

WELCOME TO OUR KITA

Information on children's daycare



WELCOME TO THE
FEDERAL REPUBLIC OF
GERMANY TO THE STATE
OF BRANDENBURG
TO THE ADMINISTRATIVE
DISTRICT OF

IN

TO THE KITA



Dear parents/those with care and custody of children,

Attending our daycare centres (we call them Kitas for short) gives your child a great opportunity to get on in Germany. Just like most of the children in the state of Brandenburg, your child can play here with other children, experience and discover many new things and, not least, benefit from positive experiences.

What does it mean for you as a family if your child attends a Kita?

In the Kita, your child can:

- › be given shelter and guidance and a safe environment
- › follow a regular daily routine (including mealtimes)
- › make friends with other children
- › learn German more quickly through contact with their peers
- › enhance their childhood well-being
- › benefit from many early stimuli to their development
- › get to know a new environment with many interesting things
- › get themselves well-prepared for their later school attendance

Parents/those with care and custody of children can:

- › get to know other parents and children, and maybe make some new friends
- › talk to the skilled educational staff about your child and their development
- › get advice about parenting/upbringing
- › occasionally do something for the Kita yourself (e.g. accompany the children on outings, be a helping hand at parties and offerings)
- › get some time to yourself (e.g. in which to attend integration courses or German courses, deal with government authorities and immerse yourself in the job market)

Legal entitlement to a Kita place and making the application

In Brandenburg, just as elsewhere, every child - whatever their background - is legally entitled to children's daycare once they reach one year of age. This is also the case for children from families seeking asylum and refugee families. They have the same legal entitlement to children's daycare as do all children: from the time they reach one year of age up until the end of year 4. Younger and older children are also entitled to this if the family's situation or special

educational needs are such that children's daycare is required.

Once they are living in a local authority area, following their stay at a reception centre, parents and/or those with care and custody of children from families seeking asylum and refugee families may apply to the local government/municipal/regional administrative authority for a place at a childcare centre.

As far as concerns the duration of the childcare to which they are entitled, the same general principles apply to children from families seeking asylum and refugee families. This means that the child's individual entitlement to learning, care and education at a children's daycare facility depends on the family's situation and the amount of time needed by the parents/those with care and custody of children, but it will be a minimum of 6 hours (for children at an after-school club 4 hours) a day.

Childcare for longer hours must be applied for and will depend on the working hours or training timetable of the parents/those with care and custody of children. Should you wish to apply for this, ask your contact person for help.

What are children's daycare facilities (Kitas)?

Children's daycare is the umbrella term for childcare in daycare centres, in children's daycare facilities and in parent-child groups, as well as in after-school clubs (where schoolchildren are looked after at the end of the school day).

Kitas are early education centres, open Monday to Friday to all children, irrespective of religion, background and culture, world view, particular abilities or special educational needs (e.g. as the result of a disability or chronic illness).

Most children in Brandenburg attend a Kita from the age of one upwards until they start school. Large numbers of schoolchildren also use the after-school club after attending primary school.

Girls and boys benefit jointly, and on an equal footing, from learning, childcare and education in groups subdivided by age. Trained and qualified male and female teachers are available to ensure this. Each Kita is managed by a manager or manageress. In the last Kita year, children are prepared for their transfer to primary school. Children who are at primary school can go to an after-school club.

Costs of children's daycare

Every month, parents/those with care and custody of children pay a specific contribution towards the costs of the Kita. This contribution is based on income. An application for assistance or for a share of the costs to be met can be made to the youth welfare office whenever parents/those with care and custody of children do not have a regular (or have an inadequate) income.

You may additionally apply for financial assistance for the following benefits via the so-called education and participation package:

- lunch provided in the Kita
- Kita outings
- holiday leisure activities, sports clubs, music lessons

You will be supported in your application by the Kita management, immigrants and refugee advice centres or your point of contact at your accommodation.

Creating an atmosphere of trust and dependability for all

The daily routine provides the framework for our offering. A whole variety of educational offerings and free play are included within this. We eat together in our Kita and each child's individual need for sleep is respected.

Information on day-to-day life in the Kita and on times and dates can be found on the notices that are posted up.

Please drop your child off at the Kita at the agreed time and pick them up again on time. Only in this way can we create an atmosphere of trust and dependability for your child, and for the Kita too. It is best that you discuss with the Kita management what times you will agree on.

Children and adults from a diverse social background, nationality, religion and culture meet one another on a daily basis in our Kita.

In our facility, you and your child, and your belief and religion, will be held in high esteem and respected. We are accordingly keen to occasionally also involve the parents/those with care and custody of children, asking them to e.g. tell stories from their homeland, cook or bake and do handicrafts.

