**Parent-questionnaire (Elternbogen)**

(Surname of the child)     (First name of the child)     (Date of birth)

(Surname, First name of the legal guardian)     (Street and house no.)

(Postal code)     (City)     (Telephone no.)

How long per day (hours) your child attend a day care center for children?  

Did your child attend a crèche or a similar institution before the age of 3?  

What is the primary spoken language in the family?*  

- [ ] German only  
- [ ] German with different languages  
- [ ] Only other languages  

- [ ] Bosnian  
- [ ] Kurdish  
- [ ] Serbian  
- [ ] Italian  
- [ ] Polish  
- [ ] Turkish  
- [ ] Croatian  
- [ ] Russian  
- [ ] Other lang.

*That means, the everyday primary language in the family and not a foreign language

<table>
<thead>
<tr>
<th>Never/seldom</th>
<th>Sometimes</th>
<th>Often/always</th>
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<tbody>
<tr>
<td>Is your child hoarse?</td>
<td></td>
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<tr>
<td>Does your child stutter?</td>
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<tr>
<td>Does your child hear well?</td>
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<td></td>
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<tr>
<td>Does your child misunderstand questions or requests?</td>
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<tr>
<td>Does your child regularly repeat questions?</td>
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<tr>
<td>Does your child have hearing problems in company?</td>
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<tr>
<td>Does your child have hearing problems when somebody speaks quietly?</td>
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</tbody>
</table>

Does your child speak the primary family language well?  

Does your child attend a club, playgroup or something similar?  

Does your child play with German-speaking children?  

Does your child have a disease or defect that interferes with his/her speech?  

If yes, please explain?  

Because of this does your child receive therapy?  

Does your child receive speech therapy?  

Are there or were there in your family (biological parents/siblings):  

Problems with reading or writing (dyslexia)?  

Speech disorder?  

(Place, date)     (Signature of the guardian)
Information for parents (Elterninformation)

To KiSS, the Child Speech Screening in Hessen

Dear parents,

Language is the essential key for successful learning. The basis for your child's future is therefore his/her language development. Therefore, it is important to determine as early as possible your child's verbal skills and communication behaviour in order to provide support to your child in time.

It is also important to recognize if your child has a language disorder. Child language development should be diagnosed as early as possible and should be treated with selected treatment before your child begins school.

The Hessian Children's Language Screening (KiSS; Kindersprachscreening) is a procedure meant to observe the language aptitude of children between the ages of 4 and 4.5 and it has been introduced in all Hessian preschools. Your child's preschool also offers you the possibility to test your child's language aptitude. Participation is voluntary.

Dear Parents, you can assist your child's language test by providing your consent and filling out the overleaf parent form - because no one knows your child as well as you do.

On receipt of the consent form in Kindergarten only then can the examination take place as follows:

- In the next few weeks, a certified kindergarten teacher (of your Kindergarten) will carry out the Child Speech Screening (KiSS) which takes approx. 20 minutes.
- The kindergarten teacher fills in the nursery questionnaire (Kitabogen) regarding the speech development of your child in the nursery.
- A form with your child's results will be created with the help of the information gained from the screening as well as the forms filled out by parents and the preschool. Your local health office will make sure to inform you of your child's language aptitude in writing and/or in a personal consultation with the child educator or a language expert (speech therapist or speech trainer). The form will be written up by the Child Language Screening Department of the Hessian Child Care Centre by order of your local health office.
- Your personal data and your child's data will only be saved for the use of KiSS. The data will be saved in the Hessian Child Care Centre for a year after your child has been tested; afterwards the data will be made anonymous. The implementation of the child language screening will be monitored by the Hessian Privacy Officer.
- The local health authority use the recorded data for KiSS until your child starts school. The records are kept for one year after the school examination at the Hessen Health Care Centre for Children and are then anonymised.
- The quality of KiSS is constantly tested by the Hessian Child Care Centre. Evaluations accompanying this should help to use the information gained for KiSS as fast as possible. Only anonymous data and results will be used for the purposes of study.
- You can find more information about the Hessian Child Care Centre in Frankfurt am Main on the website of the Hessian Ministry for Social Matters and Integration under www.soziales.hessen.de

In case of non-attendance, your child will have the same adequate care as always. Please participate in this screening and this will lay the foundations for your child's start at school.

