

Kindergarten ABC

German kindergarten

A – (Anmeldung) Enrolment and start of kindergarten

What does my child need at DSKL kindergarten?

Children's rucksack with healthy breakfast in a lunchbox, mineral water (always for sports!), a piece of fruit/vegetables for our fruit snack, at least 1 complete set of change of clothes, DSKL cap, DSKL sports shirt, sports trousers without zipper and buttons, gym shoes, swimming costume/swimming trunks with towel, all labelled, in a plastic bag for our water activities, 8 small photos (passport size), 1 tissue box.

Pick up

Kindergarten ends at 3.00 pm. Please try to be punctual!

Pick-up authorisation

Should there be any changes to the general pick-up situation for your child, we require notification either via email or phone.

Cancellation

If your child is unable to attend kindergarten on one or more days, please let us know by 8.30 a.m. so that we can take this into account in our planning.

If your child is ill, please also let us know the cause of the illness so that we can inform all parents if a contagious illness is circulating.

The cancellation period for the kindergarten place is two months.

Admission

Children are accepted from the age of three. We offer a limited number of places for children from the age of 2.5. Kindergarten places are allocated according to the DSKL admission criteria and a waiting list.

Duty of supervision

The duty to supervise the kindergarten children begins at 8.00 a.m. when the child is handed over to the group teacher and ends when the child is collected. Parents must supervise their children if they remain and play on the kindergarten premises. The kindergarten accepts no liability whatsoever.

Excursions

The groups occasionally go on small and larger excursions. If necessary, we ask parents to support/accompany us on such outings. Parents are exempt from liability for these activities.

Excursions take place as required during the kindergarten year. For a better overview during excursions, all children must be dressed in the red DSKL sports shirt on this day!

B – (Basteln) Crafting

Occasionally your child will bring home something they have made themselves. It is not always clear what it is supposed to represent, what the idea behind it is or how much effort, work and thought went into creating it.

It is a valuable, creative expression of creative joy and imagination and the parents' attentive interest in this work supports the child in its development into a self- confident personality.

Movement

As the outdoor facilities (sandpit, climbing frame with slides, swings, vehicles, etc.) offer the children an immeasurable amount of freedom of movement, they spend a certain amount of time outside every day despite the sun and rain.

Bringing

Please bring your child to the kindergarten between 8.00 - 8.30 am! Please make sure that a kindergarten teacher is ready to receive your child when you arrive. The kindergarten's duty of supervision begins at 8.00 a.m. when the children are handed over to the teachers in the group!

Bus

The DSKL bus transfer is also available for kindergarten children. You can find more information on our website.

D - Data protection

All information on personal data is treated confidentially and in accordance with the statutory data protection regulations.

DSKL clothing

Every child needs a red DSKL sports shirt. In kindergarten, the children also wear the blue DSKL school shirt every day and the red DSKL sports shirt on sports days

E – *(Eingewöhnung)* Familiarisation

So that your child can gradually get used to everyday kindergarten life, the familiarisation period is agreed individually with the parents. Please take the time in the first few days and weeks to accompany your child and pick them up early.

Parents' evenings

Held regularly on various topics. Group parents' evenings, with information from your child's group or information and topical parents' evenings about the educational and conceptual work of the kindergarten.

Conversations with parents

You can make an appointment at any time if you would like to talk to us.

Development dialogues

Development meetings take place twice a year.

Information for parents

At the beginning of the kindergarten year, each child receives a post folder from us. This should always remain in the rucksack and be checked daily for new information.

Important information is always sent by e-mail. Please check your mailbox regularly.

Parent representatives

At the beginning of the kindergarten year, two parent representatives are elected from each parent group. Parent representatives are trusted contacts for all matters relating to the kindergarten. Two parent representatives for the DSKL are elected from their ranks.

F - Festivals

Festivals and celebrations throughout the year are an integral part of everyday kindergarten life. In addition to the traditional German festivals, we also celebrate traditional Malaysian festivals such as Deepavali, Chinese New Year and Hari Raya.

Photos

Photos of the children, group activities or special events are regularly taken by the kindergarten team and shared with parents on a monthly basis in the Google Drive review folder.

Parents are prohibited from taking photos or video recordings in the kindergarten or on excursions.

Breakfast

It is important to us that children learn which foods are healthy. Therefore, breakfast in the breakfast box should not be a snack, but should contain a piece of fruit or vegetable, a crusty bread, yoghurt or other healthy items. Filtered water and milk are provided by the kindergarten.

G – (*Geburtstage*) Birthdays

A birthday is a very important event in your child's life. The birthday child receives a birthday crown. With the help of the birthday book prepared by the parents, all the children hear stories from the birthday child's life. We light candles, congratulate, sing songs, play favourite games and there is a small gift from the kindergarten. The birthday child can bring a cake, fruit, vegetables, ice cream or something savoury for the joint celebration with all the children. Goody bags may not be distributed in the kindergarten.

