

ABC
of the Kinderwerkstatt
for parents

English Version

Important information about the school

IG Kinderwerkstatt, Oberdorfstrasse 62, 8600 Dübendorf

Telephone 044 820 08 19

kinderwerkstatt@bluewin.ch / www.igkinderwerkstatt.ch

- A like allergies Please inform the responsible teacher of your child about potential allergies in writing. If necessary, please leave your child's medication with us.
- A like atelier The so called ateliers take place on two afternoons and include handicraft activities artistic activities and cosmic education.
- A like arrival time Your child should be at school 5-10 minutes before class starts, so he/she has time to greet his/her friends.
- B like being sick If your child is sick, we ask you to inform us early in the morning about the nature and expected duration of the illness.
- B like birthday Birthdays are celebrated at school. Please inform the teachers.
- B like "blue book" For the mutual exchange (short info) we use the "blue book". Please always countersign it so that we can see if it has reached you. The "blue book" must always be in your school bag.
- B like boredom Do not be alarmed if your child is bored at school. Boredom is constructive and sometimes necessary before a child can move on to something new.
- B like brushing teeth After lunch, your child brushes his/her teeth. Toothbrush, toothpaste and cups will be provided by us.
- C like clothes Please remember that we go outside every day. Therefore, please make sure that your child is dressed appropriately. (Rain jacket, sun hat)
- C like compass From the 3rd, at the latest from the 4th school year, your child needs his/her own compass.
- D like dirt Your child can get dirty! Therefore, dress appropriately.
- D like drinking Each child needs to bring his or her own water bottle.

E	like essentials	It is essential that the school and the parents work together in a spirit of trust to ensure the best possible development for the children.
E	like evaluation	Please do not grade the children's work. "Praise and blame lead the children on a wrong track" (Montessori).
E	like evening care	If your child needs evening care or there are any changes, please make a note in the "blue book".
F	like farewell	We do not take any responsibility for children who have already left the school and are with their parents.
F	like fire	In the event of a fire, our assembly point is located at Obere Mühle
F	like fountain pen	From the 3rd school year on, the child needs its own fountain pen.
F	like free work	In free work, the child completes tasks/objectives that have been discussed together, but also things that interest the child. The foreign languages are also integrated.
F	like French	French takes place during free work.
G	like garden gate	Please always close the garden gate immediately. This is important for the safety, especially of the kindergarten children.
G	like going home	Please let us know via the "blue book" if your child is picked up by someone we do not know.
G	like gym class	Once a week we have a gym at our disposal. Your child should bring gym clothes in a gym bag on this day. This bag must be taken home on the same day.
H	like handwork	Handwork lessons are part of so called Ateliers in the afternoon.
H	like help vouchers	This is not meant to be a punishment, but a mutual help. For one week we tidy up things that have been left lying around and put things in

order, from 15.30 - 16.00 and 12.00 - 12.30 respectively.

- H like homepage On the website www.igkinderwerkstatt.ch you will find the latest information, various forms to download and in a password-protected internal area (only with your permission) photos from the everyday life of the Kinderwerkstatt.
- H like homework Occasionally there may be situations where the teacher gives homework to take home.
- I like information Important dates such as swimming, library, parent events etc. are published on our homepage www.igkinderwerkstatt.ch.
- J like Joker days A child is allowed to take 2 extra days per school year (extra days are a vacation credit). The use of extra days must be communicated in writing at least 2 days before the absence. Joker days can only be taken as full days (half days count as full days). You can find the corresponding form at:
www.igkinderwerkstatt.ch/index.php/download_s.html or you can also get it at the kindergarten/school.
- L like labelling Please label all of your child's clothing.
- L like learning materials Our rooms are full of learning materials. The children work with them every day. However, the materials are cleaned up after each work, so you may not see much of what your child has learned.
- L like leaving school grounds With the written permission of the parents children may leave the school grounds during school hours unaccompanied by an adult with at least one other child.
- L like library It is possible to check the status of the borrowed books online at www.stadtbiblio-duebendorf.ch (return deadline/number of borrowed books).
- L like lunch We leave the Kinderwerkstatt at 11:40 and walk to the restaurant at the ice rink. After lunch, the

children can play outside. Some of them will be entrusted with small tasks after lunch. At about 13.20 we start the walk back to the Kinderwerkstatt.

M like materials Sometimes parts of learning materials or other materials wander into the children's pockets simply because they like them. Please bring these parts back to us. We value the completeness of our materials.

