



Dear Families,

We are delighted that your child will be joining the Leipzig International School Kindergarten. It is our intention to make your child's transition into **EYT (Early Years Transition)** as smooth as possible. Transitioning into a kindergarten setting can be a big change for both you and your child. This letter shares information about logistical arrangements and answers many frequently asked questions. We hope this information gives you a clear idea about what will happen when your child joins us at the kindergarten

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Welcome Information Packet for EY Transition

Why is the EYT group special?

LIS Kindergarten groups children in age groups and within five levels (Nursery 1 and 2, and Early Years 1, 2 and 3). These children are in levels with the children they will become school-age with. We align our school age with the cut-off date of Leipzig International School as being 31 August.

The children in Early Years Transition are all born between September and December, and have just missed the school cut-off date for Early Years 1. They are in fact the oldest 18 children amongst their true school-age cohort, the Nursery 2 children. Because they will all quickly turn 3 years old after the school year has begun, they are called *T* for Transition. At the end of this school year, the EYT children will mix with the Nursery 2 children and form a full EY1 cohort in August of next year. After that, the EYT children will have 3 additional years of Early Years education at the kindergarten before progressing to school.

Starting plan

When joining an Early Years Transition group, the first step for you as a new parent is to read through all the information in this packet. For new families, you are also being invited to an orientation meeting along with this information packet.

During this orientation meeting, you will be able to meet the educators, share information about your child, and determine the best settling-in routines if needed, together with the educators. The meeting can be held either in-person or via video conference, if needed.

The settling-in process for your Early Years Transition child can vary greatly based on such factors as previous experience in a day care setting, frequency of interactions with people outside of the home setting, having older siblings in school or kindergarten, or simply personality. Speak with your group educators to tailor a plan that is just right for you and your child.

The goal of any settling-in process is for your child to become familiar with the educators, the group and the environment. When your child is able to separate smoothly from you at the classroom door, then you know your child is ready for learning and growing at LIS Kindergarten.

After your child has settled-in, please follow best practices for dropping-off your child to give him/her a smooth start each day:

- Please arrive with enough time to help your child change shoes, hang belongings and get ready to join the group. This gives your child a calm start to the day.
- Please separate from your child at the classroom door. This signals a clear separation of “child’s world” and “parent’s world”.
- Please establish a quick and caring goodbye ritual. This reassures your child that you feel confident and secure about their time at kindergarten.

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What	Time	Who	Purpose
Orientation Meeting for Parents	30 minutes	Parents Educators	<ul style="list-style-type: none"> Meet the educators who will be responsible for your child Share information about your child. Find out about settling in routines. Ask questions about the information packet. Schedule times for your child's first day.
Exploration Phase	45 minutes daily	Child Parent Educators	<ul style="list-style-type: none"> Opportunity for the child to become comfortable in the new environment. Child is getting to know the educators. Once comfortable, do a first separation.
First Separation	10 - 30 minutes	Child Parent Educators	<ul style="list-style-type: none"> Aim is for the educators to be able to calm child after separation. If aim is reached, child moves into next phase of stabilization If child is distressed, remains in the exploration phase
Stabilization Phase	Moving towards a full 45-60 minute separation	Child Parent Educators	<ul style="list-style-type: none"> Parents, under instruction of educators, say goodbye sooner and sooner. Child begins staying in the group for longer periods without the parent. The bond between the child and educators is growing. Aim: The child and the parent separate at the door and the child stays in the classroom or with the group for 45-60 mins.
Extending Phase	Moving from 45 minutes to a full day at the Kita	Child Educators	<ul style="list-style-type: none"> Parents always separate at the door, saying goodbye to their child. The room becomes "child's space" only Children gradually increase time alone in the Kindergarten group. Children are learning the group routines. They add meals to their days. After successful meals, naps are added. Final extensions are snack time and afternoon care.
Joining Phase	Full day	Child Educators	<ul style="list-style-type: none"> The child is comfortable for the whole day on their own in their group room and with their educators. The child will explore beyond the group room and educators, getting to know more people and spaces at LIS Kindergarten

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Helpful behavior during the settling-in period of your child

You will be able to best help your child discover his or her new surroundings and get acquainted with the group educators by following these best practices.

