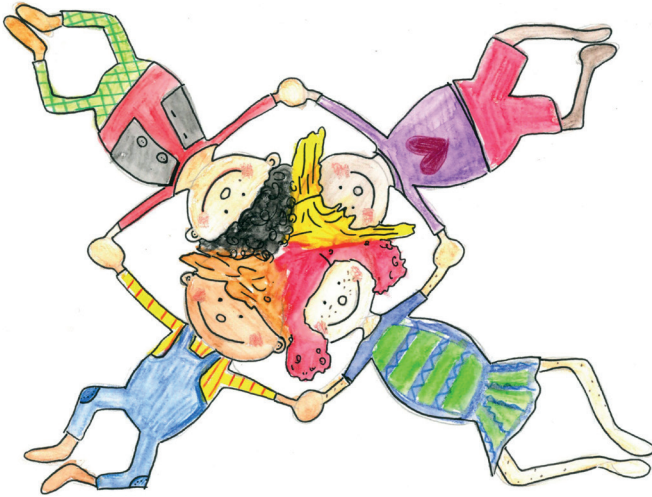


With the support of the  
Erasmus+ Programme  
of the European Union



Group production by: Berlin Cosmopolitan School Kindergarten & Preschool (Berlin),  
ICEC (Helsinki), Universidad Camilo José Cela (Madrid), Pikler-Ház (Budapest)

# Group Guidelines

Family Handbook

1. Auflage

Alle Rechte vorbehalten:  
Illustrationen: Katharina Ehrenfried  
Design: Lennard Keltner  
Druck und Bindung: addprint AG

Gedruckt auf Volume White Papier aus 100 % Altpapier ausgezeichnet mit dem blauen Umweltengel dem EU Eco-Label und FSC®-zertifiziert.

Printed in Germany

© 2020 Cosmication GmbH  
[www.cosmication.de](http://www.cosmication.de)

# GROUP GUIDELINES

---

## FAMILY HANDBOOK

"As a team, we will:

Communicate openly and honestly in order to build on one another's ideas.  
Respect each other's differences, but keep the goal clear (for the children).  
Encourage and motivate each other to enjoy the process through humour and  
positivity.  
Use flexibility and critical thinking to collaborate on shared goals."

Berlin, November, 2017

# Group Guidelines

Group production by:

Berlin Cosmopolitan School Kindergarten & Preschool (Berlin), ICEC (Helsinki),  
Universidad Camilo Jose Cela (Madrid), Pikler-Haz (Budapest)

(2017-2020)



This project has been funded with support from the European Commission.

© Berlin Cosmopolitan Content representing the group of authors from Berlin Cosmopolitan School Kindergarten & Preschool (Berlin), ICEC (Helsinki), Universidad Camilo Jose Cela (Madrid), Pikler-Haz (Budapest)

(2020)

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other non-commercial uses permitted by copyright law. For permission requests, write to the publisher at the address below.

The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

ICCC Group

Berlin Cosmopolitan School Kindergarten & Preschool, Invalidenstrasse 130, 10115 Berlin,  
Germany

[www.iccc.group](http://www.iccc.group)

Authors:



Alexander Bloom, Matthew Carlyle, Katharina Ehrenfried, Katherine Habben, Michael Habekost, Carolin Hermes, Julia Mariacher, Lauren Piper

Creator and experimental field, project lead, international kindergarten

Sponsor: EBS Europäische Bildungsstiftung gGmbH, Ruckerstraße 9, 10119 Berlin

[www.cosmopolitanschool.de](http://www.cosmopolitanschool.de)

Contributing Authors:



Sharon Leigh Auri, Hilary Carter, Miriam Fernández-Pacheco Laguna, Marja Kemppainen, Mihaela Nyssönen, Heidi Schucheneegg, Andrew Watson

English-Finnish kindergarten, reflective practice and kindergarten to mirror and evaluate



Zsuzsanna Libertiny, Lilla Márkus, Nóra Máté-Féniász, Szidénia Baraksó

Former infants' home with large knowledge base accumulated during 60+ years of caring for infants and toddlers in an institutional setting



Angeles Bueno Villaverde, Pilar Ester Mariñoso, Isabel Morales Jareño, Jessica Moreno Pizarro

Long-standing experts in multilingualism and language acquisition

## ..... CLASS GUIDELINES!

Welcome ..... Families! We are very excited to welcome you to The Year .... ..... class and wanted to give you some guidelines and tips to help make this transition for both you and your child as easy as possible!

