Beste kinderopvangorganisatie,

Hieronder vind je **twee Engelstalige conceptbrieven** die je kan uitsturen naar ouders, waarin wordt uitgelegd wat de compensatie regeling inhoudt.

Conceptbrief 1: bestemd voor de groep ouders die wel/geen KOT ontvangen en gebruik maken van kdv, bso, peuteropvang.

Conceptbrief 2: bestemd voor de groep ouders die gebruik maakt van een gemeentelijke subsidieregeling voor kdv, bso en peuteropvang

Natuurlijk kun je deze conceptbrieven aanpassen aan de situatie binnen jouw organisatie.

*Italic: in te vullen door de kinderopvangorganisatie*

**(scroll naar beneden)**

**Conceptbrief 1**

Brief aan ouders die gebruik maken van kinderdagopvang, buitenschoolse opvang en

peuterspeelzalen en die wel KOT of geen KOT ontvangen.

Dear parent(s)/caretaker(s),

As previously informed due to the Corona Crisis, your child’s childcare center has been closed from Monday 16th March until Tuesday 28th April 2020. We will only be able to provide emergency care for children of parents working within the vital sector and for vulnerable children in unsafe home situations. In prior correspondence we have also been keeping you updated about the compensation of the parental contribution, this will be explained in full below.

In recent weeks, a lot of work has been done on a national level to find a process for this compensation. This took time because the government and childcare organisations wanted the simplest possible arrangement: minimal extra work for parents and child care organisations, maintaining the privacy of the parent, and a meticulous execution that will minimise errors.

We are pleased to inform you that the compensation regulations for the parental contribution is now complete. In this letter we will explain the details outlining what we ask of you and what you can expect from us. On completion we hope you will know where you stand financially.

The structure of the childcare invoice is always as follows. You are reimbursed part of the costs for childcare via the childcare allowance (kinderopvangtoeslag) and there is a part of the costs that you pay yourself; that is your personal contribution. You pay the entire amount of the invoice to us as a childcare organisation.

The government will compensate for the time missed due to the Corona Crisis, the contribution of parents to the maximum hour rate used by the tax authorities. For “kinderdagverblijven en peuterspeelzalen” (nurseries and playgroups), this is €8.17 per hour, for “BSO”(out-of-school care) €7.02 per hour, for “gastouderopvang” (childminder childcare) € 6.27 per hour. Our hourly rate is above the maximum hourly rate. We as a childcare organisation will pay the difference between the maximum hourly rate and the hourly rate that we charge to you. This means that the full cost will be reimbursed to you; partly through the government in the form of a subsidy and partly through us *[name KO* ]. [deze laatste drie regels van de alinea alleen toevoegen als het uurtarief hoger ligt dan het fiscale uurtarief. Anders weglaten]

In principle we require no further action from you. You do not have to contact the government or us as an organisation. The amount you receive from our organisation will be transferred on *(date)* to the account number known to us. The money you receive from the government is paid by the Social Insurance Bank (SVB), and will be paid into the account where your childcare allowance is received. The portion you receive from the government will be a one-off payment from the period 16th March through to 28th April 2020, this amount will be transferred in June or July 2020. If the lockdown is extended and your childcare location remains closed beyond 28th April, the entire amount will be paid later.

**When do you have to take action yourself?**   
If your income is reduced over the period of time the childcare location has been closed, we ask you to inform the Belastingdienst via [mijntoeslagen.nl](file:///\\esh.local\data2$\maatschappelijkekinderopvang\2.%20Dossiers\Corona\02%20Compensatie%20eigen%20bijdrage%20ouders\02%20Werkgroep%20Communicatie\Brieven\mijntoeslagen.nl) as soon as possible. When your income is reduced, you are entitled to a higher amount of childcare allowance. This modification can be made through the Belastingdienst and should be processed by the next payment of your childcare benefit.

**What if I do not receive a childcare allowance ?**   
It is not yet clear whether compensation is possible for parents who do not receive a childcare allowance and who pay the childcare costs entirely themselves. The government is investigating this option and will come to a solution at a later date. In the declaration of intent, there are no distinctions made, therefore we assume that this will be solved at a later time.

**What do we ask of you?**

We will execute the collection of childcare fees for the month of May on *[enter in date ]*. We ask you not to stop or reverse this collection, even if you are not currently using childcare. There are several reasons why we ask you to pay the invoice:

1. We are able to continue to provide emergency childcare to children of parents working in the vital sectors.

2. You will keep your right to childcare allowance.

3. Your child’s place at their location will remain.

4. When your childcare location re-opens, your child can return to the normal rhythm with trusted and familiar caregivers.

Even if you do not use the emergency childcare provided all costs incurred will be reimbursed, if you are receiving childcare allowance.

If you have stopped the collection of fees we request that you still pay the invoice for March and April. If you have issues with this, we ask you to contact us ( *name KO department* ).

