



**ABC guide
for families**

Contents

A		L	
Accidents	4	Libraries and book boxes	12
B		M	
Bilingual education, multilingualism and home languages	4	Mentor	12
Birthdays	4	Mission statement	13
C		O	
Child protection	4	Orientation	13
Childcare contract	4	P	
Children's rights	5	Parents' Academy	13
Closure dates	5	Parents' evenings (information afternoons)	14
Clothing	5	Pedagogy	14
Communication channels	6	Playtime	14
D		Photos	14
Development review meetings	6	Primary school	14
Digital media in our educational programme	6	Q	
Documentation	7	Quality	14
Dropping off and collecting your child	7	R	
E		Reading aloud	16
Early childhood consultants	8	Representation and complaints management	16
Educational partnership	8	Rules	17
F		S	
Family centres	9	Sexual education	17
Family support services and counselling	9	Sleep and rest	17
Family survey	9	Social workers	18
Financial support	9	Speech development	18
Food	9	Sponsorship	18
Friedrich Fröbel	9	Sun protection	18
G		Sustainability	18
Gifts	10	Swimming	18
H		V	
Health	10	Visiting	18
Holidays	12	Volunteering	18
I		Imprint	19
Inclusion/diversity	12		
Insurance	12		
Intake meeting	12		

Welcome to Fröbel!

We are very happy to welcome your child and you as a family to one of our Fröbel day care centres. We've put this ABC guide together to provide information about the most important topics for fostering successful cooperation between us as a day care centre and you as a family. If you have any questions, your centre manager will be happy to help.

You can find our early childhood services and everything there is to know about what we offer on our website: www.froebel-gruppe.de. We wish you and your child a wonderful time with us.



A

Accidents

Our staff regularly undergo first aid training. In an emergency, or if the situation is unclear, we will dial 112 and call in an emergency doctor. In cases of head injury, even if no harm is immediately visible, our early childcare professionals will call in the emergency services or inform you, as the parent or guardian, about the particular risks of head injuries. We will inform you immediately if an accident occurs. Until you arrive, your child will be cared for by an early childhood professional who they know well. Every accident is recorded in an accident log-book and documented in an accident report. Good exchange of information regarding medical diagnosis and the subsequent healing process is very important for a smooth follow-up with health insurance companies and government agencies.

B

Bilingual education, multilingualism and home languages

Linguistic diversity is a fact of life in Fröbel day care centres. As far as possible, our early childhood professionals will include all the languages that the children speak at home in their educational programme, and make them visible and tangible for all the children at the centre – for example, with multilingual reading sessions and posters. In Fröbel day care centres that offer bilingual education, we actively support early contact with another language. Children in these centres are cared for by an educator who speaks both German and another language. Whether they are singing, crafting or doing sport – the second language is used as part of any fun activity in the centre's daily routine. Of course, you, our families, are also very welcome to take an active part in multilingual activities, such as reading aloud.

Birthdays

We celebrate children's birthdays at our day care centres. Please discuss with your child's mentor what your family can contribute towards this and how the day will be celebrated. Please bear in mind that in order to encourage healthy eating and out of consideration for children with allergies, special restrictions apply to food. Any food brought in must not contain raw eggs, and frozen or chilled products must not have been allowed to warm up.

C

Child protection

No one has the right to harm children, either physically or psychologically. Children develop best if they grow up safe and free from violence. Children have the right to a life free of violence, and are entitled to receive help if their physical or mental boundaries are not respected. Volume VIII of the German Social Code (*Sozialgesetzbuch*) places a legal obligation on all day care centres and after-school clubs to protect children from violence, to actively involve them in decision-making and to empower them. For this reason, all our centres apply the Fröbel child protection philosophy: "protecting and involving children – supporting families – empowering educators". This is also based on the UN Convention on the Rights of the Child.

