

### How long does the settling-in process take and when can it be considered complete?

Children need time for this adjustment. In your planning, please be prepared for at least 14 days in which your child's attendance time is slowly increasing. Accompanied settling-in is considered successfully completed when the child feels comfortable with the settling-in educator. This is shown by the fact that they can console and comfort your child when they show distress. Once your child feels safe, they will participate in the daily life of the children's community with joy and unrestrained curiosity.

### Dear Parents,

we hope that we can make the transition to the daycare centre easier for you and your child with this information. For any further questions, please do not hesitate to contact us. In personal conversations, we can of course clarify your questions and discuss your child's settling-in in concrete terms.

### Your daycare centre team



# WE

- ✓ are a public institution and work in an ideologically neutral way.
- ✓ welcome all children and families.
- ✓ give each child the support they need.
- ✓ are responsible for 65 daycare centres in the districts of Charlottenburg-Wilmersdorf, Reinickendorf and Spandau and provide an educational and learning space for about 7,500 children.
- ✓ encourage parental participation and active involvement in the children's developmental process.

If you would like to find out more about us and our daycare centre locations, take a look at our website:

[www.kita-nordwest.de](http://www.kita-nordwest.de)



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## PARENTAL INFORMATION: SETTLING-IN AT THE DAYCARE CENTRE



## DEAR PARENTS!



We are pleased that you have placed your trust in our daycare centre.

You and your child are entering a new phase of life.

It is part of the pedagogical quality of our daycare centre to take special care and attention when welcoming new children and during their first time in the daycare centre. From the beginning on, we accompany you and your child through this exciting time together.

The transition from the family into the yet unknown daycare centre is a great challenge for every child. The new environment and the many unknown persons require adjustment processes for the children, which for most of them come with a considerable amount of stress. Small children are overwhelmed when they have to deal with this adjustment without the support of their parents or people they trust.



We are guided by the Berlin model of settling-in from Infans (Institute for Applied Studies on Socialisation/ Early Childhood e.V. Berlin). The focus is on accompanying your child.

### Good settling-in - What is it?

We understand professionally qualified settling-in as the gradual introduction of your child to the daycare centre. There, they will build up a trusting, sustainable relationship with the educators. Depending on the child's personality, this may take two to three weeks or longer.

### Why is the presence of the parents (mother, father, family member) so important?

All children build attachment relationships in the first months of their lives - usually with their parents, with whom they have a close emotional connection.

From about the 6th month of life, your child turns to you as an attachment figure in situations that are unfamiliar to them, where they feel insecure or irritated. During the settling-in period, everything is foreign to your child. Only you can give your child security. You are, so to speak, the safe haven to which the child can always return until this unknown has turned into something familiar.



### What is the process of settling-in and how can you help?

You decide in advance who will reliably accompany your child during the settling-in period. During the first three days, you will visit the daycare centre with your child for one or two hours, depending on the arrangement. You will remain in the background as a „safe haven“, and you will continue to take care of your child during this time. The educator adopts an interested but wait-and-see attitude and gives the child time to make contact.

At the earliest, the first brief attempt at separation occurs on the fourth day. You say goodbye, leave the room and are called back in when your child begins to cry and cannot be comforted. This first attempt at separation gives us an indication of how far your child can already adjust to the unfamiliar situation. Even if your child does not cry, this does not mean that they can cope without you from now on.