






2024-2025

[WWW.EUROPEANSCHOOL.GE](http://WWW.EUROPEANSCHOOL.GE)

# HANDBOOK

EUROPEAN KINDERGARTEN

# EM

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## **Dear Parents and Esteemed Colleagues,**

*Welcome to the "European Kindergarten." It is a great honor for us to be part of your children's education and upbringing.*

*Our kindergarten is a space where children gain unique experiences that will accompany them throughout their lives. Along with the family, the kindergarten plays a crucial role in a child's holistic development.*

*Children will find a loving environment here, where each one of them feels safe, happy, and valued.*



*Based on the principles of curiosity, innovation, and social responsibility, we create a diverse and inclusive community where every child can fully realize their unique potential.*

*Our team works daily to provide children with the best experience, which is based on innovative methods, play, and love. We understand the importance of your trust and strive to always justify it.*

*The educational and upbringing program of the "European Kindergarten" is based on innovative approaches that help children stay motivated, curious, and express themselves to the fullest. Our goal is to shape children into lifelong learners and confident individuals.*

*In this guide, you will learn about the kindergarten's principles, rules, and details of daily life organization. It is designed to facilitate communication with the kindergarten and ensure transparency between the institution and families.*

*As the director of the "European Kindergarten," I sincerely believe that every day spent in our kindergarten will be an unforgettable experience for our little ones. We appreciate your trust and hope that our cooperation will be successful and long-lasting.*

**Sincerely,  
Mariam Nadiradze  
Head of the European Kindergarten**

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# 1. Mission and Values

## Our Mission

The European School provides an exceptional education in a nurturing and academically challenging environment, inspiring each student to achieve their personal best and become an influential and socially responsible global citizen.

## Our Values

Our values-driven international education is expressed through core values that are woven into every academic and extracurricular activity at the European School. We actively promote four values that form the basis of everything we do. They include:

- **Leading through innovation**
- **Pursuing excellence**
- **Growing by learning**
- **Fostering global citizenship**

With these values at our core, we encourage independent learning and empower students to embrace responsibility. Students at ES learn to celebrate diversity in a spirit of understanding and tolerance that helps them become citizens of the world.

## Our Commitment is to:

- Offer inclusive, diverse and innovative learning communities
- Develop, support and empower our students intellectually, creatively, socially, physically and ethically in harmony with Georgian culture
- Focus on academic excellence and integrity
- Create lifelong learners

## 2. General Information

**Working Hours:** Monday to Friday, **09:00 - 18:00**

### Late Arrival Policy:

Although there is no strict schedule for bringing children to kindergarten, **we recommend** bringing them by **9:00 AM**. This time is allocated to ensure that the child fully participates in all activities included in the kindergarten's daily schedule and benefits from both educational and other components of the daily routine.

### Academic Calendar:

The academic year **2024/2025** starts on September **13** and ends on June **30**. It is divided into two semesters:

- **First semester: 13/09/2024 - 27/12/2024**
- **Second semester: 15/01/2025 - 30/06/2025**

Public holidays are marked in red, while kindergarten-specific days off are marked in blue.

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					13	14
15	16	17	18	19	20	21
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29	30					

January 2025						
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May 2025						
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24	25	26	27	28	29	30
31						

October 2024						
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27	28	29	30	31		

February 2025						
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June 2025						
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23	24	25	26	27	28	
29	30					

November 2024						
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March 2025						
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30	31					

December 2024						
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April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
26	27	28	29	30		

**EUROPEAN  
KINDERGARTEN**



**2024-2025  
Academic Calendar**

### Public Holidays

<b>October 14</b>	'Mtskhetoba' ( Svetitskhovloba)
<b>November 23</b>	St. George's Day
<b>January 1 and 2</b>	New Year Holidays
<b>January 7</b>	Christmas
<b>January 19</b>	the Epiphany
<b>March 3</b>	Mother's Day
<b>March 8</b>	International Women's Day
<b>April 9</b>	Day of National Unity
<b>April 20</b>	Orthodox Easter
<b>May 9</b>	Victory Day over Fascism
<b>May 12</b>	Commemoration Day of St. Apostle Andrew
<b>May 26</b>	Independence Day of Georgia

