



The Kindergarten -

Dear Parents,

We are pleased that you have registered your child in our kindergarten.

To make the start in our facility as pleasant as possible for you and your child, we have compiled our Kindergarten ABC for you.

It contains important information about our diverse and holistic educational program. Perhaps this is the first time you are placing your child in the hands of a stranger, so we would like to use this brochure to answer your questions and make you curious about life and work in our facility.

The focus is on your child, who continues to develop every day and is individually observed, supported, motivated and lovingly accompanied by us.

It is important to us that your child feels comfortable in our facility and that we work together with you, dear parents, in a spirit of trust and partnership.

Kindergartenteam Namen Jesu



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A

Anrufe - calls:

Our most important task in the kindergarten is the pedagogical work with the children. To ensure that this is not interrupted as much as possible, you can reach us by telephone from 7:00 - 8:45 a.m. and from 1:30 p.m. onwards. Otherwise, our answering machine will take your concerns. Extension: Line: 089/58 02 187

Hedgehog group - 72 30 19 72, Ladybug group -72 30 19 71. Please sign your child out directly to their group if they are not coming. Calls and messages to the line may not be answered if the line is out of the office.

Ausflüge - excursions:

During the kindergarten year, occasional spontaneous walks and playground visits take place. You will be informed in good time by the respective group about larger excursions and excursions for which a fee is charged. Accompanying persons are very welcome by arrangement.

Abholung – pick-up:

The safety of your child is very important to us. Of course, we will only give your child to persons authorized to pick him/her up. If your child is allowed to go with another person who is not on the pick-up list, it is necessary that you inform us of this exception in person or by telephone.

In the pick-up list you can enter who is authorized to pick up your child, including in case of illness. Please keep this up to date and let us know if there are any changes.

It is also important that you always pick up your child within the booked time. Exceptions must be discussed with the daycare management. A change of the contractual booking time is only possible in justified exceptional cases.

Older siblings should be at least 10 years old. This authorization must be explicitly given in writing (template available from us).

Außenspielbereiche – outdoor playground:

In addition to the two group rooms, the children have other play areas at their disposal. These are, among others, the gym, the area in front of the group room, the large carpet in the hallway and the creative room. Throughout the year, there will be other play areas; for example, large Lego blocks, the dollhouse, or the store. The children can visit these outdoor play areas in the mornings and afternoons. With your child's magnetic photo, we can see where your child is while playing in the outdoor play areas. Currently only used within the group.

B

Bibliothek – library:

At our daycare center, our preschoolers have the opportunity to borrow a certain number of books from our in-house library on set dates (usually every two weeks). You and your child will receive these in a bag (owned by the daycare) to take home until the next drop-off date. Again, we are always happy when parents sign up to help (handing out and sorting books, as well as documenting the books lent).

Brotzeit – snack box:

Please always give your child a varied snack for the morning and afternoon. We ask you to refrain from sweets as much as possible, but now and then a piece of cake, muffin, cookie or yogurt may be given. However, please do not bring things like Mars, Snickers, Milk Duds, Smarties, gummy bears, cornered yogurt, etc.

Morning snack time is from 7:00 a.m. to approximately 10:00 a.m.: children may choose when they would like to eat. In the afternoon, we have snack from Monday to Thursday from about 15.00 -15.30. On Fridays from 14.00 -14.45 hrs we have a sliding timetable.

We ask that you do not pick up your child during this time so that he/she can have his/her snack in peace (if possible, pick up before or after snack time). On Fridays, however, you can also pick up your child during the flexible snack time.

Beobachtung/Dokumentation – individual observations:

We see ourselves as pedagogical companions of the children. Each child develops individually. We want to get to know them in their individuality and respond well to their history, their preferences, special features and their stage of development. Our observation forms, such as Sismik, Seldak and Perik, are helpful here. We document regularly and thus create a qualified basis for the discussion with you.

