



DEUTSCHE HÖHERE PRIVATSCHULE WINDHOEK (DHPS)

Kindergarten ABC





DHPS Kindergarten ABC

A

Absence

If your child cannot come to the kindergarten e.g. due to illness or leave, please inform Ms Aufgebauer at the secretary's office at 061 373 103.

Allergies

Please state whether your child suffers from an allergy in your initial information.

Advanced training

Educators also require further training in order to keep updated with the latest educational standards. This is why individual educators or the entire team occasionally takes part in advanced training sessions (e.g. First Aid course). It may happen that the kindergarten is closed at these times.

Accidents

In case your child is seriously injured in kindergarten, we will inform you immediately. We provide first aid on site. Please note that your express consent is not required for the necessary first aid after an accident. You as the parent or guardian will be responsible in case any further measures are required, e.g. visit to the hospital or doctor's surgery.

B

Birthdays

On his or her birthday, the birthday child is the centre of attention. We celebrate the day with songs, candles and a crown. The birthday child can bring cake, cookies, sweet or salty treats, fruit or vegetables from home as desired. However, please arrange this in advance with the group educator.

Children who celebrate their birthday during the holidays are welcome to choose another date to celebrate their birthday with their group at the kindergarten.

Bring-along list

When you register your child for the kindergarten, you will receive a list of the items you must provide your child with for the kindergarten. Please bring these items along on the first day at the latest.

Brushing teeth

Dental hygiene is important for the child. Therefore, it is a prerequisite that the child's teeth are brushed when you bring him/her to the kindergarten.

We also make sure that his/her teeth are brushed in the afternoon. This means, that children in full-day care brush their teeth before the afternoon rest.



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C

Counselling centres

Whenever necessary, we work together with various counselling centres. Ask us if you need help. We can help you find the right contact person.

Cooperation of the parents

We depend on the parents' assistance for our various events.

Donations and active cooperation are required. Please get all necessary information from the programmes and posters and sign up in the lists, because it takes many helping hands to organise successful events.

Closing times

The closing times of the kindergarten depends on the respective school holidays. The current closing times are available in the kindergarten's annual planner and the school's homepage.

Celebrations

Celebrations bring liveliness and joy to the daily routine. Whenever possible, we celebrate the festivities as they come. Easter, birthdays and Christmas are part of the kindergarten tradition. Depending on the respective theme, further celebrations may be added.

Confidentiality

The educators are bound by professional secrecy. This means that all information about your child and family is not passed on to third parties, even in difficult situations.

Communication channels

If you have any questions, suggestions or wishes, please contact the child's educators first. The educators can provide you with comprehensive information about your child's everyday life in the kindergarten and help you with many questions. In case you have any further questions, suggestions, etc. that need to be discussed or clarified, you are welcome to arrange a meeting with the parents' representatives and the kindergarten management.

Contact details

Secretary kindergarten/ pre-school:	061 – 373 103
Head of the kindergarten:	081 – 165 44 75

Concept

The kindergarten concept is available on the homepage. Supplement: Due to its dynamics, we are continuously working on it and revise it together.



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Cancellation of the kindergarten place

The kindergarten contract must be cancelled in writing with a three-month notice. The required de-registration form is available at the school administration.

Care in the U3 section

Please provide a supply of nappies to avoid shortages during the day. Please also provide skin ointment for the nappy area.

Cleanliness in the kindergarten

We attach great importance to keeping the whole kindergarten tidy. This can only be achieved if we take care of this together. Clothing and slippers that are not tidied away, are put in the lost and found box.

D

Drop-off and pick-up times

Please bring your child to the kindergarten by 8:00. This way, we can start the day with a joint breakfast.

Children registered for half-day care must be picked up until 13h00 and children in full-day care can be picked up from 15h00 until 17h00 at the latest.

Data privacy

At the beginning of the year, address lists are drawn up for each group with details of the families and handed out to the parents' representatives so that they can get in touch with you. Your data will only be passed on if you complete a declaration of consent beforehand.

Documentation

We accompany and promote your child in its development during the entire time he/she is attending the kindergarten and document this regularly. In order to plan our educational measures and make the developmental steps transparent for you as parents, we compile a portfolio together with each child (see P Portfolio).