If our early childhood professionals believe that children may be in danger within our centres or in their wider social environment, they work together with the Fröbel child protection team. This is our legal duty of care, which we take very seriously at Fröbel. To find out more about child protection at Fröbel, please visit www.froebel-gruppe.de/kinderschutz.

Childcare contract

Before your child can be enrolled, you need to sign a childcare contract with Fröbel. This formalises your and our key obligations, and

contains important information for you. The contract includes the date when your child will start day care, and information on when childcare will be provided (both overall and per day). You will also find the centre rules and information about fees for your child's place at the centre.

Children's rights

Children have rights! Children's rights and developing children's educational opportunities are key to us at Fröbel. Eight children's rights are enshrined in our pedagogical mission statement, and we put these into practice in our educational programme. We have also produced a book, "Wir haben Rechte" ("We have rights"), so that the children are aware of their rights too. This book provides children with a simple, easy-to-understand explanation of our mission statement. Of course, we also regularly discuss children's rights as part of our educational programme.

Closure dates

At Fröbel, we do not have any long periods of closure: there are only a few specific days when childcare cannot be provided (e.g. due to team training events). Dates when your centre is normally closed are set out in the childcare contract, and reminders will be sent via the day care centre's usual communication channels. Ad-hoc closures are discussed with parent representatives in good time and parents/guardians will be informed as early as possible.

Clothing

Basic kit

Basic kit includes clothing that is suitable for everyday use and appropriate for the weather and the season. It also includes a raincoat and waterproof trousers, rubber boots, and headwear to use in summer. In addition, your child should always have at least one spare set of



clothes available (underwear, tights/leggings/trousers, t-shirt, pullover) in case they need a change of clothes at the day care centre. Your child should also have indoor shoes with non-slip soles.

Points to note

Your child's clothes must not have cords or laces, as these can cause injury. Necklaces are also a hazard, as they pose a risk of strangulation. Please label all items of clothing and other personal items with your child's name. Lost property will be collected. Our day care centres cannot accept any liability for items brought in.

Communication channels

Contacting us

Fröbel centres can be contacted in person, by phone or by email. Some centres also use software such as KigaRoo to share documents, meal plans, closure dates and photos with you while maintaining data privacy. This software also allows you to report your child as absent, and enables you to access your childcare contract and your child's personal information (which are only visible to you). Your centre will provide further information and the consent form for using the software.

The use of messenger services (such as Whatsapp or Telegram) to communicate with our centre or individual members of staff is prohibited for legal reasons.

As well as digital channels, many centres also use posters, a noticeboard where you can find information, or notes in children's pigeonholes. Ask your centre manager for the best way to stay up to date.

Newsletters

Some day care centres publish regular newsletters that cover the centre's news and activities, and parent representatives may also have their own distribution channels. Ask your centre manager for more details.

Provider information

You can find much more information about Fröbel as a provider and about our day care centres – as well as services especially created for families – on our website (www.froebel-gruppe.de), where you can also subscribe to "Fröbel Rundblick", our monthly newsletter. We have a podcast for parents, "Fröbelcast – der Podcast für Eltern", in which we regularly talk to experts about everyday challenges in parenting and family life. Please also feel free to take a look at what we offer through the **Fröbel Parents' Academy**.

D

Development review meetings

At regular development review meetings, you'll have the opportunity to discuss your child's development with their mentor. These meetings are held at least once per year. The mentor reports on your child's behaviour and development at the day care centre, and you are welcome to add to this with your observations from home. Arrangements can also be made for you to spend a day in the day care centre in the weeks leading up to the meeting. This meeting is usually held at the day care centre, although some day care centres also offer virtual meetings on request to make family and work life easier to balance.

Digital media in our educational programme

In our day care centres we aim to give all children the opportunity to access different media, teaching them to take a conscious approach. This is the only way that children can learn both to take charge of how they engage with our

increasingly digital society, and to actively shape it. To do this, we use resources such as digital cameras, "speaking walls" and child-safe tablets.