Bringzeit – bringing time:

We kindly ask you to bring your child to the kindergarten by 08:45 a.m. at the latest in order to ensure a smooth flow of the morning. Please bring your child personally to the group room door so that we can greet him/her and you can say goodbye with eye contact. Should you or your child oversleep, have a doctor's appointment or come to kindergarten later for any other reason, please let us know by phone before 8:45 a.m. - or the day before.

Buchungszeit – booking hours:

We ask you to pick up your child within the booked time. Deviations are only possible in exceptional cases and must be agreed upon in advance.

D

Deutschvorkurs - german course:

In the last year of kindergarten, children with a migration background attend a German pre-course. This usually takes place once or twice a week at the school and supports the children in acquiring even better German skills before they start school. Before the start of this course, it is important that the parents agree among themselves who will bring the children to school and pick them up again. This is not the responsibility of the kindergarten.

E

Elterngespräche – interaction with parents:

In the annual parent meetings, we inform you about the current developmental status of your child, behavior in the group and developmental progress. We try to make this exchange possible for you once a year and contact you in good time to arrange an appointment with you. If you have an urgent matter that cannot be postponed and would like to talk to us, please do not hesitate to contact us at any time.

Elternbeirat – parents' council:

At the beginning of a new kindergarten year, the parents elect a parents' council. It is composed of the advisory board of the kindergarten and the advisory board of the after-school care center. The parents' council acts in an advisory capacity and is heard before important decisions are made. You have the opportunity to support our activities. We would be very pleased about your cooperation and commitment. The parent council meetings (kindergarten and after-school care) take place regularly. They usually start at 4:00 pm. Child care for this time is possible with timely registration.

Eingewöhnungszeit – acclimation phase:

We arrange the first days in kindergarten for each child individually in consultation with the parents. In a mutual exchange between parents and educators, the acclimation phase is discussed daily and re-planned for the next day. However, you should expect a settling-in period of two weeks - even if your child already attends a daycare center. He or she does not yet know us, the other children and the new environment. We want to allow your child to settle in calmly and become familiar with the new environment.

Elternbefragung – parent survey:

Your opinion is important to us! Once a year, we conduct a written parent survey. In doing so, you make a valuable contribution to our quality development. The results are then posted for all to see after the evaluation.

Elternabende - parents evenings:

Before the start of a new kindergarten year, there is an introductory parents' evening for new parents, usually held in May/June. There is also a group parents' evening in the fall, usually in October. The election for the parents' council takes place together with the after-school care on a Friday afternoon (daycare children are cared for). We are always happy to have a large turnout.

Essensgeld – meal fee:

In the kindergarten a monthly lump sum of 107.- € is due. This amount will be deducted from the fees. A refund in case of absence is only possible in cases of hardship (e.g. very long illness) - upon request.



Feste - festivals:

In the course of the kindergarten year, there are various festivals that always take place at the same time. These include St. Martin's Day, Christmas, Easter and the May festival/summer festival. You will always be informed about the respective festivities in good time in the parents' mail and the lists of helpers are posted in good time.

Photo-CD:

Once or twice a year - usually after carnival and before the summer vacations - you have the opportunity to purchase a photo CD. On it are photos of many festivals, celebrations, actions and snapshots. The CD costs 3 euros. You will be informed as soon as it is available for sale. We will also post an order list where you can sign up if you would like a CD. With the handing out of the Kindergarten ABC we assume after one week your agreement that the CD can be made and distributed to the interested parents. We ask that you use the photos exclusively for your own use. A publication on your part - e.g. on Facebook, Instagram & Co is not permitted.

Frühdienst – early service:

At 7:30 a.m., the early service begins in one of the two groups. A pedagogical specialist receives the children from all groups and hands them over to the responsible specialist staff of the respective group at 8:00 am. For new children, the early service is only possible after consultation with the specialist staff.

Förderformel - Munich funding formula:

The kindergarten participates in the Munich funding formula. The financial means are provided by the city (upon application). We can use these funds to finance special offers (parent counseling, remedial teacher, good staffing ratio, etc.). Further information can be found at the parents' evening and in the conception.

