

# Conception of the Kita Schatztruhe

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# 1. Policy

## *1.1 Preface*

The values and convictions of a daycare center are decisively shaped by the staff of the facility. For this reason, our concept was developed in cooperation with all employees who are involved in the educational work with the children. This concept helps you as a parent to assess whether our facility suits your child, or not.

## *1.2 Institution*

The Kita Schatztruhe is a facility in Walle with three groups. Our crib, the "Perlen", has space for 8 children in the age between 1 and 3 years. In the kindergarten area, the "Goldstücke" and the "Wattwürmer" each offer a place for 20 children from 2.5 years up till school enrollment. The kindergarten groups work in close cooperation.

## *1.3 Opening hours*

Crib: from 8 am to 2 pm

Kindergarten: from 8 am to 2 pm / till 4 pm

These opening hours apply from Monday to Friday. If necessary, there is the possibility of an early shift from 7:30 am.

## *1.4 Provider*

The provider of the Kita Schatztruhe is NORDLICHT – Christliche Kitas e.V. The office is at Am Mohrenshof 6, 28277 Bremen. Ms. Andrea von der Velde (Phone: 0421/84997047) is responsible for educational matters and Mr. Axel Stachelscheid (Phone: 0421/87846831) is responsible for corporate finance.

## *1.5 Team*

There are two nursery school teachers in each group. Furthermore, there is also one reserve pool employee, a manager, two housekeepers, one employee for parental work, one employee for language development and personal helpers for individual children.

## 1.6 Educational Policy

*„Every child is precious, unique, desired and loved!“*

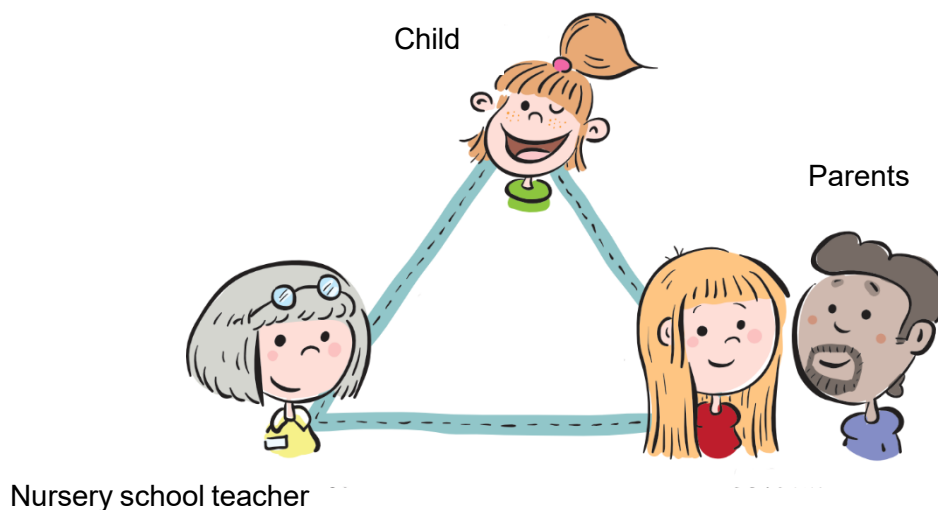
This is what the policy of the provider NORDLICHT says, hence we carry this message at heart. To make this visible, there is a large treasure chest at the entrance of our facility, showing the most precious treasure we have: every individual child of our daycare center.

Of course, we are also obligated to the educational plan of the federated state Bremen. Furthermore, we adapt to changes in the everyday reality of children in our district.

## 2. Our major principles

### 2.1 Relationship

Relationships are defined by mutual trust. Our children shall experience and learn this.



#### **Our purposes:**

We want to create an environment of trust and security for children, parents and employees. We consider cultural diversity as a treasure and want to develop sustainable relationships with one another. We hope that everyone involved in the daycare will feel comfortable and welcome and can develop their own personality.

#### **To achieve this goal, we act as followed:**

- We give each child the time it needs to familiarize with the new environment.
- We become acquainted with the child by considering all information about it from the parents, observing it and slowly building a relationship.

- Children experience the employees as persons, who take time to listen to their necessities and individual desires and to integrate these in their educational work.
- We support the desire of a child to choose a specific caregiver.
- We develop simple and strict rules to provide security and orientation for everyone.
- We document observations from everyday situations in order to make our educational work transparent for the parents.
- We stay in touch with the parents in passing, during familiarization and development meetings, during kindergarten festivals and other occasions.
- We have an open mind for suggestions coming to our attention directly or by the parents' legal representatives.
- To grow together as a team, we hold team meetings regularly, assemble for two training days and one staff outing in a year.

