

**The ABC in German of our Kindergarten rules and regulations**

**June 2015**

**Abholzeiten (picking-up times)**

We need to know who is picking your child up from school. If a stranger comes to take your child we will not allow your child to leave with someone we don't know. Therefore please telephone the school to say that you are sending someone new to collect your child. We also need to be introduced to your driver or nanny and we need to know which means of transport your child uses to get home.

Children should be collected at 13h15. Please be punctual.

**Attest (medical certificate)**

After catching an infection or after having been affected by hair lice your child should have a medical note ascertaining that s/he is free of any infection / lice.

Without this document your child cannot return to the Kindergarten.

**Ausflüge (school trips & excursions)**

For trips out (for example to purchase fruit) please sign the agreement that indicates that your child can leave school without prior notice and can travel on the school bus. For longer trips out (for example to go horse-riding at the Trio Ranch) you will receive more precise information from the school.

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**Bring Zeit (dropping your child off in the morning)**

Children can be brought to the Kindergarten between 7h30 and 8h00 in the morning. Please bring your child on time so that s/he doesn't miss our morning circle time.

**Deutsch als Fremdsprache / Zweitsprache  
(German as a foreign / second language)**

German as a foreign language is taught daily in the Kindergarten and the children are put into different groups according to their level. Every two weeks we give homework which reviews and consolidates material covered in class. We ask that you support the teaching of German by ensuring that the homework is done.

Every month the children will be tested on previously learned material and we will inform you of the result.

## **E**lternbeirat (Parents' Association)

At the beginning of the school year the parents elect a delegate to further cooperation between school and home.

## **E**ssen (food)

The children have two breaks at around 9h30 and also at around 11h30. Please provide enough food for your child but NO sweets, NO prepackaged muffins, biscuits or similar food items. Give your child healthy food like fruit and vegetables. We provide water to drink so please do not send juice to school in your child's snack bag.

## **E**ntwicklungsgespräch (speech development)

Twice a year your child's speech and overall development will be assessed.

## **F**este (festivals and holidays)

We celebrate the following : Hajj, the Lantern Festival, The Winter Festival, the Easter Breakfast, Mothers' Day and the Summer Festival.

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## **G**eburtstag (Birthdays)

On his / her birthday your child will bake his/her own cake in the Kindergarten. S/he will also receive a birthday gift from us. Parents can attend a small celebratory gathering at 12 noon. Please note that you are not allowed to bring your own decorations, gift bags for other children or outside entertainment (ie. clowns) into school.

## **G**ruppen (groups)

In the Kindergarten we have two groups of children: the RAUPEN (caterpillars) are the three year olds, whereas the four year olds are SCHMETTERLINGE (butterflies).

## **G**ruppenkasse (Kindergarten kitty)

Every six months we collect 250 SAR per child. This allows us to buy materials for craftwork, birthday gifts, photographs and ice cream or fruit.

## **H**ausaufgaben (homework)

The lessons in German as a foreign language generate homework every two weeks. The homework pack should be completed and signed and sent back to school.

## **Information**

Should you need to be informed about something or should you wish to complain about or praise something, please speak directly to us. We want to further our cooperation with parents.

## **Krankmeldung (if your child is off sick)**

Please send us a text message in the morning to let us know that your child is off school because s/he isn't well.

## **Kleidung (clothing)**

Please label your child's clothing. Ensure your child is wearing trousers that s/he can take on and off by him/herself. Leggings or shorts are a good idea for girls to wear under their clothes particularly when playing in the sandpit.

## **Lernmaterial (teaching resources)**

CDs, DVDs and books can be borrowed from the school library.

## **Morgenkreis (morning circle)**

Our morning circle begins at 8h15.

## **Musik**

Through music and singing we discuss topics that are being taught. These lessons are important for building both knowledge of vocabulary and grammatical structures.

## **Postmappen (school satchel)**

We provide a satchel for your child. In it you will find important information that you must sign for. Please ensure that you send the materials back to school on the following day each time your child brings something home. If you lose the school satchel it will be replaced but it will incur a cost that will be charged to you.

## **Sand**

We let the children play in the sand and we allow them to get dirty. Therefore please provide a change of clothing for your child.

## **Schlafenzeit (bedtimes)**

We ask you not to bring your child to school overtired. Sleep deprivation means that your child will be unable to learn effectively. Your child should therefore be in bed by 8pm (20h00) at the latest.

## **Shuhe (shoes)**

Please ensure that your child is wearing shoes that s/he can take off and put back on by him/herself.

## **Sprachscreening (Language Testing)**

Once a year we will be looking at the linguistic competences of the 4 and 5 year old children. You will be informed of the results concerning your child.

## **Spielzeug (toys)**

Toys should not be brought into school from home. This is because toys can get lost or broken and this upsets the children.

## **Turnen (P.E. physical education)**

We organise frequent sessions in the sports hall.

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## **Unfall (accidents)**

Accidents happen whether we like it or not. In most cases all that is required is a sticking plaster. We do have a nurse in the Kindergarten but in some cases a doctor might be needed. This means that we have to be able to contact parents rapidly. You must ensure that we always have an up-to-date telephone number for parents and guardians.

## **Windeln (nappies)**

Children who are enrolled in our Kindergarten MUST be toilet trained. If they still wet themselves they cannot come to school.

## **Zusammenarbeit (cooperation)**

It remains for us to say that we look forward to a good relationship with our parents and a fruitful Kindergarten experience with your children.

## DEUTSCHE SCHULE JEDDAH

### DECLARATION :

We have read and understood the Kindergarten Rules and Regulations of the German School in Jeddah.

Our names and signatures :

Father \_\_\_\_\_

Mother \_\_\_\_\_

Guardian \_\_\_\_\_

Date \_\_\_\_\_