



KINDERDAGVERBLIJF

Kinderdagverblijf Twinkel Hoofddorp B.V.
Dirk Storklaan 59
2132 PX Hoofddorp
Tel: 0235-653860
E-mail: info@twinkel.nl
Internet: www.twinkel.nl
IBAN: NL 43 INGB 0675 3770 72
KvK: 34123112

Internal Regulations of the Parent Committee

A. Working methods of the Parent Committee

1. Composition of the Parent Committee

- a) A maximum of one parent per household can be a member of the Parent Committee;
- b) When forming the committee, efforts are made to achieve the most proportionate possible representation of parents at the childcare center or childminders at a childminding agency;
- c) The Parent Committee consists, in any case, of a chairperson, secretary, and treasurer.

2. Tasks and Authorities of the Parent Committee

The Parent Committee:

- a) Represents all parents of a childcare center;
- b) Is able to provide advice in the interest of the entire childcare center;
- c) Acts as a point of contact for parents;
- d) Ensures good and clear communication to parents about the activities of the Parent Committee;
- e) Ensures a division of tasks among the members.

3. Meetings

- a) Meetings are convened at least once a year;
- b) If two members deem a meeting necessary, they can instruct the secretary to convene an additional meeting;
- c) In consultation with the chairperson, the secretary prepares an agenda for each meeting;
- d) Any member of the Parent Committee can request the secretary to place an item on the agenda;
- e) The secretary informs the members of the Parent Committee and the provider of the agenda and ensures that parents can be made aware of it;
- f) Notices of inability to attend must be communicated to the Parent Committee in a timely manner;
- g) Minutes are made of each meeting;
- h) Any parent has access to the meetings as an observer, provided they register in advance with the chairperson. They may speak after permission from the chairperson.

4. Contact with Parents

- a) Members of the Parent Committee inform new parents of the existence of the Parent Committee;
- b) A list with the names of the members, including how to contact them, is communicated to parents;
- c) All parents are notified of the Parent Committee's meeting by an announcement at

least seven days in advance;

- d) The minutes approved by both the Parent Committee and the provider are available to all parents upon request and made available for inspection;
- e) The Parent Committee periodically reports on its activities;
- f) With parents' consent, the Parent Committee receives the contact details of existing and new parents.

5. Voting Procedures

- a) Decisions by the Parent Committee are made by majority vote (Dutch Childcare Act art. 1.59(4));
- b) Votes are cast orally. The chairperson can decide to conduct a written vote;
- c) A blank vote or abstention is considered not to have been cast;
- d) In the event of a tie, the chairperson decides;
- e) A member of the Parent Committee can authorize another Parent Committee member in writing to cast a vote on their behalf. A member can represent at most one other member in this capacity;
- f) Decisions regarding matters that concern the continued existence of the Parent Committee or its functioning can only be made if the topic is included on the agenda. This particularly concerns:
 - o The dismissal of a member (such a meeting is not public);
 - o Amendments to the Parent Committee regulations;
 - o Amendments to these internal regulations.

6. Amendment of the Internal Regulations

At least once every four years, the internal regulations are reviewed and re-adopted by the Parent Committee.

Version 2025, Hoofddorp
Subject to change

On behalf of the Parent Committee of Kinderdagverblijf Twinkel Hoofddorp BV

B. Agreements Between the Parent Committee and the Childcare Organization

1. Composition of the Parent Committee

- a) In addition to the persons mentioned in article 3a of the "Parent Committee Regulations," the provider and the Parent Committee exclude parents with unpaid childcare fees from membership of the Parent Committee;
- b) The provider and the Parent Committee may establish an advisory committee, which can advise the Parent Committee when needed but has no voting rights. The advisory committee never consists of more people than the number of Parent Committee members.

2. Communication Between the Provider and the Parent Committee

- a) The provider may delegate the practical implementation of matters arising from the law or these regulations to one or more persons employed in the provider's organization;
- b) If the provider exercises this power, they must notify the Parent Committee in writing, specifying the names and contact details of the designated person(s);
- c) The provider and the Parent Committee jointly prepare an annual plan;
- d) At least one meeting takes place in (partial) presence of the provider, or more frequently if mutually agreed;
- e) Either the provider or the Parent Committee can request to schedule a joint meeting outside of the regular meetings;
- f) The Parent Committee may, at the provider's request, provide input at parent evenings and themed meetings.

3. Advisory Procedure

- a) The provider requests advice from the Parent Committee in writing, providing all information reasonably necessary for the Parent Committee to carry out its duties (Wko art. 1.60). The advisory period begins once this information has been provided;
- b) The provider and the Parent Committee agree in writing, before the start of the advisory period, on what information is sufficient for the Parent Committee to provide advice;
- c) The advisory period for the Parent Committee is two weeks, although the advice can be included in the decision to be taken;
- d) In urgent cases, the provider and at least two members of the Parent Committee, including the chairperson, can agree in writing on a shorter advisory period;
- e) The provider and the Parent Committee can agree in writing on a longer advisory period for specific advice requests;
- f) At least once a year, the Parent Committee receives in writing the general information about the policies that were implemented at the childcare center in the past year and the policies planned for the coming year, regarding the advisory rights mentioned in the Childcare Act;
- g) The provider may only deviate from the Parent Committee's advice if they can provide a written, reasoned explanation that the interest of childcare opposes the advice (Wko art. 1.60(2));
- h) The provider informs the Parent Committee in writing within two weeks after receiving the advice whether the advice will be followed;
- i) If no advice is provided within the advisory period and the provider has fulfilled all their obligations, the Parent Committee is deemed to have given a positive advice;
- j) The Parent Committee informs parents about the outcome of the advisory process.

4. **Facilitation of the Parent Committee**

a) The provider facilitates the Parent Committee by:

- Informing all parents of the existence and function of the Parent Committee;
 - Providing membership in an interest group;
 - Providing meeting space;
 - Making office supplies and copying facilities available and enabling the Parent Committee to send and receive information;
 - Enabling (with parents' consent) communication with individual parents at the childcare center.
- b) At the Parent Committee's request, the provider may make (financial) resources available for:
- (Co-)organizing one parent evening per year;
 - Participation in specific training for the Parent Committee and further professionalization of the committee.

5. **Confidentiality**

a) Members of the Parent Committee generally have no duty of confidentiality regarding what they learn in their role;

b) However, confidentiality does apply in the following situations:

- Information and documents are considered confidential if they pertain to private individuals (General Data Protection Regulation) or if they relate to information that could harm the economic interests of the childcare organization;
 - The Parent Committee can also request that information or reports provided to the provider be kept confidential;
- c) Requests for confidentiality must be substantiated;
- d) If possible, the provider or the Parent Committee should indicate the duration of confidentiality.

6. **Disputes**

a) The Childcare Disputes Committee (www.degeschillencommissie.nl) is designated to handle disputes between the provider and the Parent Committee regarding a proposed or taken decision on one or more of the topics of article 1.60;

b) Disputes between a Parent Committee member and the provider concerning regular Parent Committee work can never lead to the termination of that parent's childcare place;

c) The provider or the Parent Committee may request to exclude a Parent Committee member from committee activities for a specified period if that member seriously hinders discussions with the provider or the functioning of the Parent Committee.

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On behalf of Kinderdagverblijf Twinkel Hoofddorp