**Overview**

* If you have paid your invoice in March and April, you will receive your own contribution back. The government will go by the data as known to the Belastingdienst.
* On [*date ]* by us, *[name KO]* the part of your own contribution which consists of the amount you paid above our maximum hourly rate will be repaid.
* The amount repaid by the government will be a one-off payment paid at the end of the period of closure of the childcare location. Emergency care is free of charge. Parents who use the emergency childcare – even if they were to use more hours than agreed upon, will not need to pay any extra.
* If your income drops during the closure period we ask you to inform the Belastingdienst via [mijntoeslagen.nl](file:///\\esh.local\Users\shula\Desktop\Shula%20Tas\Brancheorganisatie%20Kinderopvang\mijntoeslagen.nl)

For more information, please refer to our website to frequently asked questions *[link* ] . If you have any questions , you can always contact us via *[contact details]*

You can also consult the government website: [https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/veel asked-vragen-per-onderwerp/kinderopvang/ouders](https://translate.google.com/translate?hl=en&prev=_t&sl=nl&tl=en&u=https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/veelgestelde-vragen-per-onderwerp/kinderopvang/ouders)

Finally, we would like to thank you for your support, your understanding and the attentive messages during this time. It is a strange time, but it's heartwarming to see how involved everyone is and this implies trust in [*name of KO]*.

We wish everyone a lot of strength in the coming weeks, we miss the children very much and hope to see you and your child in good health in the near future!

With best regards,

*[Sender details]* *Signature KO*

**Conceptbrief 2**

Brief aan ouders die gebruik maken van een gemeentelijke regeling voor kinderdagopvang, buitenschoolse opvang en peuterspeelzalen

Dear parent(s)/caretaker(s),

As we have previously informed you that due to the Corona Crisis, your child’s childcare center has been closed from Monday 16th March until Tuesday 28th April 2020. We will only be able to provide emergency care for children of parents working within the vital sector and for vulnerable children in unsafe home situations. In prior correspondence we have also been keeping you updated about the compensation of the parental contribution, this will be explained in full below.

In recent weeks, a lot of work has been done on a national level to find a process for this compensation. This took time because the government and childcare organisations wanted the simplest possible arrangement: minimal extra work for parents and childcare organisations, maintaining the privacy of the parent, and a meticulous execution that will minimise errors.

You do not receive a childcare allowance, but you make use of a municipal subsidy for the costs of “vroegschoolse educatie” or Early Childhood Education (VVE), “peuteropvang” or toddler care or care based on a “sociaal-medische indicatie”, or socio-medical indication (SMI). Every month you will receive an invoice from us [ *name KO* ] for your own contribution to your child’s care. We will reimburse this personal contribution for the period of the closure . On *[date]* we will transfer this amount to you to the account number known to us .

*[Pas onderstaande alinea aan als de gemeente rechtstreeks de eigen ouderbijdrage compenseert]*

On a monthly basis you receive an invoice from us [*naam KO*] for your personal contribution to childcare. We will compensate your personal contribution for the period that your childcare centre has been closed. On *[date], [we/the municipality]* will transfer the amount into the account known to us. *[On [datum] you will receive credit that can be settled with your next invoice.]*

**You are not required to do anything.**

**What do we ask of you?**We will execute the collection of childcare fees for the month of May on *[enter in date ]*. We ask you not to stop or reverse this collection, even if you are not currently using childcare. There are several reasons why we ask you to pay the invoice:

1. We are able to continue to provide emergency childcare to children of parents working in the vital sectors.
2. You will keep your right to childcare allowance.
3. Your child’s place at their location will remain.
4. When your childcare location re-opens, your child can return to the normal rhythm with trusted and familiar caretakers.

Even if you are not able to use the childcare now, you will be reimbursed the costs incurred in full. If the measures regarding the coronavirus are extended until after Tuesday 28th April 2020, the compensation regulations will not change: you continue to pay the invoice for the childcare and the amount will be refunded to you.

If you have stopped the collection of fees, we kindly request that you still pay the invoice for March and April. If this does not work, we ask you to contact us *[naam afdeling KO].*

**Overview**

* If you have paid your invoice in March and April 2020, you will receive your own contribution back.
* On [*date]* your personal contribution will be by refunded by us *[name KO] / [the municipality]*.
* Emergency care is free of charge. Parents who use the emergency care - even if these are more hours than stated in your agreement, you do not have to pay anything extra.

For more information, please refer to our website to frequently asked questions *[link]*. If you have any questions, you can always contact us via *[contact details].*

You can also consult the government website: [https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/veel asked-vragen-per-onderwerp/kinderopvang/ouders](https://translate.google.com/translate?hl=en&prev=_t&sl=nl&tl=en&u=https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/veelgestelde-vragen-per-onderwerp/kinderopvang/ouders)

Finally, we would like to thank you for your support, your understanding and the attentive messages during this time. It is a strange time, but it is heartwarming to see how involved everyone is and this implies trust in [*name of KO]*.

We wish everyone a lot of strength in the coming weeks, we miss the children very much and hope to see you and your child in good health in the near future!

With best regards,

*[Sender details]*

*Signature KO*