In addition, we regularly document the developmental status on a development sheet twice a year and discuss our observations with you in a meeting.

Daily routine

The daily routine of the respective groups differs slightly. In principle, the children of each group have breakfast together first, followed by time for activities and free play in the outdoor area, lunch together, pick-up time for children in half-day care, rest time for children in full-day care and free play time in the outdoor area combined with the pick-up time for children in full-day care.



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Development talks

We invite you to a meeting twice a year to discuss your child's development and progress. The basis for these talks are the portfolios, development sheets and free observations of the kindergarten routine.

Duty of supervision

Your child is under our supervision during the time he or she spends in the kindergarten. Our duty of supervision begins only after we have welcomed your child and ends once he or she is picked up by the parents or dedicated person (see "Permission to pick up a child"). You are therefore requested to accompany your child to the group room and briefly notify the staff members. When you pick up your child, make sure that you are noticed by the staff.

At kindergarten events attended by parents and other entitled persons, the duty of supervision lies with the parents or another accompanying person.

Diseases and lice

Please do not bring your child to the kindergarten when he/she suffers from a severe cold, has a fever, feels weak or is infested with lice. There is a risk that other children or employees may be infected.

In case of infectious diseases, such as measles, we require a medical certificate before the child can attend the kindergarten again.

If your child falls ill during the day, we will phone you and ask you to pick up your child as soon as possible. Please give your child enough time to recover before returning to the kindergarten.

Duty to inform

Please inform us:

- in case of absence or illness of your child,
- in the event of an infectious disease or lice infestation. We are obliged to inform all parents. Your details will of course be treated confidentially,
- upon enrolment, whether your child suffers from diseases or allergies,
- in case of a change of custody or addresses (telephone numbers, e-mail addresses, etc.),
- about particularities relating to the daily routine (e.g. in the U3 area the exact times for sleep and meals, changes in the sleeping patterns, ...) and
- about any happenings at home (e.g. dog died, visit from grandmother, ...).



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E

Emergency

It is important that we always have your current home and business telephone number. It is also advisable to include the telephone number of a “substitute” (e.g. grandmother) in case we cannot reach you in an emergency.

Excursions

From time to time group excursions to destinations in the surrounding area are offered. You will be advised accordingly on time by the respective head of the group.

F

Free play

During free play time, your child can choose the play material, play mate and place to play. During this time, children are accompanied and supervised by the educators, who are available for the children of the respective group. Free play time is a very important part of the day.

Forms

All important forms are available at the school administration. You can also find most of the forms on our homepage www.dhps-windhoek.com

Family property

We ask you to mark your child's clothing, bags etc. with his/her first name and surname to avoid mix-ups.

We handle clothing and other items your child brings with him/her with care. DHPS cannot be held liable for any damage or loss.

Familiarisation

We shape the settling-in process according to the Berlin adaptation programme. Further information is available in our flyer. The settling-in procedure is binding for each family.



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H

Healthy diet

We attach great importance to a daily balanced diet. We take into account allergies, vegetarian diets or other forms of nutrition, such as pork-free diets etc. The menu is displayed in the kindergarten and on our homepage.

As we are very concerned about the health of your child, we ask you to refrain completely from sending along sweets or salty treats.

We offer the children unsweetened tea and water to drink and also ask you to fill only one of these two into the bottles your child brings along.

Holiday supervision

During the holidays, a fee based holiday care service is offered. We will inform you accordingly and request you to register at least three weeks in advance.

Homepage

www.dhps-windhoek.com For more information about the DHPS, dates, holiday plans and activity reports, please visit our website.

I

Information

Our "School Communicator" keeps you up to date on all important news and events. In addition, you are informed about current topics in letters to parents. If you have any questions, comments or personal concerns, you can contact one of our staff members at any time.

If necessary, we speak to parents personally and inform them in writing about the required measures.

Information letter

You will receive letters at irregular intervals to inform you about current matters, changes, dates and more.

Inclusion

Our kindergarten routine is based on the motto: Each of us is important - each of us is good, just the way he/she is. In our kindergarten, every child participates according to his/her strength and weaknesses and nobody is excluded.



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Imitation

Children have great observation and listening skills. They learn a lot from adults, so it is important that educators and parents set a good example to their children in their behaviour. Imitation, also called learning by means of a model, is observation and adapting the behaviour of a role model.

