

# Parents Guide



The Kindergarten-ABC with information from A to Z  
about everyday life in the Bio Kids day care centres

## B

### Beverages

Throughout the day, the children's water bottles are accessible at all times and are refilled by us on a regular basis.

### Birthday

Of course, we celebrate our birthday children. In the morning circle, the birthday child can take a seat on the birthday throne and choose his or her favourite song. The birthday train with the candles and a sparkler are lit. Then a small gift from the key worker is unwrapped. If the key worker is not present, the child can choose another member of the pedagogical team or decide to postpone the celebration to another day. As we look after between 50 and 60 children in each house, we are happy if you bring just a little something for your child's birthday, e.g. a single gummy bear or a small biscuit for each child's hand. Fruit or vegetables are also welcome. We would like to keep the children's consumption of sweets relatively low.

### Breakfast

Breakfast takes place between 8:00 and 9:00 am. The children who would like to have breakfast should be at the Bio Kids by 8:40 at the latest. In addition to fruit, muesli or breads are offered on a rotating basis, and on Fridays there are rolls. A pedagogical professional accompanies the breakfast and helps the younger children and all those who still need help.

## C

### Celebrations

We celebrate the summer festival and the lantern festival together with the parents. We celebrate Carnival, Easter and Christmas with the children during the childcare hours. On these days, there is usually a joint breakfast. Afterwards we offer a special programme (e.g. baking, handicrafts, games, activities in the rooms). Parents are informed in advance about the celebrations and their schedule.

### Children's conference

The children decide for themselves which offering they choose for the morning. On a magnet board, the children see pictures of the activities/rooms and can hang up their animal sign to it. In addition, the children themselves have the opportunity to suggest impulses. Every child should stay with their chosen offering during the intensive phase. Children up to the age of approx. 3 years take part in the „Little Kiko“ (depending on their individual stage of development). Then they change to the „Big Kiko“.

## Closing times

For our current closing times, please refer to the notice board or our homepage.

## Clothes

At the Bio Kids we paint, glue, craft, eat... We therefore ask you to dress your child in clothes that may also get dirty. Please also make sure that there is always a change of clothes suitable for the weather and, if necessary, nappies in your child's green/blue box (in the bathroom/changing room at the back of the nursery).

As we go out in all weathers, it is important that wellies, waterproof trousers and rain jackets are available in the cloakroom all year round. According to the seasons, your child will also need snow trousers/suits, hat, scarf, gloves (finger gloves please only when your child can put them on independently), sun hat or swimwear.

Please label all of your child's clothes so that nothing gets lost.

## Contact information



Please ensure that we always have your current contact details. Please inform us promptly if your address, e-mail address or telephone number changes.

## Cooperation

We are in regular contact with the elementary school in Martinsried. Furthermore, there is a speech therapist who comes to us once a week if necessary. If you are interested in this, please contact our pedagogical professionals.

## Core time

During the core time from 9:00 to 12:00 we work intensively with the children. To avoid unnecessary disturbance, please avoid bringing or picking up your child during this time.

## Craft materials

The children have many opportunities to paint and do handicrafts. Therefore we are happy to receive yoghurt pots, wool leftovers, buttons, empty toilet paper rolls and especially natural materials (chestnuts, acorns, beechnuts...). Please contact us in advance about which material and which quantities we need.



# D

## Daily routine

### Bio Kids 1:

7:30 a.m. to 9:00 a.m.:	Free play time
8:00 a.m. to 9:00 a.m.:	Open breakfast
9:15 a.m. to 9:30 a.m.:	Morning Circle
9:45 a.m. to 11:30 a.m.:	Children's conference followed by an intensive stimuli phase
11:45 a.m. to 12:00 noon:	Age-appropriate singing circles
12:00 noon to 12:30 p.m.:	Lunch
12:45 p.m. to 2:30 p.m.:	maximum Sleep and rest
3:15 p.m. to 3:45 p.m.:	Snack time
3:45 p.m. until 5:15 p.m.:	Free play time