	When in the group room	During separations
Please DO	<ul style="list-style-type: none"> Designate just one parent or home caregiver to guide your child throughout the whole process. Stay in the background; stay on your designated chair/spot. Make eye contact with the educators and the child. Be the safe and secure harbor for your child to return to when they need comfort. React positively with eye contact if your child approaches you. Softly encourage your child to engage with the educators and in the room. 	<ul style="list-style-type: none"> Say goodbye to your child, let them know you will be back, and then immediately leave the room. Leave, even if your child cries. This shows your child that you trust the educators to calm them. Stay and wait in a designated area. This way you are out of sight, but the educators can find you when they need you. Greet your child happily when you return. Collect your child at the door. Say goodbye to educators, and head out.
Please DO NOT	<ul style="list-style-type: none"> Push or force your child to leave you or do certain things; In general, put pressure on your child. Try and actively gain your child's attention. Busy yourself with other things (reading books or newspapers, talking, looking at or using your mobile phone). Initiate interaction and play with other children. Have long conversations with educators or other adults in the room; Instead save observations and questions for later. 	<ul style="list-style-type: none"> Leave quietly without saying goodbye. Move about inside or outside of the Kindergarten where we cannot find you. Come back to the room before the agreed time or before an educator asks you to return. Be seen by your child; Try and peek into the room through windows and doors. Upon your return to the room, let your child continue to play.

Please inform us daily if anything special or different has happened with the child at home (ex. Your child did not sleep well, is teething, has had reactions to new foods).

During the first days of settling-in, we will share feedback with you directly, let you know what happened during the separation, and set up a plan for each successive day.

Later, as more children join the group, we will use usual Kindergarten communication methods to give you feedback.

Settling-in can be an emotional process for parents as well as children. Take time to acknowledge and speak with family and friends about your own feelings as a parent. Your child will settle only when you are ready for them to do so. Our educators as well as our Assistant Principal for Learning are here for you and happy to guide you and lend support throughout the process.

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Daily schedule and routines

EYt daily schedule is based around set routines that give the children security, comfort and a feeling of familiarity each day.

7:00 – 7:30	Early Arrivals All children arriving during this time meet in the Nursery 1 room
7:30 – 8:30	EYT Arrivals Children will gather in one of their respective EY1 level rooms
8:30	Breakfast Time If your child brings breakfast, please have them arrive by 8:30.
up until 9:00	Welcome Time Your child should be in the group room, settled and ready to start the day by 9:00 at the latest.
9:00 – 9:30	Morning Circle Time* No drop-offs or entry into the classrooms are allowed during this key time.
9:30 – Lunch Time	Engagement / Exploration / Child Led Play Time Children will play and learn together, both inside and outside. They will take part in special sports and music activities once a week.
11:00 for EYT	Lunch Time Children eat in their classroom throughout the year start eating in cafeteria
After Lunch	Nap Time / Quiet Activity Time Children's sleeping needs are attended individually.
14:00 – 15:00	Snack Time
15:00 – 18:00	Mixed-Group Outdoor or Indoor Play Time Weather permitting, the groups will play together outside. In the event of inclement weather, the children will play in the open rooms on the first floor. During the winter months, when it gets dark earlier, the children will move inside to the first floor before sunset.

***Morning Circle** is the most important part of the day. During this time, children build a sense of community by greeting their peers, preparing for the day ahead, sharing their learning experiences, and engaging in songs and interactive play. It is essential that Morning Circle remains uninterrupted to maximize its benefits. Those arriving after 9:00 are kindly requested to wait with their parents outside or at reception until it concludes at 9:30.

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Catering, food and drink

Breakfast and lunch is provided by our caterer [GfB Catering](#) for an additional daily charge. Parents are asked to complete the **catering forms** online found [here](#). In the upper right-hand corner of the page you will find the login block. Click on “Registrieren” to start the process.



Please leave the field for contract start date blank. Then in the free text area, write “settling-in” or “Eingewöhnung”. The actual date of starting will depend on your child’s settling in process. When your child is ready to eat lunch at LIS Kindergarten, inform the colleagues at the Kindergarten reception desk and we will contact the caterer directly to notify them.

Once you have completed the online registration, you will receive an email to activate the account. Please follow this link. This will finalize the registration. GfB will then contact you within a few days to provide you with a customer number. You can use this to login online, or to login via their online GFB Kindergarten App.

EYT will start eating lunch in their classroom and midway through the year, the EYT children transition more into the regular EY1 routines and educators will let you know when the group is ready to move to eat lunch in the cafeteria.

Please provide your child with a healthy afternoon snack. When not ordering catered lunch, parents are encouraged to support the children’s healthy development by providing well-balanced packed lunch. Here are some examples of snack foods we encourage and try to avoid.