Insurance

For the time your child is in our care, he or she is only insured through the school in the event of a medical emergency, so the school will cover the costs incurred in case of an accident if these costs are not covered by your insurance. Please note, however, that parents must pay in advance and the costs will be reimbursed retroactively.

L

Letters to the parents

We regularly send out letters to the parents via e-mail to inform them about news, upcoming events etc. Please always make sure that we have your current e-mail address.

Language promotion

We support the language development of the children and the learning of the German language in everyday kindergarten life and as an additional offer.

Language is promoted in everyday life by constant conversation with each other, through songs, stories, picture books, verses and rhymes.

For additional language promotion, our language promotion teachers take small groups of children out of the groups for 10 - 15 minutes for individual and targeted practise sessions.

Once a week, a language promotion teacher also comes to the group to support the children in their everyday life.

Learning

Learning is an everyday process and cannot be equated with mere knowledge transfer. Children learn through active participation in everyday events, i.e. children learn all the time - whether in the circle of chairs or through free play. They try out various things, learn by trial and error, recognise connections and benefit from the experiences of others.

Lost and found

Lost and found objects are exhibited each end of the month in a kind of flea market in the kindergarten. Items that are not collected will be donated or given away.

If you are missing something that you urgently need, please feel free to contact us and we can look through the lost and found items together.



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M

Meals in the U3 section

All children of the kindergarten have their meals in the group room. Please provide your child with a healthy, varied breakfast, a snack and lunch every day. Children in full-day care also need an afternoon snack. Lunch is warmed up for the children. Please make sure that you provide an appropriate portion that your child can finish eating in a reasonable amount of time.

In order to avoid unnecessary waste, please provide a lunch box and reusable water bottle.

Mathematics

These does not only include numbers and arithmetic, but also shapes and colours, right and left, recognition and continuation of sequences, naming the date... A wide variety of activities is offered to help children enter the world of mathematics in a playful way.

Medicine administration by kindergarten staff

In principle, sick children are best looked after at home by their parents or other caregivers. In individual cases, however, it may be necessary to administer medication to the child at the kindergarten. These exceptional cases include in particular

- children with chronic diseases such as asthma, allergies or seizure risks,
- children with clinical conditions requiring the administration of medicines in acute emergency situations.

In these individual cases, you will have to fill in a form to provide more detailed information and instruct the respective educators in detail about how to administer the medication. Otherwise, we will not administer any medication. This includes ointments or drops, such as eye drops.

Morning circle

Each group organises its morning circle individually. We sing songs, do finger and group games and tell or read stories. These usually relate to the current topic or a special event in the group (e.g. birthdays).



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N

Notices

Notices and updates are put up in the respective groups.

If you wish to put up a notice, please arrange this with the kindergarten management beforehand.

Networking

We work together with various departments of the school or external institutions to be able to provide you with advice and assistance at all times. These include pre-school, paediatricians, early promotion educators, speech therapists, occupational therapists, ...

However, we will not take any action without your consent and we will always ask you in advance if we may contact any of these professionals.

O

Observations

The support and guidance of the children's educational processes are based on observations which are carried out each term and recorded in writing (see D Documentation).

Openness

Disagreements and problems, but also wishes and suggestions from your and our side should be addressed openly. We always have an open ear for questions, suggestions and criticism.

Opening hours

Our kindergarten is open from Monday to Friday from 6h45 to 17h00.

The following options are available:

Half-day care 06:45 – 13:00

Full-day care 06:45 – 17:00

The academic year starts in January and ends in December.



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P

Punctuality

Please fetch your child on the designated times, as children tend to show fear and insecurity if they are not fetched.

For emergencies and exceptions, please contact the kindergarten secretary.

Photos:

If you did not consent to have photos of your child published in the contract, please also communicate this information to the group educators.

Parents' representatives

Parents' representatives are elected on the first parents' evening of the school year. New representatives are elected each year. Their responsibilities include representing the interests of all parents, passing on information from the school to the parents. In addition, they are available to answer questions, address concerns etc.

Parents' Representative Committee

The parents elect the parents' representatives at a meeting at the beginning of the year. This is the best opportunity for parents to become actively involved in the kindergarten and school activities and to contribute their ideas. The Parents' Representative Committee supports the kindergarten team and represents the interests of all parents.