## *2.2 Christian image of humanity*

Our provider NORDLICHT has already written a policy about our Christian image of humanity, which is deeply entrenched in all our daycare facilities. The child as a desired, loved and appreciated being forms the center of this policy. This belief and the Christian faith itself, influence our educational work.



### **Our purposes:**

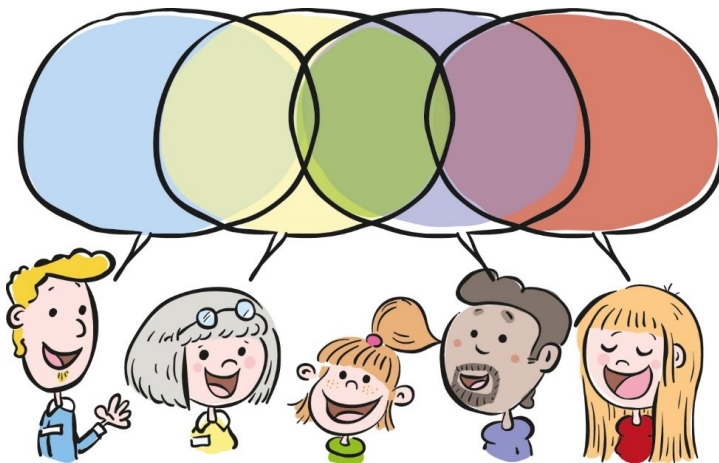
We want to introduce every child to the Christian faith and teach them its values. Furthermore, we want to give them the chance to develop self confidence in their abilities through the trust in god.

**To achieve these goals, we act as followed:**

- All employees act as role models to make Christian values and content visible and understandable.
- We integrate Christian values in daily rituals like blessings before the meals or songs during the morning circle and we celebrate Christian festivals to establish a culture of faith and to give each child the possibility to build a relationship to God.
- As part of religious education, we convey stories from the bible and the Christian faith using different age-appropriate methods.
- The cooperation with the Hoffnungskirche enables projects such as monthly daycare worship services and special worship services for children who have reached school readiness.

### *2.3 Open communication*

An open and direct communication creates a place of security, it eliminates misunderstandings and improves cooperation, as information is passed on directly.



**Our purposes:**

We want to create an environment of free expression to ensure that everyone feels protected and understood. This environment will enable us to accept and understand different opinions, cultures and open our mind for other perspectives.

**To achieve these goals, we act as followed:**

- We are honest to each other and aim at objective and constructive discussions in order to resolve possible conflicts directly. This applies to the team, the parents and the children.

- We create an environment that supports open communication, for instance through splitting up the group in small groups, through encouraging the children to express their feelings during the morning circle and using storybook viewings as an opportunity to communicate. Furthermore, we support conflict discussions and seek after individual solutions.
- In these situations, the children learn to listen attentively to others and to pay attention to the body language of others. It is our purpose that the children form their own opinion in a democratic process.
- We support the children in finding words and other ways to express their feelings to the rest of the group.
- We pay attention to our own behavior, speak from our heart and transport our own feelings rather than judging the behavior of others. We keep eye contact during conversations and are frequently involved in further training to learn about other communication methods.

## 2.4 Language

*„Language is our treasure.“*

We attach particular importance to the promotion and the development of the language, because the early language experience has a great influence on the educational chances in school. We make language vivid in all of its ways – verbal and non-verbal. Language supports understanding and it is our way of growing together as a group. Every language is another jewel in our treasure chest and hence enriches every one of us.



**Our purposes:**

The Kita Schatztruhe is a place where different languages come together. We support the children in their language development and take them at hand on their way to become a school child.

**To reach this goal, we act as followed:**

- All employees act as role models for the children.
- We attach great importance to a stimulating environment that supports talk activities. Scientific research shows that this natural setting is the most effective way to support language development.
- We consider every situation as a chance to promote discussions. Such situations arise daily in the morning circle, during table talk at lunch and in numerous other situations.
- We encourage the children to share their knowledge and help each other because “We are a team and we stick together.”
- To support the children in their language development, we use sign language to emphasize our statements. We follow Etta Wilkens concept called “GuK”.
- Role play activities offer the children a variety of opportunities to speak, both in mother tongue and in German.
- Verses, songs and motoric play train speech rhythm and sentence structure in a playful way.
- We want to introduce the children to a responsible use of media, both analogue and digital.
- Preschool children with difficulties in German have the possibility to improve their language skills in an additional German course.
- Our “language tree” illustrates the current languages spoken in our daycare center. Each mother tongue is attached to the tree as a single leaf.
- In addition, an employee for language development works in our facility, who is involved in a constant development of our language concept.