### Bio Kids 2:

7:30 a.m. to 9:00 a.m.:	Free play time
8:00 am to 9:00 a.m.:	Open breakfast
9:15 am to 9:30 a.m.:	Morning Circle
9:45 am to 11:30 a.m.:	Children's Conference followed by intensive stimuli phase
11:30 am to 11:45 a.m.:	Age-appropriate singing circles
11:45 a.m. to 12:15 p.m.:	Lunch
12:45 p.m. to 2:45 p.m.:	Sleep and rest
3:15 p.m. to 3:45 p.m.:	Snack time
3:45 p.m. to 5:15 p.m.:	Free play time

## Dental care

In the day care centre, all children brush their teeth after lunch from their second birthday onwards. In addition, a dentist comes by once a year to talk to the children about dental care and to practise proper brushing.

## Discussions about the children

During the team meetings, we speak regularly, or for current reasons, about the individual children, e.g. in preparation for or evaluation of parent meetings. In this way, information is passed on to all pedagogical professionals and everyone's observations provide a meaningful picture of the child.

## Drop off time

Our drop-off times are from 7:30 am to 9:00 am and from 11:30 am to 12:00 noon (Bio Kids 1) or 11.00 am to 11.30 am (Bio Kids 2). Please be sure to call us if you cannot make it to us on time by 9 am in the morning, e.g. due to traffic jams or a doctor's appointment.

## E

### Educational partnership

The cooperation between parents and daycare is an important pillar in the work of the Bio Kids. Based on mutual understanding and acceptance, an open discussion and close cooperation between the educational staff and the parents of a child is the basis of good care.

### Entrance doors

All our entrance doors and gates must be kept closed at all times for safety reasons.

## F

### Forest days

Once a season our forest days take place, during which we explore the forest in mixed age groups with the children. Please remember weather and tick appropriate clothing (sturdy shoes, mud trousers, sun hat, cap, ...). We will inform you about the forest days by posting notices.

### Further training

Our permanent employees are given the opportunity to receive further training in a subject-specific manner. For this purpose, each employee has five training days per year and a fixed budget. In addition, there is an annual team training for all employees, which is associated with a closing day.

## H

### Holiday leave

If you are going on holiday with your child outside the closing times, please let us know in good time. This will make our planning much easier. Unfortunately, we cannot refund the money for this time.

### Homepage

At [www.biokids-martinsried.de](http://www.biokids-martinsried.de) you will find a lot of information about the Bio Kids, such as our concept, closing days, upcoming dates or the meal plan. Feel free to take a look.

## I

### Illness

If your child is ill and therefore can not come to Bio Kids, please inform us by telephone as early as possible, at the latest by 9:00 am. In case of infectious diseases, please inform us immediately. If your child has been ill, you can bring him/her back to us after 48 symptom-free hours. Please refer to the notice boards at the entrance, in which we inform you about illnesses that are currently present in the day care centre. Please inform us immediately if you discover lice in your child's hair. Treat your child's hair with an appropriate preparation from the pharmacy according to the instructions.

## Information

In order to inform you quickly about current events, illnesses or upcoming appointments, there are various notices on the entrance doors, in the vestibule and on the cloakroom door. At regular intervals, we send out a newsletter by email. For this purpose, we always need your current email address.

J

## Jewellery

Jewellery, especially necklaces and earrings, can easily cause injuries in children's turbulent everyday play. Therefore, please refrain from letting your child wear jewellery.

K

## Key worker

Each child is assigned a key worker („Bezugserzieherin“). She is the main contact person for you as parents and is usually responsible for the settling in process. Among other things, the key worker conducts the parent interviews, prepares the development sheets, organises the birthday party and compiles a photo folder with individual impressions and experiences of your child during the kindergarten period. Of course, you are also welcome to contact any of the other pedagogical staff at any time.

## Key worker days

There are no fixed groups at Bio Kids, as we work according to an open concept. However, several times a year there is a key worker day, when each key worker does something special with "her" children for one morning. The children's ideas and wishes are asked for in advance.

L

## Labelling

In order to facilitate the finding or allocation of lost items, we would like to ask you to label all personal items (especially the things in the cloakroom: clothes, shoes, rubber boots, slippers, caps, etc.)

