff change in your day-care center (KiTa).
- Then send your notification to the social security authorities by post.
- The social authorities will carry out a formal check upon receipt. If any formal errors or missing documents are found, they will contact you and ask for corrections.
- You must complete the remediation and submit an updated notification.
- After receiving the update, the social authority carries out a determination procedure in which the professional suitability and reliability of the person to be hired are checked.
- If the check is positive, the change of personnel is confirmed.
- If the test is negative, the social security authorities will contact you and explain how employment is still possible. For example, a post-qualification of the person could be necessary.

Online process:

- You create a written report in the online service.
- The online service carries out an automatic determination of responsibility.
- Once the notification has been created, it is automatically forwarded to the authorities.
- The remaining procedural steps correspond to the written procedure.

Bearbeitungsdauer

case-by-case

Modul	Sachverhalt
Frist	There is an immediate obligation to notify. As soon as the new employee has taken up employment, a notification must be made.
weiterführende Informationen	https://www.hamburg.de/kita-aufsicht-hamburg/ https://www.hamburg.de/kita-aufsicht-hamburg/
Hinweise	The online service is currently under development and will then be made available to you.
Rechtsbehelf	no
Kurztext	<ul style="list-style-type: none"> • Personnel changes in day-care centers and all-day education and care at schools (GBS), applies to the following situations: <ul style="list-style-type: none"> • entry into employment • exit from employment • Change of workplace within a day-care center (KiTa) provider or GBS provider • after completing training as an educator • when trainees start work for the purpose of vocational training as a parent • Hiring of lateral entrants with the professional or academic qualifications defined in the positive list and the key issues paper "Key points for a temporary opening of the day-care center occupational field for an additional group of employees". For example: University graduates with a specialty in pedagogy, speech therapists with post-qualification in pedagogy • with an exemption from the social authority • In general, you must note that the notification applies to all persons who work with or on the child. • Registration: online or in writing
Ansprechpunkt	
Zuständige Stelle	Authority for Labor, Health, Social Affairs, Family and

Modul	Sachverhalt
	Integration
Formulare	
Ursprungsportal	Behördenfinder Hamburg, Authority finder Hamburg (Currently this link is only available in german)