G

Getränke - drinks:

Your child will receive the following beverages in our kindergarten: water, tea, milk and occasionally juice spritzers and Kaba. You do not need to give your child a drink bottle.

Garderobe - wardrobe:

Each child has a locker in the hallway. Your child has two compartments. In the compartment with the blue box belong things like cap, hat, gloves and scarf. The blue boxes are especially useful in the winter when clothes are wet. Please never put wet caps, scarves or gloves in the wooden compartment above. Over time, this will break the wood. Your child's gym clothes belong in the wooden compartment above. At the top there is another storage space for e.g. the bicycle helmet.

Each child has a message box for the parents. On it you can see the photo of your child. This is where we will put important documents for you (parent mail, letters, info sheets...) Please empty this message box daily!

Backpacks and mud pants belong on the opposite side of the coat rack. Your child will also have a spot there with the same symbol as on the other side. Please do not hang any more bags or jackets here.

Geburtstagsfeier - birthdays:

With us, the children may celebrate their birthday with their kindergarten classmates. For this purpose, you can bring a cake (without raw eggs and cream), muffins, fruit skewers, pretzels, wieners.... Please let our staff know in advance if your child would like to celebrate with us and what kind of food you would like to bring. We will need the recipe in advance because of any allergens.

Please do not bring sweets/gifts for the other children.

H

Hospitation:

From the 2nd kindergarten year of your child, you can come once a year to observe. Here, one parent (mom OR dad) is allowed to visit the group for one morning. You will then have the opportunity to accompany your child in the group and learn more about everyday life in the group. Please arrange the observation date with the respective group leader (possible from January - not during Corona).

K

Konzeption - concept:

Our kindergarten ABC represents an excerpt of the most important information from the conception. If you want to know more about our work, you can read it in our conception. You can download it at <https://www.pfarrverband-laim.de/pfarrverband-laim/kindertageseinrichtungen/kita-namen-jesu/ueber-uns/konzeption/>. If you do not have access to the Internet, please do not hesitate to contact us. We will then provide you with a printed version of the concept.

Kindergartengebühren - fees:

The monthly contributions for the kindergarten/lunch money are debited at the beginning of each month (12x per year). Education and participation can be applied for.

Kindergartenordnung - regulations:

The current kindergarten regulations can be downloaded from the Kita homepage. If you would like to receive the regulations in paper form, please contact the management of the daycare center.

Krankheit - diseases:

If your child is ill, please inform the kindergarten by telephone on the same day. Please inform us by 8:45 a.m. at the latest if your child will not be attending kindergarten. Especially let us know if your child will be sick for more than one day. Please allow your child the time to get well. We will inform you about contagious diseases on our information wall in the entrance area.

Kleidung/Gegenstände Ihres Kindes – clothes/ things:

Please label items of clothing (jackets, pants, shoes, underwear, tights, rainwear), backpacks and lunch boxes with your child's name. This way we know which items belong to your child and lost items can be more easily assigned to a child. Please bring rubber boots only in bad weather and take them home afterwards (due to lack of space).

Kinderfotos - pictures:

At the beginning of the kindergarten year, your child needs three photos: once for the checkroom space in the hallway, for the year clock (birthday calendar) and the magnetic wall.

Kinderwägen/Fahrräder – buggys/ bikes:

We would like to point out not to drive up to your child's checkroom space with the stroller at drop-off and pick-up time. Our hallway is unfortunately quite narrow and with a stroller in between, it will be even narrower for you and the children.

L

Laptop/PC:

We are required by law to document and observe the educational processes of each child. This serves, among other things, to enable us to provide you with competent information about the developmental status of your child in parent meetings. For this reason, you will see the staff working on the laptop at times.

M

Medikamente - medication:

In principle, we are not allowed to administer medication to children. Exceptions are discussed on a case-by-case basis in cooperation with parents and doctor.