In terms of the meals we provide, we take care to ensure that it is a healthy and culture-aware offering. Let the Kita management know therefore what food your child is intolerant to or may not eat for religious reasons.

Should the occasion arise in which your child is unable for certain reasons to attend children's daycare, then please inform the Kita in good time. If your child is ill, please allow them to stay at home to recover and recuperate.

For many infectious diseases, before your child re-attends the Kita, they will need a medical certificate attesting to the fact that they are no longer infectious and that they may attend the facility once more. These include e.g. mumps, measles, German measles, chickenpox, scarlet fever and lice. The certificate must be presented at the Kita.

Further language instruction

In contrast to adults, children learn what is initially a foreign language very quickly. This is helped particularly by the fact that they are surrounded by children of a similar age.

In the final year before they start school, we make an assessment of their current level of language learning and, where necessary, assist your child further with individual support.

Nevertheless, it is important for your child to also be proud of their heritage language. Please therefore continue to speak your family's language at home with your child. As only when your child can speak their own language well and this is accepted in the milieu in which they are in can they let their curiosity take over and relax into learning a foreign language. Our skilled educational staff know about this and will support your child. They are happy to provide tips on how you can also support your child in learning German.



Our Kita's tasks and ways in which parents/those with care and custody of children can support us

Our children's daycare facility can accompany your child in their efforts to integrate into a new social environment. The Kita offers the best preconditions for children to develop as children should.

In the state of Brandenburg, the [„Principles of elementary education in children's daycare facilities“](#) form the basis for the support for educational activities in daycare centres.

Each daycare centre sets out the aims and content of the educational activities in an educational concept. This concept is available in German at each day care centre, where it can be examined. Please speak to us about this.

Whenever a child attends a Kita, successfully completing the **initial settling-in period** is highly significant for that child's further development. During this period, you stay with your child in the facility and watch how the daily childcare routine unfolds. It gradually becomes easier for your child (for you also however) to spend a certain amount of time away from one another. However it is important for us for you to know that we shall always take care to do whatever is best for your child. Your child determines the rate at which the settling-in process unfolds. You can find additional information on the settling-in process from the information flyer [„Time to settle in - the start and basis of all child daycare“](#). You can discuss the settling-in period in detail with the skilled educational member of staff who is the first point of contact for you and your child.

In our childcare, we pay attention to what your child enjoys, what they are curious about and what abilities they already have. At the heart of our work always is **the child, together with their interests and needs**. This is the basis on which we support the child in their development. Children feel safe and secure when they are able to play with no pressure or anxiety. In our Kita, there is no marking of work and naturally also no punishments.

Every child is **carefully accompanied** by us in their own **learning process**. Systematic observation and documentation by our skilled staff form the basis for dialogue with your child, for accompanying them in their further development and for our discussions with you. In addition to this, we regularly monitor

your child's progress to identify any risk situations in their development. You can find further information in this regard in the flyer [„Milestones of development - An instrument for early recognition“](#).

We are constantly on the lookout for stimulating, child-suitable learning options and we couple this with the children's natural curiosity and their drive to investigate and explore everything. In our work in our Kita, our actions are guided by certain principles. Additional information can be found in the information flyer [„Principles of elementary education - How little children learn?“](#).

You as the parent/person with care and custody of your child are a highly important **partner in their upbringing**, as you know your child best. You know e.g. what they like to eat, how you get them to settle down, what they like to play, what they are particularly interested in now, what experiences are or were important to your child. We should like to work together with you as parents/those with care and custody of your children. For this reason, the talks we have whenever you collect or drop off your child, the more detailed discussions with parents at scheduled appointments, parents' evenings or even parents' drop-in sessions, and many more, represent useful occasions for cooperation.



Our Kita is pleased to introduce itself

Kita contact details









Management for the facility

Provider's address









Opening hours

Closing time

Age structure

We look after children from age _____ to _____ years of age.

Your point of contact when applying for legal entitlement to children's daycare

Your child is provided with the following meals:

breakfast
lunch
tea
fruit breaks

Our Kita is open as a rule from Monday to Friday

_____ hours

to _____ hours.

You will be notified on a timely basis if the Kita is going to be closed for holidays or advanced training.

Your child should get to the Kita

by _____ hours;

this will enable them from the outset to participate also in the facility's regular group offerings.

Information and enrolment

Our Kita's initial point of contact is the manager/manageress

When you enrol your child, you will be asked for the following details:

- > the child's surname and first name
- > date of birth and sex
- > the child's nationality and the nationality of the parents/those with care and custody of the child
- > surnames, first names, addresses and telephone numbers of the parents/those with care and custody of the child
- > the child's state of development and health (e.g. disability, allergies)
- > particular abilities (e.g. additional languages, reading and writing skills)

Space for your questions and notes



Contact details for the Kita



Legal information

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