

WELCOME TO  
OUR KITA

# IMPORTANT KITA FORMS



Ein Kooperationsprojekt von:



Landesverband  
Brandenburg e.V.



Unterstützung und finanzielle Förderung:



LAND  
BRANDENBURG  
Ministerium für Bildung,  
Jugend und Sport



## Key information on the child and on the parents and/or those with care and custody of the child

### Information on the child/children

_____ Surname	_____ First name	_____ Date of birth	female Sex	male
_____ Surname	_____ First name	_____ Date of birth	female Sex	male

### Name and address of the parents/those with care and custody of the child

Mother \_\_\_\_\_

Father \_\_\_\_\_

### Telephone numbers for the parents/those with care and custody of the child

_____ Landline	_____ Mother's mobile	_____ Father's mobile
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Who should be informed in an emergency, if the parents/those with care and custody of the child cannot be reached?

Name _____	Telephone _____
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### With whom can I communicate in German?

Name _____	Telephone _____
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### Who may collect your child/children?

Namen \_\_\_\_\_

### Does your child have a chronic disease, allergy or other distinctive characteristics?

Yes      No      If so, which: \_\_\_\_\_

Please note: If so, this must additionally be discussed with the management of the daycare centre.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parents/those with care and custody of the child





## Questionnaire for initial discussions

\_\_\_\_\_

Address

\_\_\_\_\_

Name of the health insurance fund

\_\_\_\_\_

Religion

\_\_\_\_\_

Date of enrolment in the Kita

\_\_\_\_\_

Ethnicity

\_\_\_\_\_

Nationality/Status

Which languages are spoken by the family?

\_\_\_\_\_

\_\_\_\_\_

Which languages is your child familiar with, which do they speak, can they understand?

\_\_\_\_\_

\_\_\_\_\_

What do they call:

their father \_\_\_\_\_

their mother \_\_\_\_\_

their brothers  
and sisters \_\_\_\_\_

themselves \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who will accompany your child on an ongoing basis during the settling-in period?

Name of the caregiver \_\_\_\_\_

Who has mainly cared for your child?

Name \_\_\_\_\_ Telephone \_\_\_\_\_





## Habits

How and with what is your child soothed?

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What, how and when does your child eat and drink?

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Are there some foods which your child may not eat?

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At what times does your child sleep at home?

During the day approx. from

During the day approx. to

At night approx. from

At night approx. from

Where does your child sleep at home?

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What is the best way for your child to get to sleep, what rituals do they have? (dummy, soft toy)

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What does your child most like to play with currently?

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Consent is given for ticks to be removed where necessary, followed by the corresponding disinfection, by the skilled educational staff.

Yes      No

**Please note** We have high numbers of ticks in our region. There is as yet no vaccination for children against diseases such as tick-borne encephalitis and the Lyme disease pathogen. The Lyme disease pathogen is not transmitted until approximately 8 to 12 hours after the tick has attached itself. At the same time, the precise point in time can often not be clearly defined. Every hour that goes by therefore increases the risk of infection. The earlier the tick is removed, the lower the risk of infection. The best protection is to collect the ticks from the skin before they can bite. The longer the tick remains with its biting tool in the skin the greater the risk of transmission of bacteria and viruses. Out of concern for the health of the children being cared for, prompt intervention is then required in the form of a first-aid measure (e.g. with the aid of a tick card), to prevent further damage to health as the result of a tick bite. On the other hand, skilled educational staff are not permitted by law to perform medical procedures. To clarify, your declaration of consent is definitely useful in permitting us to act quickly. We shall inform you of any such procedure and we recommend that you take your child afterwards to see a doctor.

Date

Signature of parents/those with care and custody of the child

