



Budapest Főváros XI. Kerület Újbuda Önkormányzata  
**POLGÁRMESTER**  
1113 Budapest, Bocskai út 39-41.

File number: IV-230-9/2022  
Administrator: László Zsófia  
Phone number: 06 70 684 7251  
Subject: Disclosure of  
information

**Annex 2.**

**Dear Parent(s)!**

Hungary offers humanitarian support to refugees arriving to our country from Ukraine, regardless of their citizenship. Budapest XI. District Újbuda Council (1113 Budapest, Bocskai st. 39-41.) finds it of utmost importance to provide help to Hungarian citizens arriving from Ukraine, as well as to the refugee families eligible for temporary refuge.

Hereby I welcome You to Újbuda and inform You that at the **Újbudai Daycare Institutions** (1119 Budapest, Tétényi Road 46-48.) funded by the Újbuda Council, to all children (between ages of 20 weeks and 3 years) of Hungarian citizens and families eligible for temporary refuge, **we provide daycare services and food free of charge.**

We provide daycare services at all points of our institution, but especially in Újbudai Napsugár Daycare (1118 Budapest, Csíki-hegyek st. 9.) and in Újbudai Bóbita Daycare (1116 Budapest, Fonyód st. 3-5.). To request these services, You are required to fill out the "Kérelem Adatlap" (Request Form) that can be downloaded from our website (link: <https://ubi.ujbuda.hu/>).

Information about the area's assigned medical practitioner can be found on the website of Szent Kristóf Medical Office (link: [www.szentkristofrendelo.hu](http://www.szentkristofrendelo.hu)), additional information will also be provided by the Újbuda call center (phone number: +36-1-372-4566).

The head of the institution will provide You and Your family with detailed information about requests of the aforementioned services, if you reach out through any of the contact options listed below:

**ÚJBUDAI DAYCARE INSTITUTIONS**  
1119 Budapest, Tétényi Road 46-48.  
Head of the Institution: Unger Katalin  
Phone number: +36 30 999 2688  
E-mail: [unger.katalin@ubi.ujbuda.hu](mailto:unger.katalin@ubi.ujbuda.hu)

We wish Your family good health, and Your children a happy stay at the Újbuda Daycare Institutions.

Budapest, 2022. March 25.



Mayor Dr. László Imre

Reference number (institution): ÚBI/390/2022  
Reference number (autonomous): IV-230-8/2022



## ***ÚJBUDAI DAYCARE INSTITUTIONS***

*(1119 Budapest, Tétényi Road 46-48.)*

### ***PROCEDURE OF ADMISSION***

**(For placement of children under three years of age of families seeking refuge due to the Russian-Ukrainian war)**

**Applicable:** 2022. March 25.

I approve:

**dr. László Imre**  
Mayor



Ukrainian citizens arriving from Ukraine as a result of the Russian-Ukrainian war, as well as citizens of third countries legally residing in Ukraine are declared eligible for temporary refuge by the Government, as stated by the 56/2022. (II. 24.) gov. decree about the temporarily different implementation of the 2020 LVIII. law on temporary rules and pandemic precautions related to the discontinuation of the state of emergency.

The Újbudai Daycare Institutions (1119 Budapest, Tétényi Road 46-48.) accepts children under three years of age fleeing from Ukraine according to the following conditions:

### **1) The role of the Admission Procedure**

The role of the admission procedure is to outline the main rules of admission of the children seeking refuge due to the Russian-Ukrainian war, in consideration of the Újbudai Daycare Institutions (further referred to as: ÚBI).

### **2) Scope of the Admission Procedure**

This Admission Procedure is applicable to all ÚBI institutions, with the addition that admission will happen mainly in two institutions: **Újbudai Napsugár Daycare and Újbudai Bóbita Daycare.**

#### **ÚJBUDAI DAYCARE INSTITUTIONS**

1119 Budapest, Tétényi Road 46-48.  
Head of the institution: Unger Katalin  
Phone number: +36 30 999 2813  
E-mail: unger.katalin@ubi.ujbuda.hu