M like medicines In the event that we need to administer medications (including homeopathic) to your child, please fill out the Medication Authorization Form. Label medications with name, time and amount and give directly to the appropriate teacher with form. You can find the appropriate form at:
<http://www.igkinderwerkstatt.ch/downloads.html> or you can also obtain it from the kindergarten/school.

M like music Music is integrated into the daily school routine. Occasionally there are musical themes in the project afternoons.

O for opening hours Monday to Friday from 07:30 - 17:30
(Wednesday afternoon closed)
Morning 07:30 - 11:30
Lunch 11:30 - 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 like parents We are looking for outgoing, interested parents. We are happy to exchange information and receive tips or suggestions for our work at parents' evenings, visit days and in discussions.

P like parking The sidewalk along our garden fence is secured by posts. It is allowed to park outside the sidewalk, i.e. on the street, to get in and out respectively to accompany the children briefly to the

Kinderwerkstatt. This ensures that the children do not have to get in and out of the car against the street and that they can reach the Kinderwerkstatt comfortably on the sidewalk. Please do not block the parking spaces of the neighboring companies and houses. Please keep the 3 parking spaces in front of our house free for those kindergarten children who need longer to get in or out or to "say goodbye".

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| P | like parties | During the year we will celebrate festivals with the children. Sometimes parents are also invited. |
| P | like pencil case | Each child needs a pencil case. Please check it every once in a while, to make sure it is complete (sharpen pencils). |
| P | like personality | Children are supported individually and in the group according to their personality and the associated needs. |
| P | like play | Play is building, singing, romping, jumping, painting, working, listening, dressing up, mashing, telling, arguing, crying and laughing, play is learning, play is working. |
| P | like project | Projects take place in group work but also in individual work. |
| P | like punctuality | We make it a point to start school on time (see arrival time). |
| R | like report conversation | Parents, child and teacher will take part in this meeting. |
| R | like rooms | Our classrooms consist of a math room, language room, two cosmic rooms and a reading room, all with a clear layout for the children. |
| R | like rules | During their time in the Kinderwerkstatt, the children have a lot of freedom to work independently, although clear rules and boundaries are set. |
| S | like safety vest | According to the school board, 1st grade students are required to wear a yellow traffic |

safety vest. We will distribute this to the children on the 1st day of school. Your child must wear this safety triangle at all times, including when you bring them in the car. It is for your child's safety.

- S like school dental clinic The Dübendorf School Dental Clinic offers a free early dental consultation to all students for families from Dübendorf. We go to the school dental clinic once a year. More info at szk@duebendorf.ch
- S like schoolbag The school bag must be taken to school and back home every day. It should contain the snack and the "blue book". Please sort out and clean it regularly together with the children.
- S like shoes Please deposit shoes on the shoe rack in the movement room.
- S like silence We try to speak as quietly as possible in the stairwell. Please also speak quietly. Please have private conversations outside. Children are at work.
- S like slippers Provide your child with slippers. Mark them with your child's name in waterproof pen.
- S like snack break Snack time is individual or in the group.
- S like snacking Please do not give your child sweets. Healthy eating habits are important to us.
- S like snacks Please provide your child with an adequate snack and make sure it is healthy. No sugared snacks.
- S like sounds If your child wants to know the letters, please tell the child each letter as a sound. B for ball, not B[e] for ABC.
- S like special needs In case of special needs such as a meat-free diet, illnesses, therapies, etc. please inform teachers in writing.
- S like sun Apply sunscreen to children before school in the spring, or provide them with sunglasses and hats

(even if it is overcast). Sun hats are recommended in sunny weather. However, we turn the responsibility over to you to determine if your children need to wear a sun hat. Please fill out the appropriate form at the beginning of school.

S	like swimming	For swimming lessons we go to Wallisellen.
T	like ticks	Check your children for ticks after each time they are outside (clothes and body).
T	like time	Give your child/children time. We wish you and your child/children a good course of the Kinderwerkstatt time.
T	like timetable	Lesson time according to the timetable.
T	like trips	We will inform you about excursions with special information sheets. The costs will be charged afterwards.
V	like vacation care	During autumn, winter and spring vacations we offer vacation care. A separate registration is necessary.
V	like vacations	Vacations and days off from school are in accordance with the Dübendorf school schedule.
V	like visiting	Visits by parents and former children are possible by arrangement.
W	like work	Working during free work time is quite different. Most of the time you will not be able to see what the child is practicing with materials, because they will be put away again.
W	like workplace	Each child is free to choose his or her workplace. This can be at a table or on the floor with an appropriate work rug