



Lorenzini
Kunst-Kita

Eingewöhnung (Introductory phase) a smooth start



Information
for the first four weeks



Eingewöhnung (Introductory Phase) according to the Berlin Model

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How do we adjust to life in the Lorenzini Kunst-Kita?

Our Eingewöhnung (introductory period) is based on the Berlin model, and usually takes four weeks. This period is so we can prepare the children for a smooth transition into the daily proceedings of our kindergarten. Your child will get to know the carers, the other children and the different rooms of the kindergarten at their own pace.



The first few days

In the first phase your child is accompanied by a parent the entire time in the kindergarten room. This is so your child feels happy and safe in the new environment. With this security your child will gradually be interested in its new surroundings and want to explore this new world. It is important that the accompanying parent tries to stay in the background, offering only a place for your child to “charge its batteries” to allow interactions with the carers and other children to guide your child’s exploration.

The first few days child and parent stay for maximum an hour in the kindergarten, after which the time spent each day, will gradually increase as your child feels more and more comfortable.

The first separation

If all goes well, on the fourth day of Eingewöhnung your child will begin having time alone in the room, without a parent. You will bring your child into the kindergarten room and, whilst your child is playing, say goodbye. You will then leave the room, for 15 to 30 minutes. We will show you a place, out of your child’s sight, where you can relax and drink a coffee.

You will, however, need to stay in this place in case we need to get you again



Eingewöhnung
continues like this

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The relationship to the Stammerzieher (main carer) grows stronger



The first hours alone in the Kita

When your child has gained enough trust in us it can stay for a few hours alone in the kindergarten. You will simply bring your child to Kita in the morning, and pick them up again later at a previously arranged time.

The first naptime

By now your child has become used to being with us, and it can stay with us for lunch time, then be gradually introduced to the sleeping time with the other children.

The end of the Eingewöhnung

After a few successful naptimes at the Kita, the Eingewöhnung can end. This means your child can stay longer with us each day, to participate in the afternoon fruit time, or longer.

However, please always stay available by phone in case of emergency.



Stammerzieher (main carer) and duration of Eingewöhnung

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Who is the Stammerzieher (main carer)?

We do not have any separate groups in our Kita, to offer the children the option to freely change rooms, and have a wider range of “play mates” available for the children. However, we of course require all children and parents to have a Stammerzieher for direct communication. This Stammerzieher carries out Eingewöhnung for your child, prepares the portfolio and gives the development talks. It goes without saying that each Stammerzieher feels solely responsible for their children.

What should your Stammerzieher know?

- If any changes to the family situation should arise, please let us know early enough, so we can understand any reactions your child may have, and handle them best in Kita.
- It is also helpful for us to know when you have vacation, or whether new rituals start in the family (i.e. changes to sleeping times)
- Should your child come into Kita with any injuries (i.e. bruised areas of the body) please inform us in the morning when they are dropped off.
- Changes to your details (Changes to your details (i.e. telephone number, home address, allowance of others to pick up your child) we ask you to please send us via E-Mail.

Can Eingewöhnung be delayed due to sickness?

The Eingewöhnung usually takes three to four weeks. However, children who come into contact with larger groups of other children for the first time need to train their immune systems. Therefore there is a high probability your child will get sick during the first Eingewöhnung. In this case the Eingewöhnung can be extended.

If the end of the Eingewöhnung is aligned with you going back to work, it is worth having a secondary person to continue with your child in the Eingewöhnung, should it go longer.

This is all because: a well-introduced child feels happy and safe in Kita.





Illness

symptoms, and us calling you

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What happens when my child is sick?

- If your child gets sick in our Kita, it must be picked up as soon as possible, because we are not allowed to take care of sick children.
- Especially when there are concerns of a contagious illness, please go directly to your child's doctor (Kinderarzt) to ask when your child is able to come back to Kita.
- With illnesses that require a written notice from a doctor, we need to be informed immediately. In this case we can then only resume taking care of your child when we receive a note that your child is recovered.
- It is generally the case that children must be **free of fever and symptoms 24 hours** prior to coming back into Kita.

Please make sure that at least one parent is available at all times to receive a call from us whilst your child is staying with us at Kita.

When would we call you?

- Fever above approx. 38°C
- Serious injury
- Serious unhappiness
- Pain
- Strong coughing or cold symptoms
- Vomiting and/or diarrhoea
- Conjunctivitis
- Rashes
- Suspicion of serious illness
- Outbreak of parasites





Last but not least Clothing, important times and info

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What does my child need to have in the Kita?

Change of clothes

- 3 bodies or 3 pairs of underwear
- 2 pairs of stockings or tights
- 2 pairs of pants and 2 shirts
- House shoes (even better: non-slip socks)

For summertime

- Sunhat or a cap
- Rain jacket
- Rain pants
- Rubber boots

For wintertime

- Snow suit
- Winter boots
- Warm gloves
- Beanie

Please check regularly that the above clothing items are always at Kita with name labels.

The other things are important to us.

- Bicycles ect. that are brought to Kita should be please locked in front of the Kita building.
- If your child has medication that our carers need to administer, please fill out the appropriate form: Medikamentenvollmacht-formular
- If your child has should avoid certain foods, or has allergies, we require exact details, preferably written down.
- Please take care that your child does not play with the light switches, the door handle, or key pad during pick-up and drop-off times.
- Please refrain from giving your child food and drinks brought from home before they have left the Kita grounds.

The daily schedule in the nursery (Krippe)

Until 9 am	early shift and breakfast
9 am	the latest your child can arrive at Kita, and the Morning Circle
Until 10 am	free-play time inside and outside
10 - 10:15 am	break time to eat fruit
10:15 - 11 am	activities and free-play time
11 - 12 am	lunch, followed by naptime
1:30 - 2 pm	second break time to eat fruit
2 - 4 pm	activities and free-play time
4 - 4:30 pm	bread time
4:30 - 6 pm	late shift

Contact details

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