Thank you very much. Your local health authority

Adress:
Hessisches Kindervorsorgezentrum (HKVZ) am Universitätsklinikum Frankfurt
Phone: (069) 6301-87800 Fax: (069) 6301-87783
Homepage: www.kindersprachscreening.de
Email: info@kiss.hessen.de

For your information: the data protection provisions for the realisation of the Speech Screening were arranged with the data security official.
Dear Parents,

in connection with the process of checking and monitoring the level of language of children between the ages of 4 and 4 1/2 years, it is necessary to process personal data. Your child’s personal data are stored and only used for the purpose of schooling, analysis and statistics, according to Art. 13 GDPR.

**Purposes for which your and your child’s personal data are processed**

In the context of KiSS, personal data concerning your child are collected, recorded, stored, processed, retrieved, used, transmitted, etc. All in all, we speak of this as “processing” these data. This term “processing” is an umbrella term for all of these activities and is only possible if a legal principle requires or allows this, or you as parent(s) / guardian(s) have given your permission for it.

Processing is also carried out to analyse and discuss statistics. Alongside, reports are written to identify language development in Hesse.

In addition to this processing of personal data, there is also administrative handling. Essentially, this requires processing the data for settlement with the health authorities. Furthermore, data processing is carried out for the purposes of educating and training language experts, teachers and members of other health professions.

**From whom do we obtain your data?**

In principle, we obtain the relevant data from you yourself, via KiSS teachers and experts, as well as from the responsible health authority.

**Who has access to your data?**

The personnel involved with KiSS have access to your data. Your data are processed by specialist personnel or under their responsibility. These specialist personnel are under so-called professional confidentiality or an obligation to maintain confidentiality. The confidential handling of your data is assured!

**Legal basis for the processing of your data by Child Speech Screening**

The department of Child Speech Screening (Kindersprachscreening - KiSS) was established in 2008 by the Hesse Ministry for Social Affairs and Integration (HMSI), aiming for the comprehensive introduction of language proficiency assessment in Hesse. KiSS as an organisation is located at the University Hospital Frankfurt at the Hesse Centre for Child Care (HKVZ).

**The necessity of providing your personal details**

The recording of your child’s personal data is required for proper administrative handling.
Possible recipients of your data

Your child’s data are collected in the context of the purposes intended, with due regard to the respective data protection regulations and any declaration of consent available, and, if necessary, communicated to third parties. Such third parties include, in particular:

- KiSS language experts
- KiSS teachers (kindergarten)
- Specialist personnel at the health authority

Which data are specifically communicated?

The following data are communicated

1. child’s master data
2. test result
3. teacher’s and expert’s master data

Revocation of given consent

If the processing of your child’s data depends upon consent, which you have declared to KiSS, then you have the right to revoke your consent at any time. You can lodge this declaration in writing by mail / fax. No reasons need to be given for this. Your revocation only applies from the point in time that you express it. It does not apply retrospectively. The processing of your child’s data remains legitimate up to this point in time.

How long will your data be stored?

Your child’s data will be stored up to one year following the school entry examination and subsequently anonymised. Corresponding documents concerning your child will be destroyed according to data protection law.

Right of information, correction, deletion, etc.

You have so-called affected person’s rights, i.e. rights that you can exercise as the affected person in an individual case. You can assert these rights in respect of KiSS. They arise out of the EU General Data Protection Regulations (GDPR), which also apply in Germany:

- **Right of information, Art. 15 GDPR**

You have the right to information concerning the personal data stored that affects you.

- **Right of correction, Art. 16 GDPR**

If you discover that incorrect data concerning your person are being processed, you can demand correction. Incomplete data must be made complete with regard to the purpose for which it is being processed.

- **Right of deletion, Art. 17 GDPR**

You have the right to demand deletion of your data if particular grounds for deletion exist. This is particularly the case if they are no longer necessary for the purposes to which they were originally collected or processed.
- **Right to limit processing, Art. 18 GDPR**

You have the right to restrict processing of your data. This means that your data are not actually deleted but are marked so that their further processing or use are restricted.

- **Right of objection to unreasonable processing, Art. 21 GDPR**

You have, in principle, a general right of objection, even against legitimate data processing, which are in the public interest, in the exercise of official authority or based upon a body’s legitimate interests.

