

ABC of the Kinderwerkstatt for parents

English Version

Important information about kindergarten

IG Kinderwerkstatt, Oberdorfstrasse 62, 8600 Dübendorf

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- A for arrival
Please bring the younger children to the entrance of the kindergarten. Often the younger children cannot open the front door or need help in the stairwell. With increasing practice the older children should be able to cope with the way into the house by themselves.
- A for additional days
Additional days in the kindergarten can only be considered if the requested days are still available. Please ask the personnel and fill out the corresponding form on site or in advance. The form can also be found on our homepage www.igkinderwerkstatt.ch/downloads.
- A for allergies
Please hand the team leader a written note. If necessary you can deposit a labeled remedy with us.
- B for birthday
Birthdays are celebrated in kindergarten. Please contact the team leader to make an appointment and get more information. In order to deal with children with allergies, we ask you to inform the team leader of the ingredients of cakes / pastries
- B for binky / blanket
If your child needs its binky/pacifier, security blanket or stuffed animal during the acclimation phase, then it can (or should) bring one.
- B for boredom
Don't be worried if your child is bored in kindergarten. Boredom is constructive and sometimes necessary before a child turns to something new.
- C for changes
It is possible to change the times and days when children are in kindergarten if the requested days are available. Please ask the team leader for a form or download it directly under www.igkinderwerkstatt.ch/downloads.
- C for clothes
Please remember that the children go outside every day, so pay attention to suitable clothing (rain jacket, sun hat). The clothes should also be suitable for crafting.
- C for reserve clothes
Each child gets its own drawer for its spare clothing, rain gear and possibly diapers. Please tag everything with your child's name. Refill if necessary. Please bring only one set of spare clothes for reasons of space.
- D for daily information
Please inform the responsible teacher about important daily information about your child.
- D for in diapers
Please refill the stock of diapers when needed.
- D for dirt
Your child may very well get dirty. Make sure it is dressed accordingly.
- D for driving
For safety reasons, children are wearing a seat belt with an orange safety triangle in the back of the car. Do not let the 3 or 4 year old children get out of the car by

themselves. Accompany them into the house or into the garden. With increasing practice the 5 or 6 year old children should be able to cope with the way into the house by themselves.

- D for drinking All children get unsweetened tea or water daily. It is therefore not necessary to give children drinking bottles or other drinks.
- D Dentist The Schulzahnklinik in Dübendorf offers all the children from Dübendorf (from two years on) an early consultation for free once a year. Further infos under: szk@duebendorf.ch.
- E for essential It is essential to have a trusting cooperation between kindergarten personnel and parents in order to enable an optimal development for the children.
- E for English We are a bilingual kindergarten with English, which means that the children work immersively. Unlike the use of language learning methods, the acquisition of foreign language in immersion follows exclusively the principles of mother tongue acquisition. The principle: One person = one language. The English-speaking teachers speak only English to the students as well as to the parents. The child opens up to the language independently piece by piece from the context of the situation. This is the natural way in which children learn languages, whether first or second.
- F for farewell Tears can occur when parting. We are happy to welcome and take your crying child.
- F for familiarization The acclimatization is handled individually in the kindergarten and discussed with the group management.
- F for fire In the event of a fire, our assembly point is in the *Obere Mühle*.
- G for goodbye We take no responsibility for children who have already said goodbye to us, have left us and who are outside the garden gate with their parents. Of course, we will accompany children on their way home alone across the street if needed.
- H for holiday care During the autumn, sports and spring holidays we offer holiday care. Separate registration is necessary.
- H for holidays Holidays and school holidays correspond to the school plan of Dübendorf. Extra holidays are only granted by application to the school management (applies to children in the first compulsory year of kindergarten).
- H for homepage On the homepage www.igkinderwerkstatt.ch you will find the latest information, various forms for downloading and

	a password-protected internal area, where you can find photos from the everyday life of the children's workshop (only with your permission).
H for going home	Please pick up your child on time. Otherwise it waits and is unsettled. Let us know if you are late or your child is picked up by someone unknown to us. Please say goodbye to the responsible supervisor at the entrance.
H for house shoes	Give house shoes or slippers to your child. Tag them with a waterproof pen with your child's name. The child stows them in the house shoe bag (Finkensack) upon leaving kindergarten.
I for illness	If your child is ill, we kindly ask you to let us know the nature and probable duration of the illness and to keep the child at home. Basically, a sick child belongs at home.
I for important information	Important information such as special needs, meatless diet, illnesses, therapies etc. please inform the team leader in writing.
I for information	You will receive general information by mail or you can find it on our homepage www.igkinderwerkstatt.ch . You can also get information about what is happening in kindergarten by talking directly to the supervisor.
J for jokerdays	Each school year (school-age kindergarten children) a child may claim 2 jokerdays (they are a holiday credit). The form must be handed in, in writing, no later than 2 days before the absence. The jokerdays can only be taken as whole days (half days are considered as whole days). The corresponding form can be found on www.igkinderwerkstatt.ch/downloads or you can also ask for it in kindergarten.
K for kindergarten time	Please bring your child to kindergarten on time until 8:30 am.
K for knives	"Knife, fork, scissors and light do not harm the child either ...", because in kindergarten it learns the proper handling of them.
L for in letters	If your child wants to know the letters, please tell the child the individual letters as sounds. B like ball, not B like ABC.
L for learning materials	Sometimes parts of learning materials or other materials get into the pockets of the children simply because they like them. Please bring these parts back to us. We value the completeness of our materials.
L for lice	Please check the hair of your children regularly, especially after the holidays. Further information can be found at: https://www.stadt-

zuerich.ch/ssd/de/index/gesundheit_und_praevention/sc
hularzt/laeuse.html.

