

Guideline for the familiarization in the „Kinderladen“

After our first meeting you have chosen and decided for our Kinderladen.

We would like to hand over a “**red threat**”, which explains the familiarization to you.

The **basic is the “Berliner Eingewöhnungsmodell”** which schedules an **individual familiarization for each child**, enriched with experiences and characteristics from our Kinderladen. You as parents will be joining your child in the first couple of days and act as a “safe harbour” for your child.

The time of familiarization is needed for **building up a good relationship between your child and the nursery teacher and other children**. Without a trustful relationship your child isn't able to disengage itself from you and also **you as the parents need to develop the feeling that your child is in good care in our house**. Therefore this time is important too for building up a good relationship between the grown ups.

For the hours of being here the child needs to commit to a new relationship and let go of you – in the same way, as you need to let go of your child. That needs time. So we will surely assess every single day again the actual state of affairs and ask you too for your estimation, because you know your child best and know how it feels and you can report to us, how the child was before and after the first contacts in our Kinderladen.

This way a fixed time schedule for the familiarization shuts out.

Experience shows that a time of **approx. four weeks** is needed until a child is able to spend a whole day with us in a relaxed atmosphere. But we also experienced very much shorter times! **The length of time needed is not measurable qualitative**, because every child takes its individual steps and no “good or bad steps”.

The sequence of a familiarization is planned as follows:

You come with your child at the time agreed into the Kinderladen. During the time of familiarization it is important that **always the same companionship** – usually you as a part of the parents – comes with the child. Always recurring actions make orientation much easier, especially for smaller children! (A holiday-trip shouldn't be planned either for the first couple of weeks).

On the first day you will join the groups' actions for approx. 1,5 hours. The nursery teacher will have many questions and you will have time to tell about your child. Your child can move through the rooms, will see and touch lots of things without being able to engage in any game properly – as there is simply too much new!

Your child might call for your attendance or maybe explores bravely the new situation. The other children might not be relevant to start with or the big number of children might feel frightening to your child and your child will look for sympathy from you.

Your child is the moving spirit. It will be good if you find yourself a suitable place and **let your child come to you when it is in need of you. This gives the nursery teachers the chance to offer themselves as a “helping friend”**.

It is likely that the other children ask for your attention and bring a book to get read out from it or building blocks for playing. How far you want to get into that is up to you.

This is how the first few days will look like.

The nursery teachers can see the fondnesses of your child or ask for them. Maybe there is already a favourite toy or an enthusiasm for a certain song? Especially this will be offered to your child by the nursery teacher. Things that your child likes the most in our Kinderladen will be a connection factor for the next steps.

As “the ground is levelled” your child will move more and more self-confident within in the group, will be pleased by and with the other children and accept the help of the nursery teachers too in difficult situations, it will look for eye-contact to her when it is happy or expects approval.

Now the **first separation** can take place:

You stay together with your child for a short time in the Kinderladen until the child found something inspiring and feels it is “arrived”. **At the sign of the nursery teacher you will clearly say goodbye to your child and easy leave the Kinderladen for approx. 30 minutes.**

Necessarily leave your **actual telephone number (mobile)**!

It is possible that your child starts crying for a short moment... If the relationship to the nursery teacher is already capable, your child lets itself comfort with an interesting game, a song or similar things.

Under no circumstances we will let your child cry if it’s classifying the situation as threatening and is not able to get any comfort – than we will ring you and a new try will be started a couple of days later. That is no catastrophe either; your child just shows us that it wasn’t ready yet. The point in time for the first separation will take place because of our interpretation of signs from your child plus our experience – and that can sometimes be wrong.

- The time of your presence will rapidly shorten after the first succeeded try. Or your child puts up the “Mama-radar” and the matching moment for the leave-taking has to be spotted cautiously. But once it worked it will work again! Maybe it will need a further day of your presence.

Please **change the nappies before you leave the Kinderladen** so the nappy-changing-place is already familiar to your child.

For both activities a nursery teacher will be with your child, while you take care of it, and take over the nappy-changing or feeding during the time of familiarization.