Documentation

Our early childhood professionals document your child's early learning and early development, either in a special folder, or digitally using software called KITALINO. Each day care centre is responsible for choosing its own documentation process and providing you with information about it. The documentation process captures special highlights, milestones, experiences and interests from your child's early learning and early development, in the form of photos, pictures, text, audio recordings or videos. This documentation is based on observations made during everyday life at the centre.

Dropping off and collecting your child

Authorised collection

If someone other than a parent or guardian is to collect your child, the day care centre needs written authorisation, dated and signed by you. If another person is to collect your child regularly, please sign an ongoing authorisation for that person. If your child is only collected by another person occasionally, please provide the relevant authorisation no later than the morning of the day in question. The person authorised to collect your child must show a valid identity document to our early childhood professionals.

Signing in and out

When dropping off and collecting your child, you must always sign them in or out in person with an early childhood professional. Some day care centres have terminals for this purpose – the centre manager will let you know. When





entering and leaving the premises and the building, please take special care to ensure that doors and gates are securely closed. Please also make sure that you do not allow anyone into the day care centre who you do not know. Other than in exceptional circumstances, please avoid using mobile phones when dropping off or collecting your child.

Attendance and absence

If your child is absent for a day or more (e.g. due to holiday or illness), please speak or write to the centre manager. Some day care centres use software such as KigaRoo (see "Communication channels") to provide a simple, digital way to communicate this information.

E

Early childhood consultants

All day care centres are supported by early childhood consultants. They offer guidance and provide professional consulting services to help our early childhood professionals to help themselves. Our early childhood consultants advise teams on how to further develop their pedagogical profiles and educational programmes, as well as addressing questions that are specific to a particular day care centre. They also provide support with systematic quality development in our day care centres.

Educational partnership

A good, trusting partnership between you and the day care centre is important so that your child can receive the best possible care and support. Parents' evenings, theme nights, newsletters and posters provide information on our educational programme and how things

work in the day care centre. Please let our early childhood professionals know about your child's interests (both new and longstanding), or any unusual circumstances at home. This will allow us to offer the best possible guidance and support to your child.

F

Family centres

Some Fröbel day care centres are certified family centres. These are central points of contact for families from various different walks of life, offering supportive activities for families and people in their local area. These include parent-and-child gym sessions, social events for parents or parental/social counselling.

Family support services and counselling

For questions on parenting or on issues around conflict in relationships or extended families, counselling services are available free of charge. Parenting and family counselling centres are bound by confidentiality rules and can offer anonymous counselling if preferred. We at Fröbel also run some parenting and family counselling centres of our own. You can find other locations by searching online for "Eltern- und Erziehungsberatung" or via the *Bundeskonferenz für Erziehungsberatung e. V.*, which is the professional association for educational and family counselling in Germany (www.bke-beratung.de).

Family survey

We regularly survey all Fröbel families so that we can ensure quality in our day care centres and make improvements where needed. The centre manager will let you know when a survey is being undertaken. Of course, you are also welcome to give feedback to the team or the centre manager at any time, either in person or via your elected parent representative.

Financial support

If you need financial support, you can get the costs of day care centre/school trips or communal lunches covered through the Government's Education and Participation Package (*Bildungs- und Teilhabepaket*). For further information, please visit: www.familienportal.de/familienportal/familienleistungen/bildung-und-teilhabe

Food

A balanced diet is critical for your child's healthy development and therefore plays an important role in all day care centres. Meals follow the recommendations of the German Nutrition Society (*Deutsche Gesellschaft für Ernährung*). Our early childhood professionals work with the children to develop meals, and ensure communication and attentiveness at the table. We do our best to accommodate the various different ethnic and religious backgrounds and eating habits of children and their families. When your child joins one of our day care centres, please share the expectations that you have. This also applies to any allergies and intolerances which affect your child (see also "Health"). If you would like to join us for lunch at the day care centre, please speak to your centre manager.