#### **List of daycare institutions:**

#### **ÚJBUDAI SZEMÜNK FÉNYE CENTRAL DAYCARE**

1119 Budapest, Tétényi Road 46-48.  
Phone number: +36 1 204-6682  
E-mail: info@szemunkfenyebolcsi.ujbuda.hu

#### **ÚJBUDAI BÓBITA DAYCARE**

1116 Budapest, Fonyód Street 3-5.  
Phone number: +36 1 208-1909, +361 208-2213  
E-mail: info@bobitolcsi.ujbuda.hu

#### **ÚJBUDAI DÚDOLÓ DAYCARE**

1112 Budapest, Menyecske Street 2.  
Phone number: +36 1 310-0133  
E-mail: info@dudolobolcsi.ujbuda.hu

#### **ÚJBUDAI KATICA DAYCARE**

1118 Budapest, Törökugrató Street 11.  
Phone number: +36 1 246-5346  
E-mail: info@katicabolcsi.ujbuda.hu

#### **ÚJBUDAI KUCKÓ DAYCARE**

1117 Budapest, Bogdánfy Street 4/a.  
Phone number: +36 1 466-5008  
E-mail: info@kuckobolcsi.ujbuda.hu

#### **ÚJBUDAI MESEVÁR DAYCARE**

1118 Budapest, Zólyomi Road 20-22.  
Phone number: +361 319-3449

E-mail: info@mesevarbolcsi.ujbuda.hu

### **ÚJBUDAI MOGYORÓSKERT DAYCARE**

1115 Budapest, Fraknó Street 13–15.

Phone number: +361 204-2599

E-mail: info@mogyoroskertbolcsi.ujbuda.hu

### **ÚJBUDAI NAPSUGÁR DAYCARE**

1118 Budapest, Csíkihegyek Street 9.

Phone number: +361 246-6258, +361 248-1794

E-mail: info@napsugarbolcsi.ujbuda.hu

### **ÚJBUDAI PÖTTÖM DAYCARE**

1118 Budapest, Ménesi Road 41.

Phone number: +361 466-4859

E-mail: info@pottombolcsi.ujbuda.hu

## **3) Statutory provisions that determine the Admission Procedure**

### **a) Year 1997 XXXI. law on protection of children and guardianship regulations**

42. § (1) Included in the daycare services - unless this law makes an exception - children under three years of age have to be provided for.

(2) Daycare services can be provided by nurseries, mini nurseries, workplace nurseries and at-home nurseries.

(3) Taking care of children eligible for early education, as well as children with special educational needs can be included in daycare services.

(4) Additionally to the services according to the (1) paragraph, special advice giving, **part time caretaking**, child hotel, or other services that make raising children easier **can be included** in daycare.

Providing the children with food

21. § Upon request of the parent, the children must be provided with food appropriate for their age, as part of their caretaking.

### **b) The 15/1998.(IV.30.) NM decree about the responsibilities and conditions of practice of childcare and child protection institutions and people providing personal care**

40. § (2) Part time caretaking is a service that can be requested by the parent for the child, at requested times and intervals, in groups designed for this purpose or in empty spaces of daycare groups.

In case that the service is provided in empty spaces of daycare groups, the number of children receiving daycare services and part time caregiving at the same time cannot exceed the maximum number determined by this decree that can be taken care of in daycare.

### **c) The 18/1998. (VI. 3.) NM decree on epidemiological measures necessary for preventing contagious diseases and epidemics.**

5. § (1) Hungarian citizens, the people under effect of the law on the immigration and residence of people with right of free movement who wish to practice their right of movement and residence exceeding three months in Hungary, the immigrated, settled or admitted third country citizens, as well as refugees have to have received vaccines against the following illnesses

a) tuberculosis,

b) diphtheria,

- c) whooping cough (pertussis),
- d) tetanus,
- e) polio (poliomyelitis anterior acuta),
- f) measles (morbilli),
- g) smallpox (rubeola),
- h) mumps (parotitis epidemica),
- i) Haemophilus influenzae type b (Hib),
- j) hepatitis B,
- k) Streptococcus pneumoniae (pneumococcus),
- l) chicken pox

**d) The 106/2022. (III. 12.) gov. decree about the rules affecting the employment and benefits of the people eligible for temporary refuge with regard to the humanitarian catastrophe present in neighbouring countries during this state of emergency, and the changes made to the 301/2007. (XI. 9.) gov. decree about the implementation of the 2007. LXXX. law regarding the right of asylum**

3. Special rules applying to the raising and providing for of minors

3. § If the refugee is responsible for a minor, with the goal of right placement of the minor, under the same conditions as Hungarian citizens they have the right to request services of daycare, kindergarten, education, provision, as well as services of the Biztos Kezdet Gyerekház.