Mittagessen - lunch:

We have lunch with the children at 11:30 and 11:35 a.m. Each child eats in his or her own group and has a fixed place there. The food is prepared by the Albertinum. You can see the menu on the bulletin board in the entrance area.

O

Öffnungszeiten – opening hours:

Kindergarten is open Monday through Thursday from 7:30 am to 4:30 pm and Friday from 7:30 am to 4:00 pm for you and your child.

Obst und Gemüse – fruits and vegetables:

We participate in the EU School Fruit Program, which means that we receive a free delivery of fruit and vegetables once a week. This is offered to the children for their snack. On our notice board you can see which fruit or vegetable we got on Wednesday. We also get school milk, which the children can drink with their snack.

P

Projekte - projects:

In each kindergarten year, we carry out various projects, which, however, do not always take place at the same time or sometimes even take a year off. We also take into account the interests of the children and adapt the projects to the age groups. Information about these projects can be found on our magnetic wall in the hallway and in the parents' mail.

Praktikanten - interns:

It happens from time to time that we have interns. Some do a school internship, which then only lasts one or two weeks. But also interns who are doing an educator/childcare training occasionally observe with us. These then accompany us over a longer period of time. Minimum age 15 years!

Ruhezeit – quiet time:

After lunch we do a quiet and relaxed group time, a quiet offering in a small group or we go to the garden.

S

Schließtage – closing times:

We want you to be able to plan well. At the beginning of the new kindergarten year, we will send you a list with all dates and vacation periods. Currently we have about 30 closing days. There may also be closing days for team training within the legal framework. These will also be announced in good time.

(According to BayKiBiG, in addition to the 30 closing days, 5 further closing days can be taken for team training. At the moment, we are not making full use of the legal framework).

Schulvorbereitung – school preparation:

If your child is a preschooler, preschool takes place twice a week (two small groups). Preschool begins at 8:30 a.m. unless otherwise indicated. At the beginning of the kindergarten year, we will inform you on which two fixed days per week preschool will take place. Short-term changes may be possible.

Schultütenbasteln – crafting school cones:

It will be discussed with the parents' council whether there is interest in offering a craft afternoon/evening. Should this be decided, we will post an order list for school cones and also announce the date via notice board.

Spielzeug - toys:

Toys brought from home are an unnecessary cause for quarreling, bickering and envy. Therefore, we ask you to leave your child's toys at home.

Sonnenschutz – sun protection:

Sun protection is essential in the summertime! Please remember: a head covering and sun spray for kindergarten in a spray bottle (labeled with name). Please apply sunscreen to your child in the morning. At noon, your child will be smeared again by us with their own sun spray.

T

Turnsachen – sport equipment:

Your child will need sneakers/slippers for the exercise room. Please also mark these with your name. To prevent the risk of slipping and sliding, we cannot let the children go to Dreamland without sneakers.

U

Unfallversicherung – accident insurance:

The children are insured by the statutory accident insurance fund during their visit to the kindergarten and on the way there and back, as well as on excursions. Please let us know if your child is injured on the way. If this should happen, we have to write an accident report - you will receive a copy of this report.

W

Wickeln - diapers:

We offer the possibility to change the diapers of children who are not yet clean. For this purpose we have set up a separate changing place. Your child will be lent a box by the kindergarten with his or her name, in which the following items are contained: Diapers, disposable gloves - size M, wet wipes and cream if necessary. These things are to be brought by the parents and checked regularly for completeness. However, your child should be mostly clean, if possible, three months after the 3rd birthday.

Wechselwäsche – change of clothes:

Please always make sure that your child has a sufficient change of clothes (pants, underpants, tights, socks, T-shirts) in the kindergarten. Especially children in the first year of kindergarten often have a "mishap". Please always label everything with the child's name. Please also adapt the change of clothes according to the seasons.

Z

Zecken – ticks :

Please check your child for ticks, especially in spring and summer. They are not only found in the forest. If we discover a tick while your child is present, we will call you.

Zu guter Letzt – last but not least:

We wish you and your child that you feel well taken care of at all times and an eventful kindergarten time.

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