We encourage on a daily basis....	Sometimes snacks for us are...	We avoid on a daily basis...
Fresh & dried fruits	Birthday & holiday treats.	Crisps & potato chips
Raw vegetables	When it is time to celebrate, then it is okay to share healthy as well as sweet treats like cookies, cakes or gummi bears with the children.	Chocolate bars
Whole grain bread snacks		Squeezes
Pretzels with sesame seeds	When your child has a birthday, ask the educators about allergies in the group before you prepare the treats.	Juice packs
Muesli bars. (Without nuts please)		Fizzy and carbonated drinks
Yoghurt	Baking time.	Sweets / candy
Water		Nuts. LIK is nut-free.
Unsweetened tea	Children use our children’s kitchen to prepare healthy as well as special treats like cakes and cookies together with us.	Foods with nuts in them. No Nut Policy
Meats and cheeses		Snacks with added sugars
Boiled eggs		Pudding

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What to bring from home?

Please make sure your child has the following **labeled** items at the Kindergarten: Whilst we are happy to assist in finding misplaced items, we cannot be responsible for items lost at the Kindergarten.

General	Weather-Dependent	Snack & Drink Supplies
<p>Starter Kit</p> <ul style="list-style-type: none"> ● 1 pack of nappies to get started if needed ● 6 boxes of tissues ● 6 packs of wet wipes ● 4 packages of disposable washcloths <p>Always Have at Kindergarten</p> <ul style="list-style-type: none"> ● Indoor shoes ● Wet bags / water resistant bags* <ul style="list-style-type: none"> ○ 1 always in the Kindergarten for wet or dirty clothing to go home in ○ Extras wet bags at home to bring in the next morning to replace the one brought home ● Sets of labeled extra clothing, for example: <ul style="list-style-type: none"> ○ 3 sets of undershirts and underpants ○ 3 pairs of leggings or tights ○ 3 pair of socks ○ 2 pair of trousers or shorts ○ 2 shirts or dresses ● For sleeping <ul style="list-style-type: none"> ○ Sleeping bag or blanket and a cover ○ Optional pillow and a cover ○ Stuffed animal or comfort toy ○ Pyjamas ● Sports bag for <u>EYT</u> <ul style="list-style-type: none"> ○ A sports bag ○ Sport shoes (if you child doesn't have sport shoes s/he might not be able to do sports) ○ Socks ○ A t-shirt ○ Sport shorts or trousers ○ A sports cardigan, jumper or sweatshirt 	<p>Rainy Weather</p> <ul style="list-style-type: none"> ● Rain jacket with hood ● Rain trousers ● Rubber boots / Wellington boots <p>Winter & Snowy Weather</p> <ul style="list-style-type: none"> ● Snow pants or snow suit ● Heavy winter jacket ● Mittens ● Scarf ● Hat ● Snow boots <p>Hot and Sunny Days</p> <ul style="list-style-type: none"> ● Sun screen ● Sun hat ● Wet bag / water resistant bag with swim gear for water play <ul style="list-style-type: none"> ○ Swim suit ○ Slippers or swim shoes ○ Towel 	<ul style="list-style-type: none"> ● A snack box with a healthy snack <ul style="list-style-type: none"> ○ Food pre-cut to serving sizes ○ Spoons included if needed ○ A cool pack in the snack box or bag if food needs to stay cool (ex. Yogurt, meat) ● A drink bottle that is closable and does not spill <ul style="list-style-type: none"> ○ Bring to kindergarten each day filled with water or unsweetened tea ○ Bring home each evening to clean ○ Educators refill throughout the day ○ Make sure your child can easily open and close the cap/lid to drink

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Clothing

Your child should be sent to school with spare sets of clothes as noted above. These will be staying in the cubby, used as needed if your child's clothes become dirty or wet. Dirty clothes will be sent home in wet bags provided by the parents. Remember to replace the wet bag and extra clothing used for the next day. Please also remember to change the extra clothing when the weather changes or when your child has grown significantly.

Staying healthy

LIS Kindergarten aims to provide a healthy environment for young children. To this end, a full-time nurse practitioner is employed to coordinate a healthy and safe environment with the kindergarten. Please read the letter from our school Assistant Principal included in this packet.

Common sicknesses

The viruses responsible for colds or the flu cause the most common illnesses in childcare facilities and schools. Even though your child has had his immunizations, s/he can get other infectious diseases common in children such as colds, sore throats, coughs, vomiting, and diarrhoea. In fact, most children in childcare and school settings have as many as 8 to 12 colds a year. Diarrheal episodes occur once or twice a year in the typical child.

When to keep your child at home

In order to maintain a healthy Kindergarten, it is important that children are only at the kindergarten when they are fit to be. Parents can help prevent the spread of infectious diseases by keeping their contagious child home until s/he can no longer spread her/his illness to others.

