

WELCOME TO  
OUR KITA

# IMPORTANT INFORMATION FOR PARENTS



Ein Kooperationsprojekt von:



Landesverband  
Brandenburg e.V.



Unterstützung und finanzielle Förderung:



LAND  
BRANDENBURG  
Ministerium für Bildung,  
Jugend und Sport

# Our Kita is pleased to introduce itself

## Kita contact details



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## Management for the facility

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## Provider's address



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## Opening hours

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## Closing time

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## Age structure


We look after children from age \_\_\_\_\_ to \_\_\_\_\_ years of age.

Our daycare centre (Kita) works according to the \_\_\_\_\_ concept. You can read about what this signifies in detail in our facility's core approach.


Your child will attend as of \_\_\_\_\_ the group \_\_\_\_\_


The key teachers for this group are \_\_\_\_\_



The settling-in period is tailored individually to your child. In the initial phase of the settling-in period, children are accompanied by a member of the family at the preschool, or more accurately: at the daycare centre. For further details on this, please refer to the welcome booklet and flyer  „Time to settle in - the start and basis of all child daycare“. This information is attached as an annex hereto.

The teachers create an atmosphere in which younger and older children can jointly experience things, thereby mutually supporting one another in their development.

A portfolio is put together for each child. This contains texts, photos and the children's work, demonstrating what your child is capable of, knows and wishes to learn. For this, we need your consent.  The declaration of consent is attached as an annex hereto.

The instrument „Milestones of development“ is used in our daycare centre with a view to the early recognition of risk situations in a child's development. The parents' information flyer  „Milestones of development“ is attached as an annex hereto.

### Meals are provided here in our facility via

Meal provider \_\_\_\_\_  
the Kita's own kitchen

### Please bring with for your child:

named slippers  
named indoor trainers  
sportswear in a canvas bag  
pyjamas (change weekly)  
one complete change of clothing in a bag, appropriate for the time of the year  
a soft toy, dummy etc., if this makes you child feel better  
weather-appropriate clothing (e.g. rainwear)  
nappies  
wet wipes

\_\_\_\_\_  
\_\_\_\_\_

We hold a toy day once a week. This means that each child can bring a toy of their choice to the Kita. Please make sure that these are not particularly valuable items or toy weapons. Our toy day is always on

Mondays  
Tuesdays  
Wednesdays  
Thursdays  
Fridays

### Preconditions for enrolment in a daycare centre

A medical certificate confirming the child's aptitude for attending a daycare centre is required for every child who is to be cared for in a daycare centre. This must be submitted **before** the child's initial enrolment at the daycare centre (Section 11, para. 2 Children's Daycare Law of the State of Brandenburg). Paediatricians have the relevant forms, completed versions of which can be handed out to you.



### Children's illnesses and/or what to do in case of infectious diseases

To recover, sick children need the very special care of their most important caregivers, their parents/those with care and custody of them. For this reason, sick children have no place in the Kita.

You can find the particular rules and regulations on what procedures should be followed in case of infectious diseases in the guide for parents and other persons with care and custody of children ➔ „Working together to prevent infections“. This guide is attached in the annex hereto.

### The daily routine in our facility

The following times serve as a guidance for parents/those with care and custody of children, children and our skilled staff, and may differ slightly.

Time	Daily routine
_____	Arrival and group play
_____	Children at the after-school club go to school
_____	Breakfast
_____	The children are in their areas/groups and play, learn, do handicrafts, paint, romp, laugh, go for walks and much more
_____	Fruit break
_____	The children who attend the after-school club arrive
_____	Lunch
_____	Lunchtime nap and/or offerings for children who do not sleep
_____	Tea
_____	Group play and collection of children

So that we can start the day together, it is important for you to bring your child to the daycare centre by \_\_\_\_\_ hours.

Please refer to the childcare contract for the times when children should be dropped off and collected. We have agreed a drop-off time of \_\_\_\_\_ and a collection time of no later than \_\_\_\_\_ hours.

Should anyone other than the parents and/or those with care and custody of children collect children, then a letter of authority is in any event required. This must in all cases be completed beforehand and a signed copy handed over to the Kita. Please advise the authorised person of the fact that they will have to produce a photo ID (e.g. passport, BÜMA [temporary residence permit for asylum seekers], driving licence inter alia) on collection.

➔ A letter of authority is attached as an annex hereto. Should you require several copies, please speak to the Kita management or the child's key teacher.