**e) The 52/2017. (XII.21.) XI.ÖK decree on provisions including personal caregiving**

6. § Regarding the people referred to in the (2) second paragraph of (6) the first 1. § the daycare services and food provided during that time, food given in kindergartens and schools is available at the price of 0 Ft.

The Újbuda Council provides the minor children of the families eligible for temporary refuge, as well as the Hungarian citizens with permanent residence in Ukraine that have arrived to Hungary on or after the 24th of February, 2022 with daycare services and food free of charge.

**f) The 9/2022.(III.11.) EEM ministerial instruction about the healthcare provided for people arriving from Ukraine**

II. Rules regarding healthcare

For the admitted children, the area's assigned medical practitioner can offer the following vaccines:

- COVID-19 vaccine;
- Flu vaccine;
- MMR vaccine for children over the age of 15 weeks.

#### **4) Demographics eligible to services**

Eligible to the services provided by ÚBI are the children (between ages of 20 weeks and 3 years) of the families eligible for temporary refuge, as well as the Hungarian citizens with permanent residence in Ukraine that have arrived to Hungary on or after the 24th of February, 2022.

#### **5) Specification of provided services**

ÚBI provides the following services:

- a) daycare service;
- b) food for the children.

## **6) General conditions of admission**

a) ÚBI provides daycare services from the child's age of 20 weeks up until the age of 3 years in all 9 daycare institutions on the days and time span requested by the parent, in the free spaces of the daycare groups, but especially in the two institutions designated for this purpose, Újbudai Napsugár Daycare and Újbudai Bóbita Daycare.

b) Admission happens by request of the parent (legal guardian). Parents can place their requests in written form at the ÚBI head of the institution (see: „Kérelem Adatlap”/Request Form).

### **c) Documents to be attached:**

-So-called „Kérelem adatlap”(Request Form) (it contains data, contact information etc. of the child and parent).

The „Kérelem adatlap” (Request Form) makes up the first supplementary paper the Admission Procedure at hand.

The form can also be downloaded from the website of ÚBI.

link: <https://ubi.ujbuda.hu/>

-Verification from the assigned medical practitioner of the area of residence that the child is healthy and can enter the community.

-Verification of status related to residence (verification that You have requested refugee status/verification of refugee status or Hungarian citizenship).

**d) The head of the institution of ÚBI offers increased help to the families affected by the Admission Procedure** by providing all necessary information and, if necessary, help in filling out the „Kérelem adatlap” (Request Form). The head of the institution of ÚBI hands over the „Szülői Tájékoztató” (Parental Informatory Sheet) and the „Adatkezelési tájékoztató” (information on data handling) for the parent.

The so-called „Szülői Tájékoztató” (Parental Informatory Sheet) and the „Adatkezelési tájékoztató” (information on data handling) can also be downloaded from the website of ÚBI.

link: <https://ubi.ujbuda.hu/>

The „Szülői Tájékoztató” (Parental Informatory Sheet) makes up the second supplementary paper the Admission Procedure at hand.

## **7) Decision about the services and termination of services**

-The decision about the providing of services will be brought by the head of the institution. The parent/legal guardian will receive written notice about the decision.

-The provided services will be terminated if:

- a) the parent asks for the daycare services to be discontinued;
- b) the parent violates the contents of the ÚBI rulebook.

## **8) Price of the services provided**

Daycare services and the food provided during that time by ÚBI are free of charge.



ÚJBUDAI BÖLCSŐDEI INTÉZMÉNYEK  
1119 Budapest, Tétényi út 46-48.  
Tel.: +36 30 999 2688 e-mail: unger.katalin@ubi.ujbuda.hu

1. sz. melléklet/Annex 1.

## KÉRELEMADATLAP/REQUEST FORM

**Időszakos gyermekfelügyelet szolgáltatás igénybevételéhez  
(az Ukrajnából érkező, a Budapest XI. kerületben tartózkodó  
menekült családok három év alatti gyermekeinek ellátásához)**

**For request of daycare services  
(for children under three years of age of refugee families arriving from Ukraine and  
staying in Budapest XI. district)**

Alulírott ..... (szülő/törvényes képviselő neve) kérem  
..... nevű gyermekem részére az időszakos  
gyermekfelügyelet szolgáltatás biztosítását 2022. .... hónap .....napjától.

