



Kindergarten Regulations of the Kindergarten of the DSSI

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§ 1 General

- I. The official name of the kindergarten is "Kindergarten of the German School Seoul International" (hereinafter referred to as Kindergarten).
- II. The kindergarten is a legally dependent department of the association "Deutsche Schule Seoul International" in South Korea (organization number: 106-82-11062), which operates the "Deutsche Schule Seoul International" (DSSI) in addition to the kindergarten.
- III. According to the "Thuringian Education Plan for Children up to 18 Years", the purpose of the kindergarten is to support children in the development of their personal strengths within the scope of their possibilities and in coordination and cooperation with the children's legal guardians.
- IV. In addition to the specified educational goals, the kindergarten has the task of familiarizing itself with the culture of the host country Korea, maintaining human and cultural connections and promoting mutual understanding. All this happens against the background of German and European cultural and educational traditions as well as German language and culture.
- V. The kindergarten prepares the children for attending the DSSI. Therefore, the kindergarten and the elementary school are in constant exchange. This exchange is particularly promoted by joint activities of the preschool.
- VI. This kindergarten is operated in accordance with the applicable laws and regulations, these kindergarten regulations, the statutes of the association Deutsche Schule Seoul International DSSI and the adopted budget of the kindergarten.

§ 2 Localities

- I. The Kindergarten is located in the Danwon building of the "German School Seoul International" at 123-6 Dokseodang-Ro, Yongsan-Gu, 140-210 Seoul, Korea.
- II. The kindergarten and the school use the courtyard of the three buildings together as a playground and for outdoor activities.

§ 3 Opening Hours, Regulations for Drop-Off and Pick-Up

- I. The kindergarten year begins on August 1 of each year and ends on July 31 of the following year.
- II. The childcare hours of the kindergarten are as follows: Monday to Friday from 08.00 a.m. – 4:00 p.m.
- III. The holiday periods of the kindergarten are analogous to those of the DSSI. The currently valid holiday schedule can be viewed on the DSSI website.
- IV. The children should be brought to kindergarten daily by 9.00 a.m. at the latest, so that the pedagogical work can be carried out continuously. Exceptions can be discussed at any time with the pedagogical staff.
- V. If a child cannot attend kindergarten, the group teachers should be notified by the legal guardians. After several unexcused absences, the legal guardians will be contacted by the group teachers. The kindergarten management can also be consulted in these cases.

- VI. The children must be picked up by 4.00 p.m. at the latest. The pick-up must be done in person by persons entitled to pick up the child and confirm the pick-up with their signature.
- VII. If a child is repeatedly dropped off or picked up too late, the legal guardians are invited by the kindergarten management to a personal meeting. If there is no improvement even after the meeting, a daily exclusion of the care of the child is possible. The school management and, if necessary, the school board will be consulted if the problem persists beyond that.

§4 Admission

- I. Details of admission to kindergarten are regulated by the current version of the DSSI Kindergarten Admission Guidelines.
- II. Due to organizational, conceptual and educational reasons, the kindergarten only offers full-time care.
- III. Children are admitted to kindergarten on the date which is stated in the kindergarten contract. On this date of admission, all documents relevant for admission must be submitted to the kindergarten. These include:
 - 1. Pick-up list with the names of the persons who, in addition to the legal guardians, are allowed to pick up the registered child,
 - 2. the declaration of consent for the creation and use of recordings and photos,
 - 3. the declaration of consent that the child may participate in field trips and other activities outside the DSSI premises,
 - 4. the completed document "Personal Information" and
 - 5. the completed and signed registration questionnaire.
- IV. In order to be able to accompany and support all children of the kindergarten at an early stage and in the best possible pedagogical way, all information provided in the documents mentioned under §4 III. must be truthful and to the best of their knowledge and belief. This includes, in particular, diagnosed or suspected impairments and delays in the child's development.
- V. The first two months after admission are considered to be the observation period and acclimatization period. If, in the meantime, it turns out that the child does not yet have the necessary kindergarten maturity for the further attendance of the kindergarten, a consultation is held with the legal guardians and the pedagogical team in order to jointly develop measures that serve as a basis for further attendance at the kindergarten.

§ 5 Kindergarten Contract

- I. The subject of the kindergarten contract is the attendance of the kindergarten by the admitted child. The kindergarten contract is concluded with the child's legal guardians as joint debtors.
- II. With the change to primary school, the kindergarten contract ends automatically.

§ 6 Catering

- I. Children who are to receive lunch through the kindergarten need a lunch card from the canteen. The legal guardians are responsible for obtaining this card and regularly charging it with credit. The

kindergarten staff informs the legal guardians in regular intervals about the current status of the lunch card.

- II. The current contact details of the external service provider of the canteen can be viewed on the DSSI website.
- III. It is always possible to bring your own lunch.
- IV. Breakfast is not provided by the kindergarten, but brought from home.

