



DEUTSCHE SCHULE NEW DELHI

German School New Delhi
Anerkannte deutschsprachige Auslandsschule

2. Information for parents concerning organization

Dear parents

The time in our kindergarten is meant to be joyous for your child and a support for you. You can help us to achieve this. Please, read the following notes carefully.

Thank you.

What to bring

Please, make sure your child brings the following items to Kindergarten: (Please note the special information for our „Sternschnuppenkinder“)

- a bag pack or shoulder bag
- a change of clothes to kept in kindergarten (please check for size regularly- children grow fast)
- handkerchiefs or tissues
- a lunchbox with a healthy breakfast, a sandwich, fruit, vegetables, cereals, muesli, or yoghurt etc. **Please avoid sweets of all kinds.**
- a water bottle which is to remain in the kindergarten, clearly marked for each child. (There is a sufficient supply of drinking water in water dispensers in every room.)
- slippers for summer and house shoes for winter

In the swimming season from April till September, your child should bring swimming gear on „swimming days“, if he/she is four years or older. Please also remember to pack sunscreen, a towel and a comb. We recommend swimming shirts with UV protection to prevent any damage to the skin. In the sports season from October till April, your child should bring or wear loose-fitting sports clothes and trainers on sports days.

(Please refer to the weekly plan for swimming and sports times.)

To avoid any mix-up and loss, please label all personal items with the name of your child, among these lunchbox, water bottle, jackets, t-shirts, shoes, and other clothes. This way you help us to return found items more quickly to their owner.

Opening Times

The kindergarten is open from Monday till Friday from 7.30 till 15.30. All children should reach the Kindergarten latest by 8.15 am.

Adresse:

2 Nyaya Marg,
Chanakyapuri
New Delhi 110 021

Telefon/Telefax:

Tel: 0091 11 41680240/42/43
Fax: 0091 11 4168 0241

Internet:

schulleitung@dsnd.de
www.dsnd.de

Kindergarten/

Vorschule:

Tel: 0091 11 4168 0244



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School ends at 1.15pm for Sternschnuppen and for the children who are not enrolled in an afternoon programme.

Afternoon programme

Our afternoon programme begins after the rest period at 2.00pm. We offer a choice of open play and various workshops. Children enrolled in the afternoon program can choose between the two. You will be informed about the different offers before the beginning of the school year.

One afternoon program of your choice is part of the basic „kindergarten package“ for children from three-years onwards. All additional afternoon programs are chargeable according to the fees structure

(http://www.dsnd.de/fileadmin/user_upload/Downloads/Anmeldung/DSND_Gebuehrenordnung_ab010116.pdf)

Dropping and collecting your child

Please always pick up your child from the Kindergarten punctually. Unnecessary waiting may upset the child.

If you are hindered in picking up your child on time, please inform the educators by text message and the secretary's office (sekretariat@dsnd.de). Your child will then be supervised after the end of kindergarten hours by an educator or someone in the secretary's office. Please note: The educators cannot take phone calls during class times.

Children who are not availing the school bus facility have to be handed over to the educators of the Kindergarten by the parents or registered attendants. Please arrive by 8.15 am so the ongoing morning circles will not be interrupted.

Please inform the class educator if your child cannot come to kindergarten and send a short note via email to the secretary's office also.

Use of school bus/ documents for collection of children/ excursions

Children from the age of 3 years who come to school by school bus are brought into the group rooms by the bus attendant. On the way back this person also takes them back into the buses.

Children can **only** be collected from Kindergarten by persons holding **a valid school ID and /or Pick Up Card** issued by the school administration (sekretariat@dsnd.de). This includes parents. Parents have to apply and to verify in Person for these IDs and Pick up Cards.

If your child is invited by another child and does not go home the usual way, **please do inform us of this change by 4 o'clock the day before the event, by e-mail to the class teachers and the administration, mentioning the date and place where your child is going and the mode of transport** (sekretariat@dsnd.de). An additional SMS to the class teacher is helpful in case of network issues.



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We will always inform you by email in advance about excursions planned with the children. Please, acknowledge such information at once by return mail.

Sick children

Sick children should not come to the kindergarten. The sick child must recuperate completely at home. This concerns also, swimming and sports days. Spreading the disease among the other children must be avoided. Should your child suffer from a serious contagious disease, such as mumps, rubella, typhoid fever, etc.), you are obliged to notify the school at once (schulleitung@dsnd.de).

Should children be taken ill during kindergarten time or not feel well, we reserve the right to send them home before the kindergarten day ends. Please make sure that your telephone numbers left with us are up to date at all times.

Bringing own toys

Own toys (only one at a time) can be brought to kindergarten on the notified days „Toy Day“ (refer to weekly plan or other specific Information). If the children wishes to do

so please decide together with your child which toy to bring. Your child should be willing to present his/her toy and to share it with others in the group. The kindergarten cannot be responsible for lost or damaged toys.

Breakfast/ lunch/ rest period

Children who are hungry are allowed to have breakfast after their arrival in kindergarten at 7.30 a.m. Breakfast in the groups takes place at 9.10 a.m. At 12.45 p.m. lunch is served to all kindergarten children (except “Sternschnuppenkinder”). This consists of a variety of healthy warm meals suited for children. Lunch is prepared fresh every day in the school kitchen.

Between 13.15 pm and 14.00pm there is a rest period for all children enrolled in the afternoon program. There is a provision to take a nap if desired. Please give a blanket to your child if he/she is taking a nap frequently. We will return those blankets every Friday so they can be washed and be brought back on Mondays.

Sharing Breakfast

On Wednesdays we have “Sharing Breakfast Day” in all groups: The food brought by the children will be arranged together in your child’s group and all children will share and enjoy the items brought by them. This is an opportunity to involve your child at home or while shopping for groceries or in preparing something for the group. Healthy food, fruit, vegetables (which should already have been washed), boiled eggs, muesli, cold cuts, cheese, sandwich spread, pancakes, soft cheese, yogurt, juice, typical snacks from the particular family background of the children etc. are all welcome.

Birthdays



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We always celebrate the children's birthdays with a little ritual in the group. On this day, your child is allowed to bring a cake or other sweets for the children of his or her group. If birthdays fall on holidays, we can also postpone the celebrations.

Receiving information and checking children's bag

Please, do check your children's bags every day. They often take their artwork and craftwork home to keep or to share with you. Moreover, there might be invitations, a change of clothes etc. inside.

All current information will be send to you by email, to the address registered with us

Please, **do read all the school information too**, because it contains important information on everyday routines of the whole school and the kindergarten. Holiday regulations, use of the school bus, communication structures at the school, rules and regulations, current information and much more are given for the school and for the kindergarten, and apply to both.

Meeting with the educator

We offer regular visiting hours for parents. Please arrange an appointment with the educators. You can also make an appointment with the head of our kindergarten, Mrs. Hussain, car-men.hussain@dsnd,

We thank you for your cooperation and support and are looking forward to an eventful year in kindergarten.

Carmen Hussain,

September 2018