

Dear family,

We are delighted to welcome you to our centre.

Our day care centre is intended to be a place where both you and your child can feel at home.

Now is the start of an exciting time for your child: they'll be making their first friends with the other children at the centre, developing and learning along the way. The cornerstone of this process is the orientation phase, when you and your child get to know the day care centre and our staff, our daily routines and the other children. Once your child has built up a relationship with our staff and starts showing certain signs, it's time for you and your child to be separated for the first time. The rest of the orientation phase follows at your child's own pace.

We look forward to working with you and getting to know your child!

If you have any questions, please don't hesitate to ask a member of staff.



Information on the orientation phase

We use the Munich orientation model at this centre.

- We want to start by getting to know your child and their needs and habits.
- In the beginning, your child will come to the centre for a few hours together with you or another family member who your child trusts.
- You and your child will familiarise yourselves with our centre, our equipment and our routines, and get to know the other children and our staff.
- You will remain with your child the whole time.
- Your child's educator will build up a relationship and start looking after your child for you.
- Once your child is ready (no earlier than week 3), you and your child will be separated for the first time. This separation will then be extended, depending on the progress that your child makes.
- During this separation phase, it's important that you remain in the centre at first, just in case your child needs you.

Other important information

Every child's orientation is different, and the length of this phase may vary. Because of this, **please allow enough time** to give your child a good start at day care. Orientation typically takes **four to six weeks**. You are your child's "safe harbour", and they need your support during this time.

Naturally, you know your child better than anyone; we look forward to getting to know you both.

What your child needs at day care

Please ensure that all your child's belongings have a name tag.

- Necessary paperwork – e.g. proof of vaccination against measles
- A familiar item – e.g. a teddy bear, a cloth, a toy
- A change of clothes
- Rainwear and rubber boots
- Slippers or slipper socks