§ 7 Cooperation between the Kindergarten and the Legal Guardians

- I. The education and upbringing of children are a joint task of the legal guardians and the kindergarten. Above all, this means that the legal guardian and the kindergarten are in close contact with each other and communicate in good time in order to accompany the child the best way possible even in the event of difficulties.
- II. The kindergarten gives advice to the legal guardians on professional and pedagogical questions. Close cooperation between kindergarten and guardians helps to better understand the child and forms an important basis for a trusting cooperation in order to be able to make joint considerations for the benefit of the child.
- III. The legal guardians ensure that the child is suitably equipped for everyday life and that the property of the kindergarten is treated with care.
- IV. An important component for the trusting cooperation between kindergarten and legal guardians are the annual parent-teacher conferences between the pedagogical staff and the legal guardians. These are independent of the occasion and offer the opportunity to look at the child's development together. On request and by prior arrangement, meetings can also take place outside the annual appointment.
- V. The legal guardians support the kindergarten by providing information on essential aspects of their child's behaviour and the stage of development of their child.
- VI. The interests of parenthood are represented by parent representatives vis-à-vis the kindergarten management. Details of the election, tasks and duties of the parent representation are regulated by the currently valid version of the statutes of the "Parent Representation of the DSSI".

§ 8 Kindergarten Groups

- I. The kindergarten is divided into age-heterogeneous groups. Each child is permanently assigned to one of these groups. Siblings are allocated to different groups if possible.
- II. All groups have their own rooms on different floors in the Danwon kindergarten building.

§ 9 Preschool

The preschool of the kindergarten supports children in the kindergarten year before transition to elementary school in their cognitive, social, motor and emotional development and enables a smooth transition from kindergarten to elementary school.

- I. Details on admission to the preschool program are regulated by the currently valid version of the "Admission Requirements for the DSSI Preschool".

- II. A close cooperation with the elementary school is intended as part of the preschool program. An elementary school teacher regularly comes to preschool to help preparing the transition between kindergarten and elementary school.
- III. As a rule, a seamless transition from preschool to elementary school is ensured. The decision on admission to the elementary school of the DSSI is primarily the responsibility of the school management. If there are factors that should speak against school enrolment, such as low language proficiency or developmental delays, the pedagogical team is available to advise the elementary school staff in order to make the best possible decision for the benefit of the child. Details on admission to elementary school are regulated in the current version of the "DSSI Elementary School Admission Guidelines".

§ 10 Illness and Health

- I. Details on how to deal with illnesses in kindergarten are regulated in the information sheet "Childhood illnesses – An information of the DSSI" in the currently valid version and can be viewed on the DSSI website.
- II. In principle, no medication is administered by pedagogical staff. In individual cases with particular hardship, the administration of emergency medication can be discussed with the management of the kindergarten.
- III. The currently valid air quality limits, which are essential for the operation of the kindergarten and which decide whether and, if so, how long the children will spend time outdoors, can be found on the DSSI website.

§ 11 Supervision and Liability

- I. The responsibility of the kindergarten for the child begins when the child, in the presence of their legal guardian, is welcomed by the teaching staff and says goodbye to the legal guardian. When a child is being picked up by the legal guardians or a person entitled for pick-up the handover must be confirmed with the signature on a designated list.
- II. The legal guardians or persons acting on behalf of the legal guardians are responsible for the way to and from the kindergarten.
- III. If children are picked up by persons who have been authorized by the legal guardians, a written confirmation (on paper or by e-mail) by the legal guardian including name, telephone number and relationship with the respective person is required. All persons entitled to pick up are noted in the respective lists of the children's file and on the overall list in the group.
- IV. Pick-up authorizations issued to persons who are not yet of legal age require prior oral agreement with the staff of the group or the kindergarten management and a separate written pick-up authorization for minors.
- V. The kindergarten cannot accept any liability for the loss or confusion of the children's wardrobe and personal items. The legal guardians shall ensure that all clothing and objects of the child are labeled with names.

§ 12 Police Certificate of Good Conduct

All persons who work in the kindergarten must present a police certificate of good conduct before starting their employment.

- I. Persons who are registered in Germany before starting work must present an extended certificate of good conduct from Germany.
- II. Persons registered in Korea can submit a Korean certificate of good conduct.
- III. In individual cases, the certificate of good conduct can be submitted within one month after the start of work if proof has been provided that the document has been requested.

§ 13 Miscellaneous

- I. Details of the pedagogical program are stated in the currently valid version of the "Kindergarten ABC" can be viewed on the DSSI website.
- II. In conjunction with the statutes of the association "Deutsche Schule Seoul International" as well as all other valid regulations and regulations of the DSSI, the kindergarten regulations regulate the operation of the kindergarten run by the association "Deutsche Schule Seoul". It is expressly recognized by the legal guardian both by the registration and the conclusion of the care contract and is therefore binding.
- III. The kindergarten can offer additional activities or excursions (afternoon programs, police, fire brigade, etc.) for all or individual groups. If children do not participate in these activities, the kindergarten provides other care options, for example in a different group. These activities are not part of the usual offer of the kindergarten. If partial fees or other costs apply which are not included in the kindergarten fees, they must be paid by the legal guardians.
- IV. After prior approval by the school or kindergarten management, guest students can attend the DSSI kindergarten for a period of up to five days. Details of any fees incurred are regulated by the currently valid version of the "DSSI Fee Regulations" and can be viewed on the DSSI website. A corresponding declaration must be completed and signed by the parent or guardian before the start of the visit.

The recognition of the kindergarten regulations is binding for the registration of the child. The "Kindergarten Regulations of the Kindergarten of the DSSI" are valid immediately upon approval by the school board.