Friedrich Fröbel

Friedrich Wilhelm August Fröbel (1782–1852) was a German educational reformer and is considered the "father of the kindergarten". His ideas and his work made the concept and the reality of a kindergarten into a symbolic institution throughout the world, representing a special place for children – as it is for Fröbel. We are continuing Friedrich Fröbel's educational tradition and developing it further, taking into account new scientific findings and changes in society.

G

Gifts

We would be delighted if you wish to give gifts to our early childhood professionals as a thank-you. However, please note that gifts can only be accepted on special occasions. The value of any one gift from an individual family must not exceed €10, and the value of a single gift from multiple families must not exceed €50. We cannot under any circumstances accept gifts before your child joins our day care centre.

H

Health

Allergies

Please ensure that you inform the centre manager and your child's mentor (when signing the childcare contract, or immediately when a new illness is identified) if your child has an allergy or intolerance that needs to be accommodated. Please complete the relevant appendix to the childcare contract for this purpose (see also "Medication"). Written information and a confirmation from your paediatrician are also required so that we can arrange the appropriate food for your child's needs.

Illness

Before admission

Before your child enters our care, the day care centre requires a medical certificate¹. This certificate (no more than one week old) confirms that your child is healthy and may attend the day care centre from a medical perspective. Please hand the certificate to the centre manager before your first regular visit.

¹ For centres in North-Rhine Westphalia and Saxony, your child's paediatric health report book (*kinderärztliches Untersuchungsheft*, also known as the *U-Heft*) may be provided instead of a medical certificate.

Illness and infections

Please note that we cannot provide childcare if your child has an infectious illness and/or fever. Early childhood professionals are not permitted to accept sick children. If your child's health deteriorates while they are in our care, you will be informed, and you must collect your child immediately. Temperature is usually measured using an infrared forehead thermometer. In urgent cases, the day care centre will arrange emergency medical care. To ensure this process runs smoothly, it is essential that you complete appendix B3 of your childcare contract, "Notification in the event of illness". Please inform the day care centre about vaccinations, past infectious diseases and any medication that has been recently administered to your child. We will only ask you for a certificate from a paediatrician confirming that your child has recovered from an illness in exceptional circumstances.

Advice on common illnesses

For the most common illnesses, the following applies:

High temperature and fever

In cases of **fever** (over 38.0°C, measured via the mouth/armpit/forehead/ear), your child must not come to the day care centre for at least 48 hours. Your child must be fever-free for 24 hours before returning to the day care centre.

In cases of **high temperature** (up to 38.0°C), your child's general wellbeing will dictate whether they can attend the day care centre.

Diarrhoea and vomiting

In cases of diarrhoea or vomiting, your child must be collected. They must remain at home for 24 hours for observation. If your child has no symptoms for 24 hours, they can return to the day care centre.

If your child has experienced several bouts of diarrhoea or vomiting, they must be symptom-free for 48 hours before returning to the day care centre.

If several children are affected by similar symptoms, it may be necessary for your child to remain at home for 72 hours in order to avoid spreading the infection.

Head lice

Your child must be collected immediately if they are found to have head lice. Following successful treatment, they can return to the day care centre straight away. Please inform the day care centre if you have a case of head lice so that all families can be made aware (via an anonymised notification) and can help to avoid further transmission.

Infectious diseases

Infection diseases covered under Article 6 of the Infection Protection Act (*Infektionsschutzgesetz*, or **IfSG**) are notifiable. In all such cases, the day care centre will work together

with the relevant health authority. If an infection occurs in the day care centre, the health authorities will order immediate measures. In all cases of such infections, a medical certificate of recovery must be provided on the day that your child returns to the centre.