Parking space

Please make sure that you park in front of the kindergarten in the designated parking spaces. Stopping on the other side of the street in front of the speech therapy and occupational therapy practices is strictly prohibited. Please ensure that you do not obstruct any entrances to the premises.

Participation of the children

Participation means being involved. Depending on their age, children have a certain degree of participation and co-determination rights in various situations at the kindergarten. These rights enable us to support the children in their development towards independence. We attach great value to independence and independent action and motivate the children to do things on their own on a regular basis, such as getting dressed or undressed. Even though acting independently may be difficult, the long-term success makes the children proud and motivates them to take on new challenges.



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Permission to pick up a child

Upon registration, forms will be handed out on which you can name a maximum of three people who may collect your child (in addition to the parents). Siblings of the child, who are 16 years of age or older, may pick up the respective child.

If another person designated by you is to collect your child, please call us and inform us in good time or send us an e-mail. Otherwise, we reserve the right not to send your child along.

Portfolio

Each child brings along an empty folder at the beginning of the kindergarten period. In the course of time, an individual portfolio folder is compiled, which serves to document the developmental steps of each child. In these folders, various things, such as photos and handicrafts are filed.

Once the child leaves the kindergarten, he/she receives his/her individual "development diary".

Pre-school

After the kindergarten, children proceed to pre-school. We prepare the children for this transition together with the pre-school educators. In the year before they go to pre-school, children get to know the educators and group rooms of the pre-school. Various activities, e.g. Mini-Olympics, are offered jointly for kindergarten and pre-school children and their respective educators.

Q

Quality

The quality of the pedagogical work according to the latest scientific and pedagogical findings is a matter of course for us.

This includes the reflection of the pedagogical work, staff meetings and advanced training for staff. Exchanging experiences with the parents contributes to the quality assurance of the kindergarten.



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R

Regularity

It is very important children attend the kindergarten regularly, so that he or she does not lose touch with the group.

Please inform us if your child will be absent for a longer period of time.

Rules

Rules are necessary and important for children in their co-existence and in the group, to protect the well-being of all. They serve the children as an orientation for dealing with each other and for conveying different values. Rules are discussed with the children and we attach great importance to their observance.

Rest periods

After lunch, all children in full-day care are given a break and they can take a nap. This rest phase is from 13h00 to 15h00. Children cannot be picked up during this time. Should you wish to pick up your child during this time in exceptional cases for individual reasons, please let us know in advance. You can either phone us or contact the educators personally. Please keep these exceptions to a minimum.

S

Shoes/ slippers

Children are obliged to wear shoes in kindergarten all year round. Please make sure your child wears shoes when you drop him/her off at the kindergarten.

Please also provide slippers or non-slip socks that can remain in the kindergarten so that your child can wear them in the group rooms.

Sun protection

Please supply sunscreen and a sun hat for your child marked with his/her name. If your child is in afternoon care, please provide these items in duplicate.

Spare clothes

Please remember that children might soil their clothes while playing in the kindergarten (digging in the sand). Please provide a complete set of spare clothes including outerwear, underwear and socks when you send your child to kindergarten. For younger children who are potty-trained, please supply more spare clothing.

Please dress your child appropriately and comfortably and make sure that all buttons, fasteners and shoes can be opened and closed easily and by the child itself



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T

Toys

The kindergarten has various toys, so please only bring a toy from home on specific toy days. Since we would like to teach the children in the kindergarten ways of peaceful coexistence, weapons and war toys are not desired.

DHPS does not accept liability for toys brought along.

Trust

We are aware of the responsibility we take for your child and thank you for the trust you place in us every day when you bring your child to us.

U

Use of mobile phones

We ask parents to use their mobile phones in the kindergarten only in emergencies. Especially during pick-up and drop-off times, children require full attention of their parents. We would also like to use this short time to keep you informed about the day's events.

W

Wishes

We are open and grateful for any wishes or suggestions during the whole kindergarten period. Do not hesitate to talk to us; this is the only way to meet all expectations.

Y

Yippee

Joy and fun are important in learning. It is therefore very important to us to convey the joy and fun of interaction in all our offers and activities and to create an atmosphere in which the children feel comfortable.