



## Guide to Settling Into Kindergarten

The challenge in the settling-in phase in kindergarten is to find the balance between the new environment and the separation steps. Every child has individual needs, habits, relationships, preferences and feelings, so the settling-in period can only be determined in advance to a limited extent. The settling-in plan is therefore tailored to your child's needs in close consultation with the educational staff and the parents. We base this on the Berlin settling-in model. The period that is optimal for the child can last between two and three weeks.

### We want your child to feel comfortable with us!

It is important to us to support every child as best as possible during their settling in period. In order to make this possible and to give each child enough time, but also to be able to continue to support the existing kindergarten group, the settling in period for several children takes place in stages. The kindergarten team will of course take your desired start date into account, but we ask for your understanding that due to the staggered settling in period, not every requested date can be granted.

### 1. basic phase of acclimatization

During the basic phase, your child will stay in our facility for one to two hours. Your presence is absolutely necessary. This will give your child the security they need to settle into the new environment.

- No separation: Stay with your child during this time and do not leave the room without your child.
- In sight: With your presence you create a safe base that your child needs. to explore the new environment and create new bonds with the educational medical professionals and the children.
- The child leads: Do not force your child to move away from you. Encourage him or her to explore the room together with the educators.
- Passive behavior: You should behave passively while in the group room. Active behavior on your part deprives your child of the opportunity to establish contact with the new caregivers and slows down the acclimatization process.

### 2. separation phases

Initial separation attempts are tailored to your child individually and designed in close consultation with the caregiver and the parents. Your child's reaction to the first separation attempt serves as the basis for the preliminary decision as to whether shorter or longer support from you is necessary.



- **Always say goodbye to your child before you leave the room.** If the child feels safe enough with the caregiver, the separation phase can be extended in the following days. If your child cannot be calmed down during a separation phase, you will be asked to return to the group room early. Therefore, stay close by, especially during the first separation phases.
- **Short farewell rituals provide clarity.** Even if it is difficult: keep the farewell short to avoid causing stress to your child.
- **Come to pick up your child at the agreed time.** Even if your child wants to stay, it is important to signal that it is time to go home. Your child must first become familiar with the situation of being picked up. He or she will remember this when he or she arrives the next day and gradually understand the process.

## final phase

If the separation attempts were successful, your child calmed down, appears balanced and feels comfortable, he or she is in the final phase of the adjustment period.

In the final phase, you no longer need to be in the kindergarten. However, you must be reachable by telephone at all times. Your child's settling-in period is considered complete when your child has accepted the educational specialist as a "safe base" and feels comfortable in the kindergarten group.

## During the acclimatization period

As parents, you will be involved in the settling-in period. You can rely on the caregiver always giving you honest information about how your child is doing during the separation phase. A constant exchange between parents, caregivers and kindergarten is important to us. Therefore, plan time for quick chats throughout the settling-in period. Report any uncertainties or concerns to us directly.

It is also helpful if you inform the caregiver about special events, such as a bad night's sleep or illness over the weekend. This way, your child's needs can be addressed in the best possible way.



We look forward to welcoming your child to be able to accompany you on this exciting step!