Vaccination advice and proof of protection against measles

Article 34, paragraph 10a of the Infection Protection Act (*Infektionsschutzgesetz*, or *IfSG*) stipulates that parents/guardians must attend a consultation with a doctor regarding the rationale and purpose of vaccinations before their child can be admitted to a day care centre. Proof of one measles vaccination or immunity to measles must be provided in the case of children over one year old. In the case of children over two years old, proof must be provided of at least two measles vaccinations, or sufficient immunity to measles (e.g. resulting from their first vaccination). If you fail to provide the relevant proof of protection against measles, we as providers are legally required to report this to the responsible health authority.



Medication

Our staff are not permitted to administer medication to children without a doctor's prescription. The only exceptions to this policy are if your child has a chronic illness or needs emergency medication following an allergic reaction. A written agreement must be made between the parents/guardians and the centre manager before medication can be administered. If your child suffers from a chronic illness (e.g. asthma, diabetes, neurodermatitis), the day care centre team will work together with you to find ways to handle the illness in everyday life and identify when your child may need to stay at home (see also "Administration of medication" in the childcare contract). Medication does not belong in the hands of children or in their bags, and must be handed over to our early childhood professionals immediately and in person.

H

Holidays

For children, childcare outside the family and in the company of many other children is a wonderful and enriching time. Even so, children also need occasional breaks from these routines to have time to relax with their families, and they will benefit from doing so. Please inform your day care centre when planning holidays or other activities – ideally in writing or, if available, via KigaRoo.

I

Inclusion/diversity

We welcome all children and families, just as they are. We provide advice and support to parents of children with special needs in line with the Federal Participation Act (*Bundesteilhabegesetz*). If needed, we will help you to request suitable support for your child at the centre. We take account of individual needs and living conditions, and provide needs-based, non-discriminatory support to families in our day care centres. Please feel free to contact us.

Insurance

While your child is at a Fröbel day care centre and en route to and from it, they are covered by statutory accident insurance. Accidents on the way to or from the day care centre must be reported to the centre manager immediately so that an accident report can be completed in due time.

Intake meeting

The intake meeting is the foundation for good cooperation between you as a family and our early childhood professionals. The meeting is led by your child's prospective mentor and/or the centre manager, with the aim of you and our early childhood professionals getting to know one another, building trust and reducing any fears. During the meeting, we will discuss your child's interests, clarify any questions, explain the day care centre's daily routines and tell you about the orientation phase and timings.

L

Libraries and book boxes

In many Fröbel day care centres, children can borrow books and take them home for an agreed period of time. Most centres have their own library, and many also use a converted telephone booth on the premises as a book box. Books are usually available in various languages that our families speak at home – if you would like to know more, please ask at your day care centre for details.

M

Mentor

Your child's mentor is the early childhood educator who is your child's primary point of contact, particularly during the orientation phase. The mentor will guide your child in their everyday activities and conduct development reviews with you.



Mission statement

Fröbel's pedagogical mission statement puts children's rights at the centre of our educational programme. At our day care centres, children should experience what it means to have their own rights, and should learn that these represent binding standards for how we interact with one another – both for them and for adults. We have formulated eight children's rights which guide our interaction with children in day-to-day life at our centres. Respect for these rights forms a basis for children to develop into independent people who can take part in shaping their own everyday lives and their environment. You can read our mission statement [here](#).

O

Orientation

The orientation phase helps your child to become accustomed to the new environment and new people in the day care centre. Having a gentle transition and enough time to settle in are very important for your child's wellbeing and the relationship between your child and our

early childhood professionals. The orientation period always lasts for at least two weeks, and can take up to six weeks depending on your child's needs. Our early childhood professionals will gradually shape this process and the amount of care they provide to meet your child's individual needs. You, or someone you know and trust, will be actively involved in your child's orientation process. Please ensure that you allow enough time for a successful transition.