## 2.5 Motivation

Motivation begins with attitude. We want to create optimal conditions for the children to encourage and inspire them to discover their own abilities.



### Our purposes:

We want to support each other in order to strengthen and promote our own resources and those of the children.

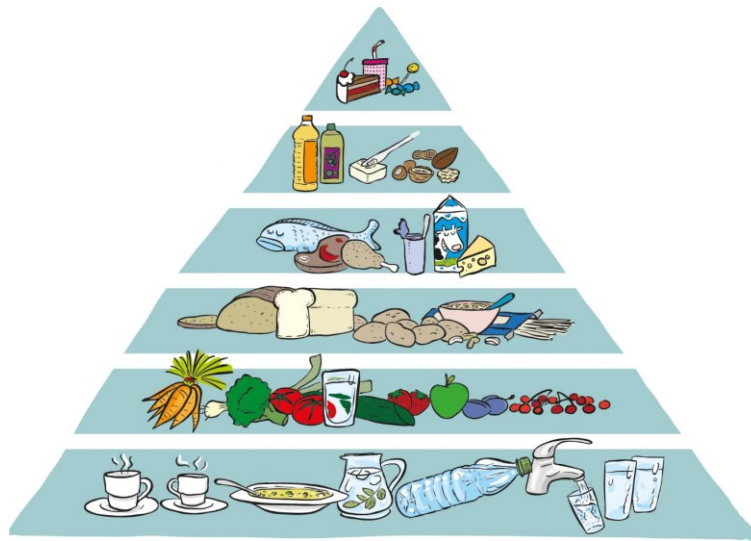
### To achieve these goals, we act as followed:

- We want to get to know each other and respect the qualities and weak points of each one.
- We strive for deeper understanding of one another.
- We want to generate impetus to arouse the children's curiosity and promote their creativity.
- The staff participates in further training frequently.
- We pay attention to a fair balance of impetus and periods of free play in our daily routine.
- Praise and recognition are the cornerstones for our educational work.
- Since we live in an educational partnership with the parents and their children, we desire motivated parents who are committed to a good cooperation.



## 2.6 Healthy nutrition

Healthy nutrition requires a trained awareness, which we want to train with our actions.



### **Our purposes:**

We invest in clarification with the goal that children can experience a conscious and healthy nutrition that strengthens their immune system and increases their vitality. Consciously means both the sustainable handling of a wide variety of food and the experience of a pleasant table culture.

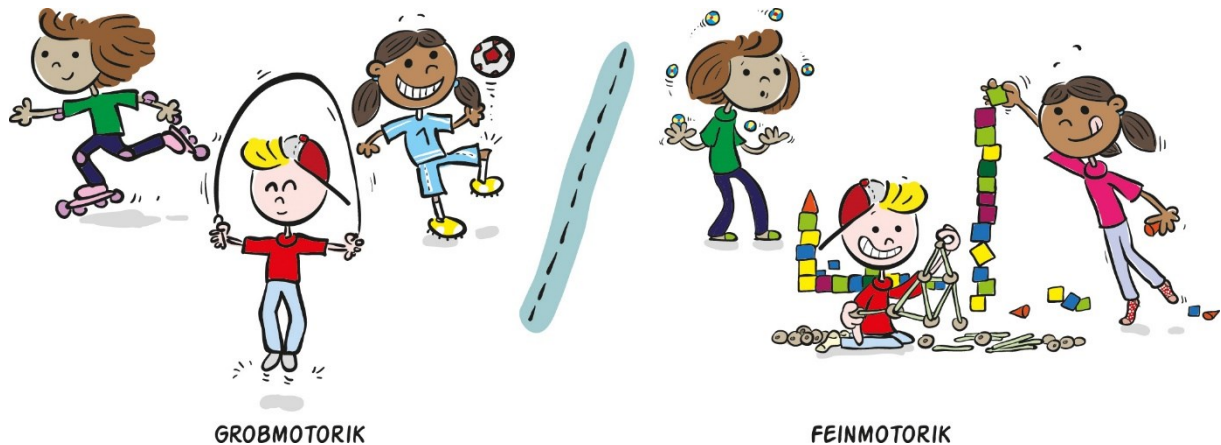
### **To achieve these goals, we act as followed:**

- Again, all employees serve as role models for the children. We participate in further training about nutrition frequently and implement what we have learned in our daily routine.
- Our meals are always cooked with fresh ingredients in the in-house kitchen and presented in an appealing way.
- We make various offers, such as shopping with the children, to make the process of procuring and preparing food transparent. We do also plant and harvest fruits and vegetables on our outdoor area.
- We use gourmet courses, as well as image-, sound- and media information to draw interest in the versatility of food and motivate the children to try new things. Still, no child is forced to try anything.
- We create rituals when eating together to create a pleasant atmosphere and table culture.