Signed ..... (name of parent/legal guardian) I request for  
daycare services to be provided for my child named .....,  
from 2022. .... (month) ..... (day).

1)

**Melyik intézményben kéri a szolgáltatást?/ In which of our institutions would You like  
to request services?**

(A megfelelő válasz jelölendő vagy beírandó./ Mark your choice in the checkbox or fill it in the blank below.)

Újbudai Bóbita Bölcsőde (1116 Budapest, Fonyód u. 3-5.)

Újbudai Napsugár Bölcsőde (1118 Budapest, Csíki-hegyek u. 9.)

Üres férőhely esetén az Újbudai..... Bölcsődében kérem a szolgáltatást./

In case of there not being any free places, I request services in Újbudai.....  
Daycare.

2)

**Gyermek neve/Name of child:** .....

**Születési neve/Birth name:** .....

**Születési hely, idő/Place and date of birth:** ....., ..... év/year  
..... hónap/month ..... nap/day

**Lakóhely, tartózkodási hely/Address, place of residence:**.....

3)

**Szülők/törvényes képviselő adatai/Details of parent(s)/legal guardian:**

	<b>Apa/Father</b>	<b>Anya/Mother</b>
Név/Name		
Lakóhely/tartózkodási hely/tartózkodási hely/ Address/place of residence		
Telefonszám, e-mail cím/ Phone number, e-mail		

4)

**Mely napokon kéri az ellátást?/On which days would You like to request daycare services?**

- Hétfő/Monday ..... órától/from ..... óráig/until (hours)  
 Kedd/Tuesday ..... órától/from ..... óráig/until (hours)  
 Szerda/Wednesday ..... órától/from ..... óráig/until (hours)  
 Csütörtök/Thursday ..... órától/from ..... óráig/until (hours)  
 Péntek/Friday ..... órától/from ..... óráig/until (hours)

5)

**Van-e a gyermeknek gyógyszerérzékenysége, lázgörcse?/Does the child have any medicine allergies, febrile seizures?**

.....

**Mely gyógyszerekre érzékeny a gyermek?/Which medicines is the child allergic to?**

.....

**Mivel történik a láz csillapítása?/What should be used to decrease their fever?**

.....

**A szülő/törvényes képviselő a kötelező védőoltások meglétét a gyermek oltási könyvével igazolta/ The parent/ legal guardian has proved that the child has the compulsory vaccines with vaccination book:**

Igen/Yes

Nem/No

**Ki viheti el a gyermeket?/Who can pick the child up from daycare?**

.....

**Igényel-e a gyermek speciális diétát?/Does the child need a special diet?**

Igen/Yes

Nem/No

Speciális diéta megnevezése (szakorvos által diagnosztizált)/Description of special diet (diagnosed by a specialist doctor):

.....

6)

**Csatolandó mellékletek/Documents to be attached:**

-A tartózkodási hely szerinti területileg illetékes háziorvostól igazolás, amely szerint a gyermek egészséges és közösségbe mehet/Verification from the assigned medical practitioner of the area of residence that the child is healthy and can enter the community.

-A tartózkodással kapcsolatos státusz igazolása (annak igazolása, hogy menedékes státuszt igényelte/menedékes vagy a kettős állampolgárság igazolása)/Verification of status related to residence (verification that You have requested refugee status/verification of refugee status or Hungarian citizenship).

7)

Büntetőjogi felelősségem tudatában kijelentem, hogy a közölt adatok a valóságnak megfelelnek./With knowledge of my criminal liability I declare the data I provided to be true to reality.

.....  
szülő/törvényes képviselő aláírása  
signature of parent/legal guardian

Az Újbudai Bölcsődei Intézmények „Adatkezelési tájékoztatóját” elolvastam, az abban foglaltakat tudomásul vettem. /I have read and acknowledged the contents of the “Information on data handling” of the Újbudai Daycare Institutions.

.....  
szülő/törvényes képviselő aláírása  
signature of parent/legal guardian

Budapest, 2022.....

.....  
Intézményvezető  
Head of the institution

.....  
Szülő/törvényes képviselő  
Parent/legal guardian