P

Parents' Academy

The Fröbel Parents' Academy offers digital events for parents, regardless of whether your child attends a Fröbel centre. Together with experts, we discuss topics that can be challenging in everyday life with children, explain children's behaviour and give tips for harmonious family life. Upcoming dates can be found at: www.froebel-gruppe.de/elternakademie

Parents' evenings (information afternoons)

For children, it is especially important for their parents/guardians and our early childhood professionals to have a trusting partnership and share information with one another. At parents' evenings, we discuss both seasonal topics and educational matters. These meetings are organised either for the whole day care centre or for smaller groups (e.g. within sections). Your centre manager and early childhood professionals will be happy to make appointments for individual consultations.

Pedagogy

In our day care centres, we live by open and inclusive pedagogy. All our early childhood professionals support the children to help them develop into self-sufficient, confident, non-discriminatory and responsible members of a democratic society.

The educational work of our day care centres is based on the relevant state laws and regulations, and on state educational programmes. In addition to our educational programme, the **Fröbel educational framework** and the **Fröbel mission statement** form a unifying structure for pedagogy in our centres.

Playtime

Free playtime allows children to revel in their imagination and creativity. They can explore their environment, test boundaries and make contact with other children and adults. Because of this, our early childhood professionals work to create the ideal conditions for free playtime and self-guided early learning, in addition to structured educational activities.

Photos

Photos are an important way to document children's early learning and early childhood development (see also "Documentation"). Whenever photos are taken and used by day care centres, we always take privacy concerns into consideration. When you sign your child-

care contract, you can decide whether photos of your child may be taken and published, and if so, what purposes they may be used for. You can modify or withdraw your consent at any time. Any photos that you take of your own children and other children at parties, celebrations and events, must not be shared via your own or any other social media without permission from the relevant parents or legal guardians.

Primary school

Transition to primary school

The transition to primary school is a major step for your child. At Fröbel day care centres, our early childhood professionals will offer targeted activities to prepare your child for school. Preparation for school continues throughout your child's time at kindergarten. Together with our educators, you will be able to discuss and plan how best to support your child when they start school.

Primary school partnerships

Fröbel day care centres work together with local primary schools, as this is an important factor for a successful transition. For example, we offer children the opportunity to take part in joint projects and excursions related to primary school, visit schools in the area, and get to know how they work before making the transition.

Q

Quality

In order to give children the opportunity to develop in line with their needs and interests, all day care centres follow a continuous process of developing and improving the quality of the education they provide. As well as professional development and training for individual early childhood professionals, team training events are held several times per year. We also work with an independent institute to evaluate the quality of our work.

Internal evaluation

Using the National Catalogue of Criteria (*Nationaler Kriterienkatalog* – Tietze & Viernickel, 2016)² as a basis, our teams continually reflect on the quality of their work. This continuous analysis is essential for driving up the quality of every day care centre's educational activities.

External evaluation

In addition, day care centres regularly undergo external evaluation by an independent research and development institute. Objective analysis of our educational programme

² Tietze, W. & Viernickel, S. (Hrsg.) (2016). Pädagogische Qualität in Tageseinrichtungen für Kinder. Ein nationaler Kriterienkatalog (vollständig überarbeitete und aktualisierte Auflage). [Pedagogical quality in children's day care centres. A national catalogue of criteria (fully reviewed and updated edition)]. Weimar: verlag das netz GmbH

by external experts gives our teams valuable direction for further development of their work. The manager of your day care centre will provide you with advance notice of when external evaluations are scheduled, and which day the centre will be closed for the associated internal appraisal to take place. As part of the external evaluation, families will also be asked to complete a written survey.

Peer review

Peer review is carried out two to three years after an external evaluation, by staff specially trained in using our evaluation scales. Peer review gives us an interim assessment of how we're progressing in specific quality assurance areas. Peers give our teams practical ideas, which they can then integrate into our educational programme. We also hold an open discussion with targeted questions to get the children's perspectives.



