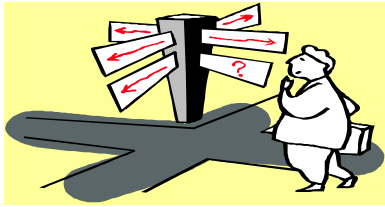




Kindertagesstätte (Krippe - Kindergarten - Vorschule)

Träger: Gesellschaft für internationale Kultur- und Bildungsarbeit e.V.

Päd. Leitung: Barbara Honnef Wiss. Begleitung/Beratung und Geschäftsführung: Dr. Bernd Bröskamp
Kaiserin-Augusta-Allee 41 (Kindergarten) / Ecke Ilsenburger Str.17 (Hort), 10589 Berlin



IMPORTANT INFORMATION FOR EVERYDAY-LIFE AT KINDERLAND

Your child needs



- a backpack (can be carried much better than bags)
- a box for breakfast to carry food
- slippers ("Hausschuhe")
- a tooth mug and a toothbrush
- a short or a guest towel
- an extra bag containing a set fresh laundry so that wet clothes can be exchanged if necessary
- sneakers with non-slipping soles, gym stuff
- diapers (parents alternate / check the diaper list).

Please mark everything in written form (name)
and also with a symbol for your child to recognize!

The basic prerequisite for visiting the nursery / kindergarten is a pediatrician's or public health officer's certificate called "Kindergartenunbedenklichkeitsbescheinigung" (see contract § 2 – you will get a form from us to be filled out by the pediatrician).



Monday our "big breakfast" takes place groupwise. The information with the food preferences are to be found from Thursday onwards at the information boards at the front door. Here or on the magnetic board and you can also find all the important information!



Thursdays the older children of the dinosaur group go swimming during the "Schwimmkurszeit". Depending on the category (beginners, advanced, etc.) the pre-school-children learn swimming with playful exercises in the the element of water at the beginning. (The children of the other kindergarten groups remain in the kindergarten.)



Fridays from 9:00-10:00: Kinderland-sports in the Charlottenburg-Gym at Sömmeringstrasse. The children can either come to Kinderland up to at 8:20 a.m. from where they walk to Sömmeringstrasse. Alternatively they can be brought directly to the gym until 8:50 a.m. at the latest (so that you have 10 minutes time for changing clothes and put your child a sport dress on). Please support your child in this regard.



Musical education will be part of everyday activities in the group and is offered by our staff. You are welcome to let us know about beloved children's songs to be sung in your family or those that you have on CDs.

Opening hours

The kindergarten opens **Mondays** and **Fridays** at **7:15 a.m.**, **Tuesdays** to **Thursdays** at **7:30 a.m.** In the interest of your child and the whole group, we ask you to bring your child not later than **9:00 a.m.** to the kindergarten, if possible even earlier than that, because breakfast might start groupwise somewhat earlier.

(To be on time is also important because for some children it might be difficult to enter a closed situation with all children already sitting at the table having breakfast. If you are exceptionally late, please have breakfast at home, give us a call, bring your child at or after 9.30h and accompany her or him into the group room – and, please, keep in mind that this should only be a single exception to the rule).

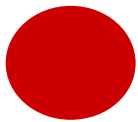
The kindergarten closes **Mondays** and **Fridays** at **16:15 p.m.**, **Tuesdays** to **Thursdays** at **17:00 p.m.** Please take into account that your child may need a transition period of 10-15 minutes to finish play and to get dressed.

During the break after lunch / nap-time - 12:30 to 14 p.m - the children should not be picked up. Remember please this in case you have other plans with your child in the afternoon. Pick your child up either until 12:30 p.m. or after 14:00 p.m. (and, in the latter case, take into account that the children, if they have slept some time need to a transitional period until they are completely awake).

We kindly ask you to respect our opening hours as well as the maximum time spans in the case of part time places which are written down in the contract.

Please do not give any kind of food or drinks to your child in the entrance hall.

Picking up your child in the summer:



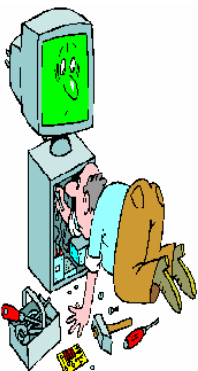
In summer we often go the playground at Mierendorffplatz after the afternoon break. Please then pick up your child there. As a recognizable symbol to be recognize from afar you can see a red, circular point (about 20 cm in diameter) in the window of the external door, so that motorists may continue their ride to the playground.

Familiarisation



During the period of familiarisation the children are to be picked up not later than 12:00 p.m. We daily and constantly communicate our impressions about the course of familiarisation (see also our detailed leaflet on familiarisation).

Insurance



During the stay at Kinderland and in conjunction with the visit (routes to and from the kindergarten) your child has an insuredance protection against accidents.

There is **no liability** for the loss, damage and the mix up of clothing and other equipment of the children. We would want you to pay attention to this with regard to every kind of ownership (clothing, equipment, toys, etc.) and possession. From experience we can only appeal to all parents not to let their child take any kind of valuable material things to the kindergarten. This said, we ask you for a high degree of tolerance to the disappearance of things (it happens every day) which is helpful when dealing with phenomena of this kind. The marking of property helps to prevent this but, however, does not guarantee anything. Luckily enough, most objects reappear almost as unexpectedly as the disappeared. But it may also happen that some thing proves to be irretrievably lost.

If you have questions or you need an open ear or maybe dissatisfied, you can contact us at any time and make a date for a detailed and undisturbed conversation.

We look forward to cooperatively working with you!
With kind regards from your Kinderland-Team