



## Information About Starting at the KiTa

### Settling-in Period (Until Noon): Around 4 Weeks

(Sometimes it's quicker, sometimes it takes longer)

In the week before the official start of the settling-in period, you are welcome to visit our little garden ("Gärtchen") with your child. The Gärtchen is located across from the beer garden "Jockel" (Ratiborstr. 14C). We're usually there daily from around 10:15 a.m. to 11:15 a.m. Come by whenever it suits you best, or feel free to contact us in advance.

From the official start of the settling-in period, it's best if you arrive shortly after 8:00 a.m. and come directly to the group. At that time, there are usually no or only a few children present, and you can arrive calmly and without stress. Please bring indoor shoes for your child to wear in the cloakroom. Each child has their own space labeled with their name. Then knock on the group room door and wait to be let in (please do not open the door yourself, as children may be playing behind it).

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### Fruit Ritual

As part of our daily ritual, children bring a piece of fruit each day, ideally seasonal or regional (but this is not a strict requirement). This fruit is shared during our communal breakfast. Especially as children get older, contributing something themselves fills them with pride.

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### First Days Routine

During the first 1–1.5 weeks, the daycare routine is gradually experienced together with the parent and child. On the first day, you'll probably stay no longer than an hour. On the last day of this phase, you'll either join the children for lunch or accompany your child until the Gärtchen visit — depending on your child's needs. The time needed varies individually. Your child sets the pace.

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### First Day of Separation

On the first separation day, you might come in for 10 minutes or say goodbye at the door (this will be decided individually). Then you say goodbye and go for a short 5–10 minute walk. It can help if your child brings a favorite stuffed animal or comfort item. Based on how it goes, we will gradually extend the time.



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### Settling-in for Nap Time

Approximate duration: 1–2 weeks (no guarantee)

Before starting nap time at the KiTa, your child should be well-settled in the group. This means they will continue to be picked up as a “noon child” for another 3–4 weeks. Pick-up time is between 12:15 p.m. and 12:50 p.m. We put the children to bed around 1:00 p.m.

Please bring a sleeping bag and, if needed, a pacifier or cuddly toy for nap time. Especially in the beginning, someone must always be on standby to pick up the child if sleeping doesn't go well.

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### Other Notes on the Settling-in Phase

- If possible, avoid other major changes during this period (e.g. weaning, moving house).
- It's important for us to know if your child slept poorly, you have visitors, one parent is away for a few days, or anything else that deviates from your child's normal routine.
- While you're in the room, you are your child's main caregiver. That means you change diapers, comfort them, and step in when needed.

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### Daily Schedule

8:00–8:50 First drop-off window and free play  
9:00–9:30 Breakfast time  
9:30–9:50 Free play and diaper changes  
10:00–10:15 Morning circle + cloakroom transition to Gärtchen  
10:15–11:15 Time at the Gärtchen  
11:30–11:50 Return to KiTa + handwashing  
11:45–12:15 Lunch  
12:15–12:50 First pick-up time + diaper changes  
12:50 Circle time to undress + get ready for bed  
13:00–15:00 Nap time  
15:00–15:15 Wake up + diaper changes + getting dressed  
15:15–15:50 Pick-up time + afternoon snack (Vesper)

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### Clothing Checklist

- Indoor shoes
- Rain pants, rain jacket, rubber boots (stay at the KiTa)
- Summer: sun hat with neck protection
- Winter: hat, scarf, gloves



- One full set of spare clothes
  - Please label everything or use name stickers
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### **Illness Policy and Contact**

If your child is sick, please notify us via Signal in the morning. You can always contact us with any concerns – we'll respond or call you back as soon as we can. Don't hesitate to reach out!

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### **Rules for Returning After Illness**

- Fever: Your child can return after 24 hours symptom-free
  - Stomach bug: Must be 48 hours symptom-free
  - Notifiable diseases (see care agreement): A doctor's note of health clearance is required
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### **Holiday Groups and Closures**

At the beginning of each new KiTa year, we post a schedule listing all closures and holiday group dates.

During closure periods, the KiTa is completely closed — including public holidays.

During holiday groups, we often combine groups to allow staff to take vacation and reduce overtime.

All children in need of care during this time can attend. We will post sign-up lists in advance — your sign-up is binding so we can plan staff schedules accurately.

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### **Other Important Notes**

- Bring a doctor's note confirming your child is fit for daycare on the first day
- Submit your KiTa voucher
- Provide authorization forms for pickup (template available on the website) so we can ensure an authorized contact is always available
- If you can occasionally keep your child home for a day or pick them up at noon, please feel free! A short break from the busy KiTa day often helps children recharge. Just send one of us a short message on Signal or tell us in the morning that your child will be a "Mittagskind."