## Legal foundations

The educational work at the Bio Kids is based on the requirements of the Bavarian Child Education and Care Act and the Bavarian State Institute for Early Childhood Education. In addition, the contents of the „Bayerischer Bildungs- und Erziehungsplan“ are applied.

## Lost property

Lost socks, hair clips, trousers etc. can be found in the "lost property" box in the entrance area. Feel free to look through the box from time to time to see if there are any of your child's favourite pieces.

## Lunch

Lunch is served at Bio Kids 1 from 12:00 noon and at Bio Kids 2 from 11:45 p.m. The key children generally sit at the table with their key worker. When all the children are seated, one child may choose a table saying. Fresh food is prepared every day. Depending on their age, the children can serve themselves independently or are assisted by the pedagogical staff. After the meal, teeth are brushed and children are preparing to sleep or rest.

## M

## Medications

We are not allowed to give antibiotics to your child. However, you are welcome to make an appointment to come over to give them to your child. We can give the children cough syrup, nasal spray, etc. in individual cases. Please fill out the medication leaflet that will be handed out by the staff. In case of emergency medication (e.g. allergies), please give us a prescription and instructions from the doctor so that we know exactly how to use the medication and the dosage.

## N

## Nap

Nap time starts after lunch and brushing teeth. There are three options:

- Rest until 1.45 p.m. (both houses): The children listen to a CD or something is read to them. The children can also sleep if they wish. There is a quiet, relaxed atmosphere.
- Short nap until 1.45 p.m. (Bio Kids 1) or until 2.00 p.m. (Bio Kids 2)
- Long nap until 2.30 p.m. (Bio Kids 1) or until 2.45 p.m. (Bio Kids 2)

## Native speaker

In each Bio Kids house, there is a native English speaker who speaks only English with the children.

## Newsletter

A newsletter with current information is sent to parents by e-mail on a regular basis. For this purpose, we always need your current e-mail address, please.

## O

## Opening hours

We are there for you and your children daily from 7.30 a.m. to 5.15 p.m. We kindly ask you to stick to these times and also to your booked times. Please be sure to call us if you cannot make it to us on time by 9 a.m. in the morning, e.g. due to traffic jams or doctor's appointments. If you have any questions during pick-up, please come earlier, as our staff's working hours end at 5.15 p.m.

## Parents' Council

The Parents' Council is newly elected every year and is in close contact with the parents and the pedagogical staff and, if necessary, takes on the role of mediator. You can contact the Parents' Council at any time, whether you have questions, problems, praise or suggestions. You can reach the Parents' Council at the following e-mail addresses:

elternbeirat1@biokids-martinsried.de (Bio Kids 1)

elternbeirat2@biokids-martinsried.de (Bio Kids 2)

The Parents' Council also supports the Bio Kids in organising and running the parties and celebrations. The Parents' Council is happy to receive donations. The money is used, for example, to pay for a Christmas present for the educational team, things for the children or drinks for parties and celebrations..

## Parent meetings

Once a year, we would like to talk to you in detail about your child's development.

The basis for these discussions with parents is the documentation of your child's development. We map this with various observation tools: with the development tables by Prof. Dr. E. Kuno Beller or the EBD (Developmental Observation and Documentation) as well as Perik, Seldak or Sismik. This gives parents an overview of their child's developmental status, which is available as a result in a graphical format. Apart from that, we are of course always available for door-to-door talks and interim talks in case of problems. Please just contact us.

## Parents visit

With pleasure you can get a taste of the daily routine of the Bio Kids and a day with us at the Bio Kids. Please contact us for a suitable appointment time.

## Personnel

We work multi-professionally and with equal rights with our staff in an equally organised team. We employ the following occupational groups: – Dipl. Sozialpädagogin/pädagoge – Dipl. Pädagogin/ Pädagoge – Kindheitspädagogin BA – Erzieher/in – Kinderpfleger/in – chef/ cook - housekeeper – cleaner

## Phone

You can reach us by phone on opening days between 7.30 am and 5.15 pm. Please only call us during meal times in case of emergency. You will find the telephone numbers on the back of this Parents' Guide.