M for medicines

If you need to give your child medicines (including homeopathic remedies and cough syrups), please fill out the form to authorize the administration of medicines. Remedies don't belong in the snack bag. Please label medicines with name, time and quantity and hand them over to the responsible team leader with the completed form. The form can be downloaded from the homepage (igkinderwerkstatt.ch) or obtained in kindergarten.

M for Movement

On a certain day of the week, the children are offered the opportunity to participate in a movement program. The children freely choose whether they want to go to the gym or exercise in the exercise room ("Bewegungsraum") Hengstenberg, rhythm or similar offers. In all areas we work with so-called movement landscapes, also with guided sequences to meet the needs of children of different ages. When it's warm outside, exercising can also take place outside. Please give your child suitable clothes, sneakers or slip free socks.

M for mixing up

Mixing up clothes or other brought items may occur. Please let us know shortly if you notice it at home and bring it back at the next opportunity.

O for opening hours

Monday to Friday from 07:30 - 17:30

(Wednesday afternoon closed)

The children should **be present at 08:30** at the latest!

Morning 07:30 - 12:00

Lunch service 12:00 - 13:30

Full day care 07:30 - 15:30

Collecting time / pick-up time 15:30 - 16:00

Free time care 16:00 - 17:30

Pick up time until 17:30

P for parent talk

Every year, parents of non-school children are entitled to a teacher-parent conference. Parents of school-age kindergarten children are entitled to an official certificate talk twice a year.

P for parent's contribution

Parents' co-operation is welcome for example in the form of buffet contributions at parties or the assistance on the annual material cleaning day.

P for potty training

Potty training is a process that cannot be accelerated. Give your child enough time.

P pre-school education

Pre-school education is a misleading term because it actually addresses the entire education of children before school. All children need support in small groups

depending on age, level of development, interests and inclinations.

- P for pick up
Pick up the children at the entrance to the kindergarten. Wait until the caregiver brings your child to you.
- P for parties
During the year we will celebrate with the children. Sometimes the parents are also invited. We are also happy about contributions from foreign cultures.
- P for playing
Playing is building, singing, romping, jumping, painting, crafting, listening, dressing up, splashing, telling, arguing, crying and laughing ..., playing is learning, playing is working.
- P for painting
Children are proud of their paintings and crafts. Do not put them aside carelessly.
- P for parents
We want sociable, interested parents. At parents evenings and discussions, we are happy to exchange information and to listen to tips and suggestions.
- P for pool car park
Give your child the opportunity to walk a short distance (for example, from the pool car park to the Kinderwerkstatt). This supports their awareness for safety in traffic.
- P for parking
The sidewalk along our garden fence is secured by piles. You are allowed to briefly park next to the sidewalk, i.e. on the street, for getting in and out, respectively to accompany the children briefly to the Kinderwerkstatt. This ensures, on the one hand, that the children do not have to get in and out on the street and on the other hand, they can easily reach the kindergarten on the sidewalk. Please do not block the parking spaces of neighboring companies and neighboring houses. Please keep the 3 parking spaces in front of our house free for those kindergarten children who need more time getting in or out of the cars and to say goodbye.
- P for personality
Children are supported individually and in groups according to their personality and their individual needs.
- P for photos
On the homepage www.igkinderwerkstatt.ch you will find a password-protected internal area in which you will find photos and impressions of everyday life at Kinderwerkstatt (only with your permission).
- Q for silence
We try to talk as calmly as possible in the stairwell. Please also speak quietly. Please have private discussions outdoors. Children are at work.
- R for rating
Please do not rate the children's work. "Praise and blame leads the children on a wrong track" (Maria Montessori).

R	for rooms	The rooms are designed for children's activity. The interior design makes it easier for children to get an overview and to get together in small playgroups.
S	for snack	Please give your child sufficient "Znüni" (snacks) and pay attention to healthy food. No sweetened drinks or food.
S	for snack-bag	Let your child hang the snack-bag (Znünitäsch) itself in the place intended for it. It can find its own pocket. Snack-bags should be handy and be used only for food, not for spare clothes.
S	for safety	Always close the garden gate even if someone is on their way to it.
S	for safety triangle	According to the school authorities, children from kindergarten years 2013/2014 are obliged to wear an orange traffic safety harness. We will distribute them to the children on the first day of kindergarten. The safety triangle must always be worn by your child, even if you bring it to the car. It is for the safety of your child.
S	for shoes	Place shoes underneath the clothes hook and tie them together with clips.
S	for snacking	Please do not give sweets to your child. We care about healthy eating habits. The children will enjoy enough sweets on birthdays and in the form of a small dessert after lunch.
S	for sun	Apply sunscreen in spring before dropping your children off at Kinderwerkstatt, or provide them with sunglasses and a hat (even if the sky is "just" overcast).
T	for time	Give your child time.
T	for ticks	Search your children for ticks after each outdoor stay (clothes and body).
T	for toys	Personal toys are not needed in our kindergarten. The prepared environment offers the child everything it needs.
T	for tag	Please tag all the clothes of your children with their names.
V	for visits	Visits of parents and former children are possible by arrangement.
W	for walk to school	Many of our children don't walk to school, so it is important to us that the children learn how to walk from the pool car park to the house by themselves as soon as possible. This step is an important learning field for the children.