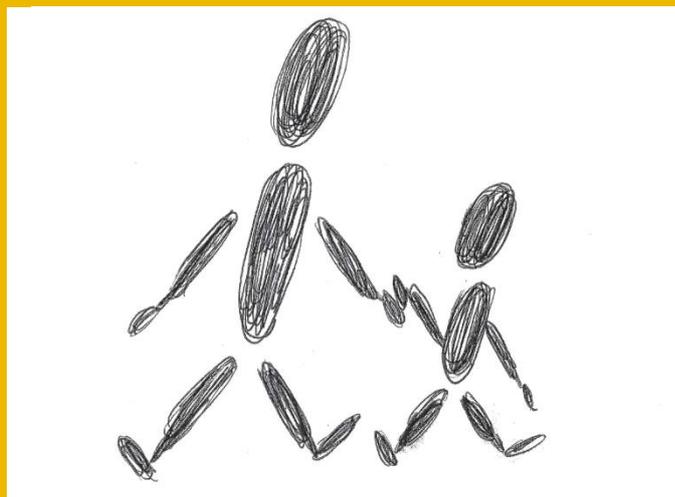


Our acclimatization concept



Dear parents,

We would like to inform you about the structure of the acclimatization period in our kindergarten. The information is intended to help your child feel safe and comfortable with us for a long time.

The period will be structured individually according to your child's pace. This will be the foundation for trustfully working with each other over the next few years. Please schedule at least 2-3 weeks, maybe more, for the acclimatization process.

The acclimatization period is divided into 3 parts.

1. Basic period

For the first three days you should accompany your child. So she/he will have time to get used to kindergarten. Please stay in the background, but be ready to assist your child if necessary.

One of our kindergarten teachers will be responsible for your child. She will make the first contact and establish a relationship with your child. You should still take over feeding your child and changing the diapers in the beginning. This will allow a smoother transition concerning those special and personal situations.

With that you provide a "safe and secure environment" for your child.

The acclimatization period does not depend on the age of your child. It will take approximately 2-3 weeks. Previous experiences of your child may influence the time required. Some children already know kindergarten, came with an older sibling to visit or made experiences in a play group. Some children may need more time to separate from their parents, some may need less time. Please be patient.

You should:

- not urge your child to discover the new environment
- accept it when your child requires your presence
- be rather passive
- tolerate the behavior of your child. Every child has its own way to discover a new environment.

Depending on the previous experiences of your child we will start with the first separation approximately after four days.

2. Separation period

You will arrive as usual with your child. After a while you will say goodbye and leave the room (for about 30 minutes), but please remain in the building.

If your child accepts this situation or calms down after a few tears, we will ask you to come back after app. 30 minutes. We can now consider the next separation period which may last a bit longer. Please stay in the building during these times.

We will of course ask you to come back immediately if your child does not calm down.

At this time, we will discuss the further acclimatization periods matching your child's individual development.

3. Stabilization and final period

We will prolong the periods of separation if they are successful.

You will not need to stay in the building, but we should be able to reach you at any time. You should also be able to pick up your child at an earlier time if necessary.

From now on the kindergarten teacher will also take over the nursing tasks.

Your child now has accepted the teachers and the acclimatization period is completed.

Important:

The acclimatization period may take longer or shorter according to your child's individual needs.

In case your child will not feel comfortable after 2-3 weeks or cannot easily be consoled by the kindergarten teacher we will discuss possible reasons and solutions. The acclimatization period may last longer for your child.

Important points:

- During the first few days, your child will experience a lot of new impressions, rules and structures. This can be very exhausting and your child will need time to get used to all of this. We recommend that the acclimatization period only lasts 1-2 hours during the first few days.
- You can be certain that you will always be the most important person for your child. To make the acclimatization period as smoothly as possible, it is important to trust the teachers and maintain a positive attitude. Your child will notice that you like the teachers and that this new situation is a safe one.
- You may bring along a familiar object (a cuddle cloth, doll or a stuffed animal) to support your child in the beginning.
- The acclimatization period should not be at the same time as other changes in your family situation.
- Please plan your vacations accordingly. You should not interrupt the acclimatization period.
- The acclimatization period needs to be postponed if your child gets ill during the process because your child won't be able to focus on the new situation while being sick.
- If your child prefers one specific family member (father or mother), this person should accompany the acclimatization period.
- Please do not start a (new) job during the acclimatization period of your child. If possible take a few days off or ask a familiar person to assist you during the beginning in kindergarten.
- Please keep the goodbyes short and do not prolong them unnecessarily. (Children act with less stress if the farewell is short.)
- Always say goodbye to your child. You will risk the trust of your child if you leave without saying goodbye.

We hope we could inform you sufficiently about the acclimatization period. For further questions, please do not hesitate to contact us at any time.

Checklist for parents (before starting Kindergarten) – Information about your child

My name is
I was born on
I'll be in kindergarten on
I'myears old.

In my home I live with
.....
.....
.....
.....

At home we speak
I can also understand/speak following languages
.....
.....

My favorite meal is
I'm allergic to
My favorite color is
My favorite toy/cuddly toy is a named
While going asleep I especially like
I love to play with
I can particularly well
I don't like
I'm afraid of
When I'm sad, you can best comfort me by.....
.....
.....

You should also know about me
.....
.....
.....