A new hurdle could be **the sleeping situation** within the group of 1 – 2 years old, as it is totally new for the child. Be prepared that the first (and second) after-lunch sleep might not work out in the Kinderladen. In this case you should be within reach by telephone too and pick up your child if necessary.

When your child is able to cope with a whole day in the Kinderladen, the familiarization is – officially – completed.

For all involved parties a familiarization is a big piece of hard work and you can be proud of yourself and your child to have managed this step.

It is very important to clarify all questions, vagueness's and “strange feelings”, because your child has “fine aeriels” for that and won't be able to engage into a happy Kinderladen-time with it.

What does your child need for the Kinderladen?

- Anti-skid **house shoes** (or socks) – in the group of the older children it is up to the parents if the children have to wear house shoes or not

- **Two sets of clothing according to the time of the year, weather and size of the child:** convenient, insensitive, “riot adapted”, suitable for playground... and according to the individual point of development (for example: to drink independently from a beaker or enthusiasm for water or “peeing-through” the nappy even though it is changed regularly...) – some more of this piece of clothing if necessary.

- **A rain jacket, rain trousers and willies**

- If needed a dummy / pacifier or comforter or the familiar bottle or beaker. It is more difficult to bring things like cuddly toys, blankets and other toys as the other children will not see the individual demand on those things. **It is essential for all brought toys: Once there are brought to the Kinderladen they become “community asset”** and it is nearly impossible to make that understandable to the children without ending up in tears – you better leave them at home.

- Things your child needs due **to allergies** for example: certain creams or nappies or others – if we can’t get them, or **needed medicine** (with a doctors’ indicator how to take them!). As we are in general not allowed to give out medicine, a meeting about that in advance is urgently required!

- Because of the two last named points we ask you insistently **not to bring any sweets**. If you still feel the urge to bring sweets for all children, contact the nursery teachers before dispensing the sweets.

At last some “organisational” things

- The group of the 1 -2 years olds have breakfast together at 9.30 h. If possible arrive before that time if your child is supposed to join the breakfast.
- All children **should be here by 10.00 h** or you should have told us about your later arriving time **or your absence for that day**, so that we know if we need to wait for a person and can arrange our day.
- **It is not allowed to bring in a sick or ill child!** An ill child has to stay at home and has to be shown to a doctor if necessary, who will certificate a “health-note” after the illness as well. We reserve one’s right to ask for health-note. If your child shows first symptoms of an illness in the Kinderladen we will contact you immediately. Please make sure that we will always have the **actual telephone numbers** from you or a person you trust. On the next page you find a **data sheet to the Infection Protection Act**, which we have to hand out to all parents. Please read it intently.
- In the small Kinderladen there is a **Elternputzdienst (“parents-cleaning-shift”)** every 6 weeks per family (in the moment), where the floors, mirrors and the bathroom have to be cleaned (at the week-end, with a key so you can choose the exact time). A recording list is displayed. In the big Kinderladen you will be asked via a little sign to take home the **dirty washing of the Kinderladen** and wash it. The frequency depends on the amount of washing, approx. 2 times a year.
- **All actual information** is displayed in the small Kinderladen at the entrance door and in the big Kinderladen at the “Elterninformationsbrett” (black board for parents). **Parent evenings** are regularly held approx. every 6 – 8 weeks to which you will be invited in due time. To be able alongside to this possibility of information to speak to you exclusively about the development of your child, we offer you 1-2 times per year **“Elterngespräche / Entwicklungsgespräche” (parent talks / development talks)**. For acute or actual situations we can always be contacted (**“Tür- und Angel-Gespräche” = between-door-and-hinge-talk**) as the particular situation of supervision in the Kinderladen allows it.
- **The books and files** will pass into your children’s ownership when they leave the Kinderladen. You can see them at any time if wanted, but please leave them in the Kinderladen to be updated from us.
- In case somebody else than you is meant to pick up your child from the Kinderladen we need an **authority** from you.
- Note: We as the nursery teachers have although obligations and commitments after the times of the Kinderladen which we like to meet on time. Therefore please **keep up the pick-up-times**.

We wish all of us a happy time together!