- We do not add refined sugar. Instead, we keep discovering and trying out healthy, natural alternatives with the children.

## 2.7 Movement

Movement is a basic human need and it supports the development of every child comprehensively. Fine and gross motor skills get trained, the immune system gets strengthened, and furthermore movement supports the cognitive development as well.



### Our purposes:

We want to introduce the children in a variety of movement sequences so they can experience and develop their abilities.

### To achieve these goals, we act as followed:

- We offer a wide range of exercises in gross and fine motor skills with appropriate play and handicraft material.
- We integrate free play periods in our daily routine in order to react to the children's desire for movement.
- As a basis for this, we promote the children's sensorimotor skills.
- We can offer specific movement exercises through scopes.
- Dance, music and rhythm games are also integrated in our movement periods.
- In the context of psychomotor skills, we repeatedly develop creative movement stories in which we try to take up and implement the children's impulses whenever possible.
- Our studio offers various possibilities to train fine motor skills, such as construction material and games. We implement handicraft material in our daily work and motivate the children to draw, cut and glue themselves while providing assistance whenever

needed. Furthermore, fine motor skills get trained in passing while putting on clothes and setting the table.

## **3. Our regulations**

### ***3.1 Registration***

The registration for daycare centers in Bremen is in January each year. We are committed to all regulations applying to the federated state Bremen and follow these during the enrollment of new children.

We can only accept registrations in writing. Please use the official application form, which you can get at the facility management office.

An individual application form must be filled out for each single child (in case of siblings, one application must be filled out for each child) and repeatedly for every kindergarten year. The kindergarten year begins on August 1<sup>st</sup> and ends on July 31<sup>st</sup> of the following year. The cancellation period is four weeks in advance of the end of the month.

### ***3.2 Enrollment***

We have only a limited number of free places and we may not be able to accommodate your child. If you wish, the authorities will take over and pledge an alternative place in another daycare center.

### ***3.3 Contribution***

The level of contribution is determined by the federated state Bremen in accordance to section 3 of the Bremen Fee and Contribution Act.

### ***3.4 Entrance***

Proof of measles vaccination must be provided prior to the entrance of the children.

### ***3.5 Care Contract***

The care of the child is regulated by a care contract.

### ***3.6 Illness of the child***

If the child falls ill with an infectious disease, the daycare center must be notified immediately. You can only visit the facility again when the child can no longer infect other people.

We administer only emergency medication in the daycare center and we need written instructions by the doctor to do so.

### *3.7 Supervision and insurance*

The parents or their legal representatives personally hand over the child to the nursery school teacher on arrival at the daycare center.

At the end of the care period, the child will be handed over to the parents or their legal representatives by the nursery school teacher.

The children are insured against accidents on the way to the daycare center and in the facility. Accidents on the road must be reported to the daycare center immediately.

All children's personal belongings and clothing must be labeled. We are not liable for lost items.

### *3.8 Closing periods of the daycare center*

The daycare center will be closed for three weeks during the summer holidays in Bremen. Further closing days are the day between the Ascension and the following weekend as well as the days between Christmas and New Year's Eve.

In addition, the daycare center closes for two days a year for further training of the employees and one day for a staff outing. These days are always during the school holidays in Bremen.

All these dates will be handed to the parents in writing at the beginning of each new kindergarten year.

### *3.9 When attending the daycare center*

It is in the interest of every child to attend the daycare center regularly. In order to ensure continuous group work, the children should be brought to the daycare center no later than 8:45 am.

In the interest of the children and the environment, we ask parents to give their children a nutritious and low-waste breakfast. Children are not allowed to bring sweets in the daycare center.

Please respect the staffs working hours and pick up your child in time. In the event of delay, we have to charge the additional care time.

### *3.10 Parental work*

We want an open dialogue with parents in order to create an environment of cooperation. We look forward to parents who support our day-to-day routine constructively by sharing their thoughts with us and helping us to improve daycare live. The election of parents'

representatives for each group is also part of this process. The election of the representatives takes place during the first parents' evening in the new kindergarten year. Furthermore, we have an employee for parental work who is happy to be confronted with your concerns and needs.

### ***3.11 Approval of the regulations***

By signing this care contract, the custodian acknowledges these regulations as binding. The contract partner is the association "Christliche Kitas e.V.", represented by the facility management.