

Welcome Information Packet for Early Years



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 as smooth as possible. Transitioning into a new Kindergarten setting is 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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Starting plan

When joining an Early Years 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. Your educators are given your contact information and will be in touch directly to introduce themselves and set up meetings prior to your start.

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 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 them 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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Early Years daily schedule and routines

Each Early Years group sets a schedule that is based around these basic routines.

7:00 – 7:30	Early Arrivals All children arriving during this time meet in the Nursery 1 Classroom
7:30 – 8:30	EY1-3 Arrivals Children will gather in one of their respective level rooms
8:30	Breakfast Time If your child brings breakfast, please have them arrive by 8:30 to provide enough time to have their breakfast
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 rooms are allowed during this key time.
9:30 – Lunch Time	Inquiry Engagement / Exploration / Child-Led Play Time Children will play and learn together, both inside and outside. They will take part in special sports, music and activities once a week. Art lessons take place for EY2 and EY3 once in a week and German lessons take place additionally for EY3 children three times a week.
11:00 for EY1 11:45 for EY2 12:30 for EY3	Lunch Time Children eat in room or cafeteria
After Lunch	Nap Time / Quiet Activity Time
EY1 and EY2	Children's sleeping needs are attended individually.
EY3	EY3 continues the day with engagements or special (sport, music, art, german)
14:00 – 14:30	Snack Time
14:30 -15:00	Afternoon Circle Time
15:00 – 18:00	EY1-3 Mixed-Group 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

In Early Years, warm lunch is provided by our caterer [GfB Catering](#) for an additional daily charge. Parents who would like their child to eat the catered lunch 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.

If your child will not start eating right away, please leave the start date blank. Then in the free text area, write “Settling-in” or “Eingewöhnung”. When your child is ready to eat meals, simply inform the colleagues at the Kindergarten reception desk. We will contact the caterer directly to notify them about the start date of your catering plan. Additional information about the caterer can be found in this packet.

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.

Early Years children eat family-style in the cafeteria. When not ordering lunch, parents are asked to support the children’s healthy development by providing well-balanced packed meals.

We ask parents to provide a healthy packed breakfast (for those arriving at or before 8:30) and afternoon snack, as well as a drink bottle filled with water or unsweetened tea.

Here are some examples of snack foods we encourage and avoid:

We encourage on a daily basis....	Sometimes snacks for us are...	We avoided on a daily basis...
Fresh & dried fruits	Birthday & holiday treats.	Crisps & potato chips
Raw vegetables		Chocolate bars
Whole grain bread snacks	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 considering food preferences.	Squeezes
Pretzels with sesame seeds		Juice packs
Musli bars. (Without nuts please)		Fizzy and carbonated drinks
Yoghurt		Sweets / candy
Water	When your child has a birthday, ask the educators about allergies in the group before you prepare or bring in any treats.	Nuts or food with nuts in them.
Unsweetened tea		LIS Kindergarten has a no Nuts Policy
		pudding

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Meats and cheeses	Baking time. Children use our children's kitchen to prepare healthy as well as special treats like cakes and cookies occasionally.	Snacks with added sugars
Boiled eggs		

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	Breakfast, Snack & Drinks
<p>Starter Kit</p> <ul style="list-style-type: none"> • 2 boxes of tissues <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 • Two sets of labeled extra clothing, for example: <ul style="list-style-type: none"> ○ Undershirts ○ Underpants ○ Leggings / tights / socks ○ Trousers / skirts / dresses ○ Shirts • For sleeping (EY1-2 only) <ul style="list-style-type: none"> ○ Blanket and a cover ○ Optional pillow and a cover ○ Stuffed animal or comfort toy as needed • Sports bag <ul style="list-style-type: none"> ○ A sports bag ○ Sport shoes (if not there, your child won't be able to attend 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 ○ Swim shoes/ slippers ○ 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 water 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 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 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 in collaboration with our Whole House Assistant Principal. Please read the letter included in this packet.

Please note, that whenever children are together, the risk of spreading infectious diseases exists, especially among infants and toddlers who are likely to put their hands and toys into their mouths and then share their toys. To reduce the risk of becoming sick, your child should be up-to-date with the recommended immunisations. Measles vaccinations are now mandatory in Germany, with two immunisations by the age of 2.

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 immunizations, they 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 they 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 them home until the symptoms have been resolved. When the child returns it is important that they are able to

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participate in normal activities, and educators can care for the child without compromising their ability to care for the other children in the group.

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 diarrhea, 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 neighborhood 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.

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On your first day you will receive a Seesaw instruction paper, which will include your individual QR-code to access your child's account.

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 take place twice a year. 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

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