- **Home visits:** We will be reaching out soon to plan home visits between July and August so that we may come and meet you and get to know you a little bit before your child comes to class!
- **Contact:** Until the first days of kindergarten, we will be best accessible via email. We plan on sending many important reminders and documents through email throughout the school year. When the year begins, we will also have a class phone which will be used for emergency phone calls, taking photos, receiving calls when your child will be absent (but please send an email as well), and for updating Class Dojo!
- **Pictures:** Please email your teachers a picture or two, ideally a nice headshot style photo, as well as two to three family photos. In order to ensure your child feels welcome in the classroom, we hope to have pictures of them already up, as well as a family photo wall to help with this transition.
- **Water:** Please provide a water bottle for your child, clearly labeled with their names on them. We will empty these daily. As we move into rest time, you may provide milk for your child, please bring this bottle home to clean and refill.
- **Diapers:** At the beginning of the year, we ask that parents please provide diapers, wipes and creams for your child. As Parent Reps are chosen, the class may decide as a whole to chip in together and order diapers and wipes for all the children to use, but that is entirely up to you!

- **Clothes:** As we plan to go outside in all weather, please plan accordingly and feel free to keep rain, snow, and all weather appropriate, and labeled, attire in your child's cubby. This includes shoes, boots, and house shoes. Also, please remember that we will get messy! We will attempt to use smocks, however, we encourage you to send your child to school in clothing you are ok getting dirty!
- **Extra Clothes:** We anticipate regular clothing changes due to spills, messy activities and so forth, so please keep labeled extra changes of clothes in your child's cubby, we will let you know when we run low.
- **Lovies and Toys from home:** Stuffed animals and soft lovies for sleeping and comfort in the beginning of the year are welcome. Please remember to label so they do not get mixed up with other children's items. However, the school's policy on home toys is that they are to stay at home unless there is a specific show and tell or share day in the classroom.
- **Birthdays:** We love birthday celebrations and plan to honour your child when they have their next birthday in the class. We invite the parents of the birthday child to come in the afternoon typically around snack time (which will be planned as soon as we learn the children's schedules a little better). Since we are a nut-free kindergarten and are unsure of the dietary restrictions in the classroom, please be sure to check with the teachers to see what allergies there may be so that a healthy birthday treat that is enjoyable for all children can be shared with the class. We recommend something with fruit or limited amount of sugar to celebrate your child's special day. The school also has a very sensitive sprinkler system and candles are not allowed, but we will plan to sing Happy Birthday and can always pretend to blow out a candle!
- **Pick-up:** When your child is picked up, please be sure to sign your child out with your classroom teacher before leaving the building with them. When they are picked up, the child is the responsibility of their

grown-up. To make it easier for other children, especially in the beginning of the year, try to make pick up as swift as possible.

Please read the BCS handbooks to learn more about the Dismissal policy, Sickness Policy, Buggies and bikes, late care routine, etc.

- **Buggies/strollers:** Due to fire safety rules and sanitary purposes, please leave all strollers and buggies outside of the building. There are 'parking spaces' outside in the playground area.
- **Noise Levels:** We share our little corridor with another classroom and two bathrooms for adults. Please when coming in and out of these areas keep in mind that children may be settling in, resting, etc. and be mindful of volume levels.
- **Late care:** During the first month of kindergarten, we recommend not enrolling your child in late care unless it is absolutely necessary as the day is quite long to begin with, and it can be a lot for a small child. That being said, if you must enroll your child sooner, please let us know so we can work out a plan with you on how to help your child transition into late care.



## Group Guidelines





With the support of the  
Erasmus+ Programme  
of the European Union



Children need healthy environments in which to grow, develop, play and learn. Their environments are complex and ever-changing.

The adult can be a role model, providing children with appropriate, healthy options and behaviour in all aspects of life.

This way, educators and families are helping children develop into confident, independent people who have a strong sense of self-efficacy, empathy and are internationally minded.