## Photos

We would like to make our work with your children as transparent as possible. To make it easier for you to gain an insight into our daily work, we regularly take photos of everyday life and special occasions such as birthdays or excursions. You can view and download these photos from our homepage. You will receive the access data with the newsletter at the beginning of the day care year and on request from the staff at any time.

## Pick-up times

The pick-up times are as follows:

Bio Kids 1:

11.30 a.m. to 12.00 noon

12.45 p.m. to 1.15 p.m.

2.00 p.m. to 3.15 p.m.

3.45 p.m. to 5.15 p.m.

Bio Kids 2:

11:00 a.m. to 11.30 a.m.

12:30 p.m. to 1.15 p.m.

1.45 p.m. to 3.15 p.m.

3:45 p.m. to 5:15 p.m.

There is no pick-up time during snack time. If you are not able to pick up your child personally, we need a power of attorney and the ID card of the person picking up your child for security reasons. Forms for this can be found in the entrance area or obtained from the staff.

## Preschool

At Bio Kids, there is German and English preschool, each of which takes place once a week in the morning during the stimuli phase. The preschool is attended by children who are in their last year of kindergarten before starting school. On the information wall in the entrance area, you can find out which topics we have worked on with the children.

## Privacy policy

To publish pictures, parents sign a special form. Personal information from the children's files may not be shared.

## Projects

Throughout the year, we always have projects where the children can deal more closely with a specific topic. Please pay attention to the notices (also in the hallway of the facility). On our homepage you can find some of our projects from the last few years. We also regularly inform you about various activities on our Facebook page.

Q

## Questions

Please do not hesitate to contact us if you have any questions. We look forward to an open and lively exchange with you.

## S

### School holidays

Unfortunately, we cannot offer care for siblings who already attend school during the school holidays.

### Sun cream

Please apply sun cream to your child in the morning if the weather is appropriate. During the course of the day, we will reapply the sunscreen to the children. If your child is sensitive or allergic to certain ingredients, please let us know. We will of course apply the sun cream you have brought with you. (Please do not forget to label it here).

### Supervisory duties

Our duty of supervision over your child begins when you drop your child off at the day care centre and ends when you pick your child up. Please make sure that the pedagogical staff has taken note of you when dropping off and picking up your child.

At our festivals with the parents, such as the lantern festival, the duty of supervision lies with you or the persons accompanying your child.

## T

### Team briefing

Every morning from 9:30 a.m. to 9:40 a.m. we have our brief team meeting to plan the day and, for example, to pass on important information from the parents of the early service to the rest of the team. During this time, the children are supervised by at least one pedagogical specialist.

### Touring days

Tours take place several times a year. Depending on their stage of development, the children go out on bobby cars, balance bike or the normal bike. We drive to nearby playgrounds or through the forest. Please check the roadworthiness of the vehicles in advance and be sure to bring a helmet. It is important that the children can start and brake on their own. We inform parents about the tours in good time via notices.

### Toys

Please refrain from bringing your child's toys to the Bio Kids. This way we avoid quarrels and tears if things get lost or broken. A small cuddly toy is of course always welcome.

### Trips

We like to do small groups trips with your children in smaller groups, e.g. to the zoo, the airport, the library or the museum. We will inform you in good time about major excursions and will of course let you know what we need from you for this (agreement, rucksack, child seat etc.). Please refrain from giving your child sweets or juices. In addition to the larger excursions, we also spontaneously take smaller excursions or walks to one of the nearby playgrounds.

## Last but not least...

Changes in the daily routine are possible at any time and may deviate from the information in this Parents' Guide. If you have any questions, please contact the pedagogical staff. Please keep in mind that our pedagogical staff works in shifts and not all staff members work full time. Due to a weekly opening time of almost 49 hours per week, flexible duty scheduling is necessary. So it may happen that information is not always transported 100% to all team members. We therefore ask for your understanding if your question may not be answered immediately by our staff. In this case, we will of course make every effort to provide a prompt reply.



# Contact

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