

## **House rules**

### **1. manners**

We cultivate a friendly and open-minded atmosphere in the kita. We hope for an equally open atmosphere between the parents and our educators, as well as between the parents and the kita management. Should you ever wish to criticise us, we would be happy if you did so in an appropriate tone. You are welcome to send us complaints, criticism, suggestions for improvement or ideas by e-mail or, if you wish to remain anonymous, you can drop a letter in the letterbox. Be free to use our complaint form below - >Beschwerdeformular für Eltern

We take your concerns seriously, will look for possible solutions together and, if necessary, see your complaint as an opportunity to develop and optimise our work in our Kita.

After making an appointment, the educational staff and the kita management are available for discussions at any time.

Door to door talks/ quick exchanges are not always possible. Please understand this and use the group information booklet or our e-mail address (info@sara-kita-berlin.de) to send us brief information about particularities or requests for talks.

### **2. opening and closing times**

Our kita is open Monday to Friday from 7:30am to 5:00pm.

During the Berlin summer holidays the Kita is closed for three weeks. Between Christmas and the New Year the Kita will also be closed. Further closing days will be announced in good time in the annual programme and also on the notice board.

### **3. drop-off and pick-up/ supervision/ team meetings**

Drop-off time is between 7:30am and 8:30am.

From 8:00 a.m. until about 4:00 p.m., the children are mainly looked after in their respective groups (semi-open work); outside of these times, supervision can take place across other groups.

The duty of supervision begins when the child is taken over by the educational staff on the premises of the kindergarten and ends when the child is handed over to the care of the legal guardian or a person appointed by the legal guardian to collect the child. Accompanying siblings and friends are subject to the parents' duty of supervision.

Parents are responsible for their child at joint activities with parents, such as summer parties, craft afternoons or lantern walks. The educators' duty of supervision ends here.

A child may only be handed over to other persons with the parents' consent. It is helpful if the person picking up the child is entered in the notebook in advance.

During attending kita and the journeys made in connection with the visit to the kita, the child is legally covered by accident insurance through the accident insurance fund.

Accidents that occur on the way to or from the kita must be reported immediately to the kita management.

**Team meetings** usually take place once a month and are announced well in advance. In order to give all staff members the opportunity to attend, parents must have collected their children by 16:00 on the day of a team meeting.

#### **4. illnesses and absences of children**

In case of illness, parents must always report their child to the kita by 9:00 am. (e-mail or telephone)

- If the child is ill, there will be no care in the kita. If a child falls ill or is suspected of falling ill in the kita, the legal guardians will be informed so that they can collect the child and, if necessary, present it to a doctor. After a contagious illness has been overcome, the child may only return to the kita once a medical clearance has been obtained.
- Generally contagious diseases (especially salmonella, lice, chicken pox, rubella, scarlet fever, conjunctivitis, stomatitis, etc.) must be reported immediately to the kita management or the teachers.
- If your child has suffered from diarrhoea/vomiting, your child must be symptom-free for at least 48 hours before it can return to the kita. In case of frequent occurrence of these symptoms, the kita will determine that the child will only be readmitted with a medical clearance certificate.
- Any transmissible disease of the child and also in the family that falls under the Infection Protection Act must be reported to the kita immediately. In any of these cases, attendance at the kita is not possible and can only be resumed after presenting a medical clearance certificate.
- In principle, parents or other persons eligible for pickup must always be available by phone.
- Holidays or longer, plannable absences must be communicated.
- Please predominantly use our general e-mail address: [info@sara-kita-berlin.de](mailto:info@sara-kita-berlin.de)

#### **5. settling-in phase**

- The acclimatisation of the children takes place according to the Berlin Acclimatisation Model.

This gentle settling-in period is divided into four different phases and can last up to six weeks, depending on the age of the child. The staff pay attention to the individual needs of the child and their parents. At the beginning, a permanent reference person (e.g. mother or father) accompanies the child and remains in the group room for a few days as a "safe haven". After the first separation for a short period of time, one pays attention to how the child deals with the situation and discusses the further procedure.

- On the first separation days, the reference person still stays in the group's. The times are extended further so that the presence of the reference person is no longer necessary in the final phase.

- If this gentle acclimatisation is adhered to, scientific studies show that children later have a more fear-free approach to new situations, fall ill less often and develop better cognitively.
- For the benefit of their child, the parents undertake to adhere to the agreements and the time frame within the settling-in phase.

## **6 Liability**

- The Kita accepts no liability for toys, money or other personal belongings brought into the Kita.
- Parents are responsible for their own wardrobe and bags. This also applies to items stored in the prams.
- For safety reasons, objects that could endanger children may not be brought into the facility.

## **7. violations of the house rules**

### **Violations of duties arising from the childcare contract**

If parents repeatedly violate the house rules or the contractual obligations of the Kita contract (e.g. keeping to the drop-off and pick-up times) or disturb the peace of the house, also by spreading untruths or defamation, the responsible body is entitled to terminate the contract with a notice period of 4 weeks to the end of the month. This is particularly the case if parents avoid a clarifying discussion or do not change their behaviour after a discussion. As the work with children is based on a level of trust between parents and educators and kindergarten management, further work with the children and their parents can then no longer take place.

## **8. what else you should know**

If your address or private telephone number changes, please let us know immediately so that we can reach you at any time and provide you with the necessary information about your child at short notice.

For hygienic reasons, it is forbidden to enter the group rooms with street shoes.

We make our pedagogical work transparent for parents through parents' meetings, discussions and notices on the information boards in the Kita. We would like you to take part in our meetings. You will receive information about the situation of the group and there is the possibility to clarify questions.

The elected parent representatives support the tasks of the Kita and promote the cooperation between the Kita and the parents.

We accept offers of dental check-ups. You will be informed of the dates in good time.

**A valid kita voucher is a necessary prerequisite for the care of your child in our kita.**

Please bring the following things with you on the first day of kindergarten:

- Clearance certificate from the pediatrician not older than 5 days
- 1 photo
- A change of clothes
- nappies
- Toothbrush, toothbrush cup
- Cuddly toy
- Handkerchiefs.

In addition, your child will need the following items to attend kindergarten:

- Slippers
- Kindergarten bag/children's backpack
- Breakfast box and snack box
- Spill-proof drinking bottle
- Rain jacket
- Wellingtons
- Mud pants