### Kindergarten Holidays

<b>Winter Break:</b>	30.12.2024- 14.01.2025
<b>Spring Break:</b>	03.03.2025- 07.03.2025
<b>Easter Break:</b>	17.04.2025-21.04.2025

### 3. Admission and Enrollment Policy

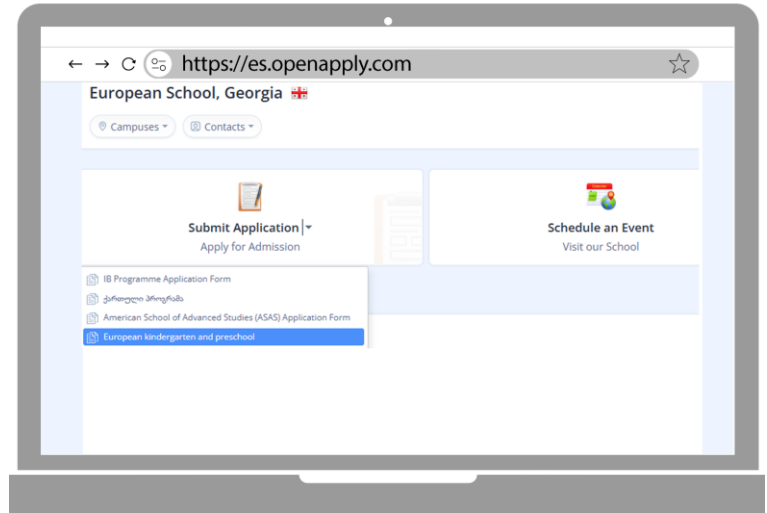
#### Registration Process:

Parents or legal representatives must complete an online application form on the official website:

**[www.europeanschool.ge](http://www.europeanschool.ge)**



**<https://es.openapply.com/>**



#### Required Documents:

A one-time registration fee of 100 Euros (equivalent in GEL) is required.

1. **A notarized copy of the student's birth certificate, translated into Georgian.**
2. **A copy of the student's ID card or passport.**
3. **A copy of the parents' or legal guardians' ID cards or passports.**
4. **A medical certificate (Form N100) or other health documentation from the country of residence.**
5. **A passport-size photo (3x4 cm) of the student.**

#### Age Groups:

The kindergarten operates in both Georgian and English sectors with the following age groups:

- 3-4 years old
- 4-5 years old
- 5-6 years old

In the Kindergarten, the educational and upbringing process is carried out based on the curriculum following the principle of group organization. Therefore, each group is allocated an individual group room, a shared dining area, a sports hall, an art studio, and a yard.