Family surveys

We also use feedback from families on their satisfaction and needs to further improve the quality of our day care centres. To do this, we invite all families to give us anonymous feedback each year on various aspects such as cooperation, opportunities to get involved or transparency around our educational programme.

R

Reading aloud

In our day care centres, books are always available to children and form an important part of our educational work. Books foster children's speaking and reading skills through shared reading, listening and storytelling. Children are encouraged to independently explore the world of the alphabet in our daily routines and in projects. If you would like to become a reading volunteer, please speak to the early childhood team. Reading aloud in a home language other than German is also actively encouraged, and is very enriching for the children.

Representation and complaints management

Representation and complaints: children

Children have the right to complain about personal issues, and to have these complaints heard and taken seriously by adults. The law requires all day care centres to develop and implement procedures regarding children's representation and complaints. This gives every child the opportunity to exercise their rights, to be actively involved in the way their day care centre works and to call attention to any issues in the day care centre that are bothering them. Many of our day care centres have now developed a children's rights charter, which sets out in detail the rights of both the children and the adults in the centre.

Representation and complaints: parents

Complaints

Our early childhood professionals are the first point of contact for families with complaints. Your elected parent representatives can also act as mediators. If your concern cannot be resolved sufficiently via these routes, please contact the centre manager, who will work to find a resolution in line with the Fröbel complaints management procedure. If your concern cannot be resolved within the day care centre, our regional manager and early childhood consultants will get involved. You can find contact details for the appropriate regional office on your Fröbel day care centre's website. Our head office in Berlin is responsible for all concerns that relate to the business as a whole.

Reporting non-compliance

You can also (anonymously) report violations of statutory regulations and our voluntary commitments. This can be done using our dedicated online reporting channel: **Meldekanal für Hinweise**. Parents and others can use this channel as a reporting tool in line with the Whistleblower Protection Act (*Hinweisgeber-schutzgesetz*).

Parent representation

At the start of every new kindergarten year, parents elect parent representatives. Together with the centre manager and early childhood professionals³, parent representatives form a group known as the "parents' committee", "parents' council" or "family representation body". This committee meets regularly to discuss various topics and reach agreements. At these meetings, the centre manager informs other members about important matters regarding the day care centre (e.g. staff changes) and educational work. The parent representatives provide all families with the opportunity to assert their interests.

³ We refer to the educators/teachers in our day care centres as early childhood professionals.

Rules

The centre rules contain important regulations that apply within your day care centre. A copy will be given to you when you sign the childcare contract. The centre manager is responsible for ensuring that the centre rules are followed.

S

Sexual education

All day care centres are legally required to develop an approach to sexual education so that educators can protect and safely support children in their social, emotional and physical development. This is an important area of education, where children learn about their bodies and their feelings, different gender identities and different types of families. They learn to name their body parts, protect their boundaries and respect other children when playing. Children are encouraged to decide for themselves what they want to play and with whom, and to name pleasant and unpleasant feelings. We agree clear rules with the children in this regard. If a child needs help because rules have not been followed, their educators will help the other children to follow the rules. Educators are contact points for all questions

from the children, and these are answered in a child-appropriate way. Having an approach to sexual education also allows important children's rights to be put into practice in the day care centre, such as a child's right to develop their personality, the right to information, protection and (mental) health. Knowing about all their bodily functions, feelings, and the right to say yes and no, empowers children and can protect them from abuse.

Questions from parents on this topic can be answered by educators during parents' evenings focusing on children's psychosexual development, or during meetings with parents.

Sleep and rest

The variety of opportunities and activities available to your child, and time spent with other children, demand a huge amount of energy. For this reason, a rest or sleep period is a fixed part of the daily routine in every day care centre. Whether a child sleeps in the afternoon, and for how long, depends on their own needs. Children who do not need to sleep are offered alternative activities to help them relax. Speak to your child's mentor if your child's sleep pattern at home changes. Together, we can find solutions that will benefit both your child and your family life.