Please inform us on any day that your child is kept home due to sickness. Children should be kept home when they have:

- High temperature or fever (a temperature of 99.5°F / 37.5°C or higher)
- Vomiting, sickness or strong stomach ache
- Diarrhoea or stools that contain blood or mucus
- A rash possibly caused by a contagious infection
- Acute cold, sore throat, or strong cough
- Sluggishness, persistent crying, irritability, or difficulty breathing
- Thick mucus in nose/eyes or inflamed eyes
- Suspicion of head lice if not treated
- Suspicion of contagious infection (chicken pox, scarlet fever, fifth disease, scabies etc.)

Kindergarten staff will also inform parents if any of the above occurs while the child is at the kindergarten and parents will be asked to pick their child up and take her/him home until the symptoms have been resolved. When the child returns it is important that they are able to participate in normal activities, and educators can care for the child without compromising their ability to care for the other children in the group.

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The following rules for return apply after an illness

- Children must be **high temperature/fever free** without the use of medications for **48 hours** before returning to kindergarten.
- After having vomiting and/or diarrhoea, children must be kept at home **48 hours after the symptoms have cleared**.
- In the case of serious childhood disease or highly contagious disease, please bring a certificate of harmlessness from your attending physician before returning to kindergarten. Thank you for your cooperation.

While we regret any inconvenience that this may cause, keeping sick children at home until they are well enough to return means overall fewer lost work days and school days, for parents, educators, and children and less illness for everyone.

Communicable Diseases

Staff at the Kindergarten will provide information to families about any unusual level or type of communicable disease to which their child was exposed. This information will be messaged through Engage.

Please inform us immediately if your child has a contagious disease, so we can take the necessary steps.

Using the parking lot

We are fortunate to have a parking lot in front of our building. So that everyone can benefit from this parking lot, we ask parents to use this lot only for the times when you are dropping-off and picking-up your child. If you are looking to grab a coffee in the neighbourhood or take your dog for a walk, please re-park your car on the street. This way other parents, wishing to drop-off and pick-up their child can also use the lot for its intended purposes.

The spaces in front of the gate are for emergency vehicles. We ask that you only park here for a maximum of ten minutes.

Home-Kindergarten connections

Educators

Each group has two main educators working directly with your child. When these colleagues are out due to illness or holiday leave, colleagues from the rest of Kindergarten help to cover. Groups often come together throughout the day, especially during early morning, and Mixed-Group Outdoor or Indoor Play Time. Nursery and Early Years educators share in the early and afternoon care sessions. Your child will become familiar and be comfortable with all educators at the Kindergarten

Seesaw

Seesaw is our online learning journal and portfolio. Educators post photos and videos to give you a glimpse of your child's life at Kindergarten. You can then access these and add commentary to them on your mobile device or personal computer via the Seesaw Family App. On your first day you will receive a Seesaw instruction paper, which will include your individual QR-code to access your child's account.

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Face to face communication & Seesaw

Parents and guardians are encouraged to speak with either of your child's group educators if you have any brief topics you would like to address related to your child. If your group educators are not present when you drop-off or pick-up your child, or they are busy caring for the other children, please write them a note via Seesaw.

If you have a larger topic that you would like to speak with the team/educators about, please message the educators on Seesaw to schedule a longer talk. They will reply as soon as they can to set up a meeting.

Signing your child off for the day

To sign your child off for the day either due to illness or holiday, please send a message via Engage, our school portal, to Kindergarten Reception. We ask that you inform us by 9:00 each morning. Should there be an uninformed absence, we will follow up with a phone call to ensure everyone is safe.

Conferences & Reports

Conferences happen each year starting in the late spring. You will be invited to hear about your child's year with us and how they have developed. If you have any concerns about your child's developments in between, please approach us for an earlier appointment.

There is one written report at the end of the school year uploaded on Engage.

Parent Representatives and Parent Association

The Parent Association is another important link between the group's parents and Kindergarten Leadership Team. The Association also offers a great venue for parents looking to be active in the community. Becoming a Parent Representative is done voluntarily. The group meets monthly with Leadership, works with group educators to organize special moments for the children throughout the year, and generally lends support as needed to the school. If you would like to become active in supporting the school, please consider joining as a Parent Representative.

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Contacting the Kindergarten

For general information, please contact us at the reception desk, open each day 7:30 – 16:00.

Colleagues: KhetKhet Burger and Elsa Terenzani

Telephone: (0341) 39377-570

Email: kindergarten-reception@lis.school

We hope this information has been useful.

Your first meeting with your group educators will be set up prior to your child's start date so that you can share any additional information, questions or queries that you have at that point.

Best wishes for a great start!

Sincerely,

Laura Venezia

Kindergarten Principal

Stela Haralala

Kindergarten Assistant Principal for Learning

Sandra Targosz

Kindergarten Assistant Principal for
Operations

Stefan Schmidt

Kindergarten Whole House Assistant
Principal