Drinks

Filtered water and milk are available to the children in the kindergarten. Please only bring resealable drinking containers (no tetra packs) and no sugary drinks to the kindergarten.

H – (*Hausschuhe*) Slippers

The children are allowed to walk barefoot in the kindergarten, wear socks with rubber studs (anti-slip) or slippers.

K – (*Kleidung*) Clothing

Above all, kindergarten clothing must be comfortable and have child-friendly fastenings. They can also get dirty when doing handicrafts or making a mess in the sandpit. A change of clothes should therefore always remain in the kindergarten rucksack. The children always change into fresh, dry clothes after playing outside. We kindly ask you to return clothes borrowed from the kindergarten washed immediately.

Illness

If a child is ill, he/she cannot attend kindergarten. Please inform the kindergarten if your child has to stay at home. In the case of stomach and intestinal illnesses and fever, your child must be free of fever and symptoms for 24 hours before he/she can attend kindergarten again. In the case of infectious diseases, a medical certificate must be presented. If your child does not feel well during the kindergarten day, we will inform the parents immediately so that the child can be collected. Teachers are not permitted to administer medication of any kind to the children.

Contingency plan

DSKL's crisis plan comes into effect.

M - Mosquito repellent

Mosquito repellents are installed in the outdoor area of the kindergarten. Please spray or apply mosquito repellent to your child at home before going to kindergarten; mosquito pads attached to the child's clothing are also helpful.

N - Nuts

For safety reasons (choking hazard/allergies), nuts of any kind are prohibited in the nursery. Likewise, food donations for joint parties must not contain nuts.

O – (*Obstsnack*) Fruit snack

In the afternoon, all children have a delicious fruit snack. The children bring a piece of fruit every day and place it in our fruit basket in the entrance area.

P - Parking

Parking in front of the gate is strictly prohibited. This space must be kept clear for school buses and for safety reasons as an entrance area for children.

Pinboard

The notice board in the entrance area informs all parents about the latest news from the groups, important dates and special features of everyday group life.

R - Reviews

Every month you will receive a written review with information on what is happening in the group and the programmes and activities that have taken place. We share the review with you via a Google Drive folder. You will also find photos of the group's everyday life and individual activities in this folder.

S – (Schmuck) Jewellery

Jewellery should be left at home because it can easily cause i n j u r i e s during sports and games (especially necklaces).

Shoes

The children are allocated a compartment in the shoe rack in front of the entrance. Please label your child's shoes with their name. The shoes should be suitable for running, romping and driving (to avoid accidents, please do not wear flip-flops or heels).

Duty of confidentiality

All employees are bound to confidentiality. No information about your child or your family will be passed on to third parties without your consent.

Sun protection

Please spray or apply cream to your child at home with suitable products before going to kindergarten. Ensure adequate protection, especially during water activities. You are also welcome to give your child a hat to protect them from the sun.

Toy Day

Toys brought from home can cause envy, anger and arguments, and in the worst case even tears if the "good piece" is lost or broken. That's why it's best to leave it at home. Once a month, we organise a toy day on which the children are allowed to bring their own toys (no weapons, war toys or computer games) to the kindergarten.

Sport

Once a week, the children take the school bus to the Cobra Club gym at DSKL.

Sports shirt

All children need a red DSKL sports shirt, which you can buy in the school shop or in the kindergarten. Please ensure that your child always wears the sports shirt when participating in sports and on kindergarten excursions.

T - Telephone numbers

Your current telephone and mobile number is important so that we can contact you immediately in an emergency. Please also provide us with an emergency number in case we are unable to contact you personally. At the beginning of the kindergarten year, the parent representatives publish a list with the addresses and telephone numbers of all children in the group, subject to the agreement of all parents. This makes it easier for parents to contact each other. The telephone number of the kindergarten is +60 3 7865 1264.

Telephone times

Our telephone times in the kindergarten are from 7.30 to 8.30 am and from 12 to 1 pm.

U – (*Unfallversicherung*) Accident insurance

Upon admission to the kindergarten, children are insured by the school authorities against accidents that occur on the way to school, during lessons and when participating in school events. Parents will be informed of the insurance conditions. Accident insurance with insurance cover has been taken out for all children. Accidents that occur during school hours are insured.

V – (*Vorschularbeit*) Preschool work

Children in the last year of kindergarten take part in the daily pre-school, as well as in the varied cooperation programme with the primary school, which takes place throughout the school year.

W - Water activities

We offer outdoor water activities. Please give your child a swimming costume/swimsuit and a towel in a plastic bag. Both should be labelled with your child's name and taken back on the same day.