- **Right of data portability, Art. 20 GDPR**

You can demand a copy of your child’s personal data in a customary and machine readable file format.

**Complaining to a supervisory authority about data protection violations**

Regardless of whether you are also able to apply for judicial assistance, you have the right to complain to a supervisory authority if you are of the view that the processing of your child’s data is not permitted under data protection law. This arises from Art. 77 of the EU General Data Protection Regulations. Complaining to a supervisory authority can be done without a form.

**Those responsible at KiSS:**

Mr M. Kieslich, Univ. Prof., Dr med. - Director of the Hesse Centre for Child Care at the University Hospital Frankfurt.

Mrs Nina Lindner, Dipl.-Betriebswirtin (FH), Department Head, Children’s Speech Screening at the University Hospital Frankfurt.

**Data protection officer at KiSS**

Children’s Speech Screening have engaged a data protection officer. His contact details are as follows:

Mr Andrei V. Gherghel, Dipl.-Ing.
datenschutz@kgu.de
Tel: +49 (0)69 6301-5745

**Hesse Data Protection Officer**

Hess. Beauftragte für Datenschutz und Informationsfreiheit
Postfach 3163
65021 Wiesbaden
Tel: +49 (0)611/1408-0

If you wish to make contact, please use the form under https://datenschutz.hessen.de.

We are at your disposal if you have any further questions.
Declaration of consent (Einverständniserklärung)
To KISS, the Child Speech Screening in Hessen

I hereby agree that my daughter/son

(First and Surname of the child)  (Date of birth)

takes part in the Child Speech Screening (KiSS) as described in the parents information.

(Place/date)  (Signature of parents, guardian)

The State of Hessen’s comprehensive plan for language education and support in pre-primary and primary education recommends the inclusion of the KiSS results in the school entrance examinations.

I hereby agree to this inclusion:  □ YES  □ NO

Signature of parent/guardian: _________________________________

This form is valid exclusively when giving the leaflet “Duty to inform when collecting personal data for KiSS Child Speech Screening”.
Address: Children's day care center
Name and Address of parents

Speech results for __________________________________________________________________________
☐ Speech results from re-examination

Dear parents,

For school attendance and successful learning an age appropriate faculty of speech and a good knowledge of German is required. A linguistic appraisal is an important step on the way there. Your child has taken part in such an investigation. In doing so, different areas of the child’s speech with Speech Screening (KISS) were checked. In addition, attention was paid to possible vocal disorders and on disorders of the flow of words (e.g. stutter).

The following observations were made.
☐ Speech and voice of your child are age appropriate.
☐ The speech of your child is altogether age appropriate but, marginal in the following:
  ☐ Understanding of the language
  ☐ Pronunciation
  ☐ Vocabulary
  ☐ Grammar
☐ There are noticeable problems in understanding of the language.
☐ There are noticeable problems in vocabulary.
☐ There are noticeable problems in grammar.
☐ There are noticeable problems in pronunciation of words.
  ☐ "r" sound ☐ "k/g" articulation
☐ As your child possesses only a slight knowledge of German KISS could only be partly carried out.
☐ There is a suspicion of stuttering or disorder in the flow of words.
☐ There is a suspicion of vocal disorder.
☐ There is a suspicion of a processing disorder in your child’s short term memory.
☐ There is a suspicion of a hearing disorder.
☐ Your child has not yet completely acquired the "sch" sound or the "s" sound or both. But at 4 years of age it is not really necessary.

Recommendation
☐ No further action is necessary.
☐ Encouragement through the parents is helpful in the further speech development of your child.
☐ A regular participation in the speech support in the Kindergarten is recommended.
☐ A check-up in Kindergarten in 6 months is recommended.
☐ Because your child has not yet completely acquired "sch" sound or "s" sound re-examination is recommended possibly around your child’s 5th birthday. It will be offered again in the Kindergarten.
☐ I would like to have a talk with you. Please, contact me by telephone.
☐ An appointment with a paediatrician is recommended. There it will be decided if further examinations or eventually speech therapy is required.
☐ As far as we know your child is already in medical and therapeutic care, many thanks. Please present this letter there.

If you have any questions, we will be happy to assist you. Please contact me or the kindergarten-teacher who examined your child.

(Name/Signature Speech Therapist)