



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 the nursery as smooth as possible. Transitioning into a nursery 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.

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Settling in

At LIS Kindergarten, both group educators and the pod floater are responsible for your child and guide the children during the settling-in process.

What	Time	Who	Purpose
Orientation Meeting for Parents	30 minutes	Parents Educators	<ul style="list-style-type: none"> Meet your child's group educators 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 the 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: Child and parent separate at the door and 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 garden time.

Welcome Information Packet for Nursery

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 the kindergarten.
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After your child has settled-in, please follow **best practices for dropping off your child** to give them a great 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.

Helping behavior during the settling-in period of your child

You will be able to best help your child discover their 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 harbour 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 leaving 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 please save your observations and questions for later.● 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.
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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, Educators 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 (seesaw) 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.

Nursery daily schedule and routines

The day in Nursery is based around set routines that give children security, comfort and a feeling of familiarity each day.

07:00 – 08:00	Early Arrivals <i>(in a Nursery 1 room)</i>
8:00-08:45	Breakfast Time <i>(in your pod*)</i> 08:15 is Latest Arrival for Breakfast
up until 9:00	Welcome Time <i>(in your pod*)</i> Child should be in the room, settled and ready to start their day by 9:00
9:00 – 9:30	Morning Circle Time** <i>(in the group room)</i> Drop-offs or entry into the rooms are NOT allowed during this key time
9:30 – 11:00	Exploratory Time/Child-Led Play <i>(inside and outside could include Subject Educators)</i>
11:00 – 11:30	Lunch <i>(in the group room)</i>
11:30 – 12:00	Prepare for Nap Time / Story Time <i>(in the group room)</i>
12:00 – 14:00	Nap Time <i>(in the pod sleeping room)</i>
14:00 – 15:00	Waking Up Routines & Snack Time <i>(in the group room)</i>
15:00 – 15:30	Getting Ready for Indoor/Outdoor Play Time
15:30 – 18:00	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.

***A pod** includes two adjoining Nursery rooms with one shared bathroom and sleeping room.

****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

Information for Nursery

Catering, food and drink

Breakfast and lunch will be 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 meals at the kindergarten, simply inform the colleagues at the reception desk. We will contact the caterer directly to notify them about the start date of your catering plan.

Once you have completed the online registration, you will receive an email to activate the account. Please follow the sent 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.

The nursery children will eat all their meals in their classroom. If your child is to have breakfast at the nursery, be sure to **arrive by the latest at 8:15** to ensure that your child has enough time to enjoy their meal.

When not ordering, food should be provided for breakfast and lunch, parents are encouraged to support the children’s healthy development by providing well- balanced packed meals.

The day the child is not attending the kindergarten food order should be cancelled by parents by contacting catering service.

Please provide your child with a healthy afternoon snack.

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

We encourage on a daily basis....	Sometimes snacks for us are...	We avoided on a daily basis...
Fresh & dried fruits	Birthday & holiday treats. 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.	Crisps & potato chips
Raw vegetables		Chocolate bars
Whole grain bread snacks		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	Nuts or food with nuts in them.

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	before you prepare or bring in any treats.	LIS Kindergarten has a no Nuts Policy
Unsweetened tea	Baking time.	Pudding
Meats and cheeses		Snacks with added sugars
Boiled eggs		
		Children use our children's kitchen to prepare healthy as well as special treats like cakes and cookies occasionally.

Information for Nursery

What to bring from home?

Please make sure your child has the following **labelled** 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 ● 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 labelled extra clothing, for example: <ul style="list-style-type: none"> ○ 3 bodies or 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>Nursery 2</u> only <ul style="list-style-type: none"> ○ 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 ● Rain 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 for water play time <ul style="list-style-type: none"> ○ Swim diaper ○ 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 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 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

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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.

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