

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 Tübingen orientation model at this centre.

- Orientation will be conducted in a small group of children who are new to the centre, each of them together with a trusted family member.
- You will be allocated two educators, who will keep an eye out for signs given by your child and respond to their needs.
- This process will take place in a room suited to your child's stage of development.
- The first few days are a time for settling in, getting to know each other and building relationships.
- During this process, your child's educators will build up a relationship and start looking after your child for you.
- Once your child is ready (no earlier than day 4), 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.
- Gradually, the orientation room will be opened up so that the new group can start to meet the other children at the day care centre.

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