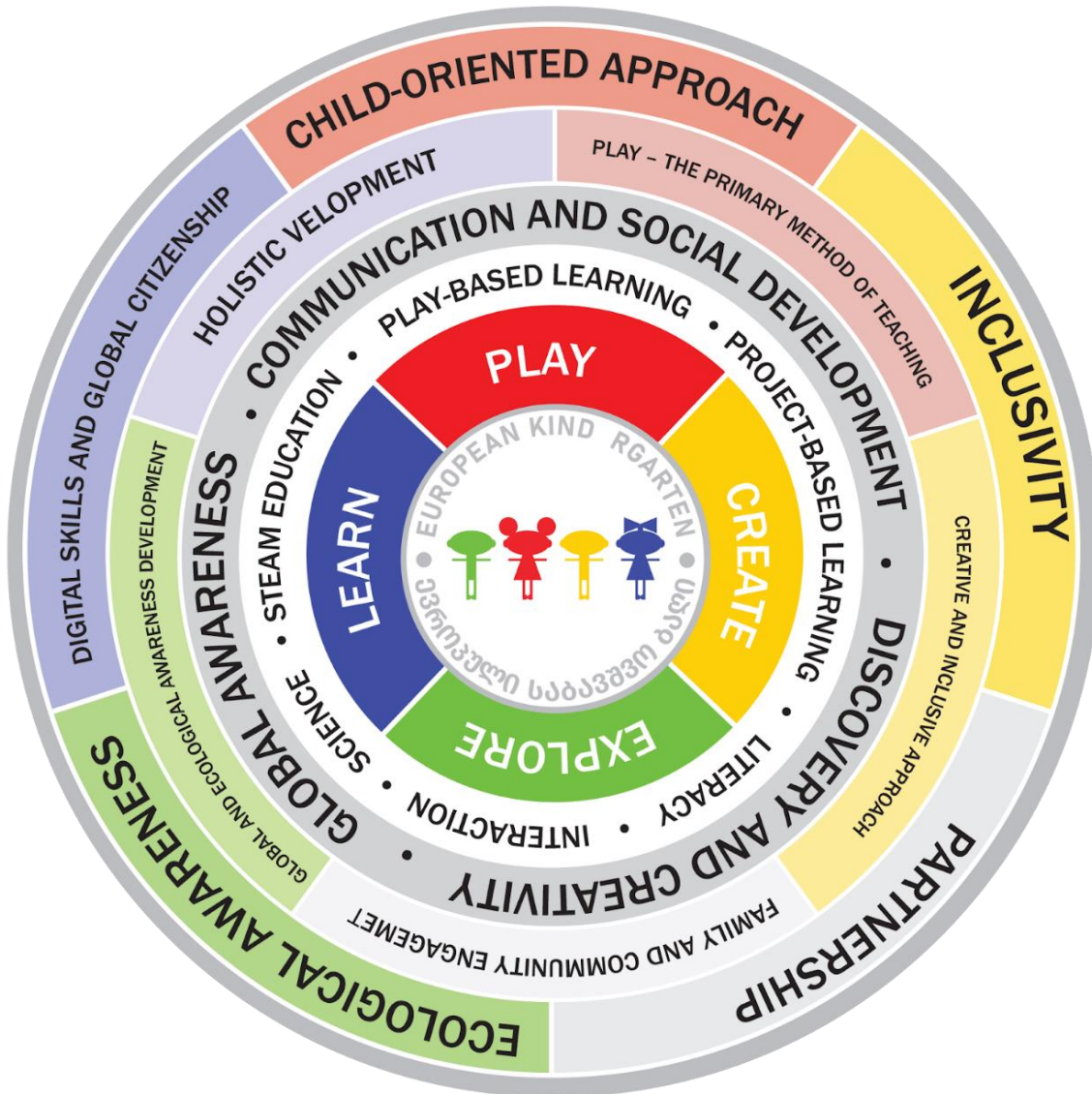
The kindergarten program includes nap time for children aged 3 to 4 years. Accordingly, these age groups have designated sleeping rooms.

## 4. Overview of the Educational Program

### Curriculum

The kindergarten curriculum is based on four interconnected components:

1. **Play** – Play is the primary method of learning, integrating children's cognitive, social, and emotional development.
2. **Create** – Creative activities that foster idea generation and the development of independence.
3. **Explore** – Inquiry-based and curiosity-driven activities that help children understand the world around them.
4. **Learn** – The process of acquiring knowledge and applying experiences in practice.



## ***Curriculum Goals***

The curriculum integrates three key areas of focus:

- ***Communication and Emotional Development***
- ***Discovery and Creativity***
- ***Global Awareness***

These goals align with the state standards for early childhood and preschool education, ensuring they correspond to the defined domains of child development and thematic directions.

### ***Communication and Emotional Development***

- **Teamwork** – Engaging children in collaborative and social activities.
- **Mutual Respect and Empathy** – Developing compassion and a sense of care for others.
- **Learning Through Play** – Strengthening social skills and communication through interactive play.

### ***Discovery and Creativity***

- **Encouraging Curiosity** – Stimulating exploration through experiments, projects, and creative activities.
- **Holistic Development** – Exploring various fields such as arts, science, literacy, and other disciplines.
- **Problem-Solving** – Providing children with opportunities to ask questions, plan, gather information, and draw conclusions.

### ***Global Awareness***

- **Equality and Diversity** – Fostering respect and tolerance for different cultures and traditions.
- **Environmental Awareness** – Introducing the importance of caring for and protecting nature.
- **Digital Skills Development** – Teaching the basics of working with modern technology and practicing safe digital behavior.

### ***STEAM Education in Kindergarten***

Our kindergarten offers a STEAM education program, integrating Science, Technology, Engineering, Arts, and Mathematics. Through play and hands-on activities, children have the opportunity to explore the world, develop creative and critical thinking skills, and enhance their problem-solving abilities.



STEAM learning nurtures children's natural curiosity, encouraging them to create, discover, and apply new knowledge in their daily lives. Our interactive and innovative approach ensures a stimulating educational environment where children can experiment, explore, and create.

The use of technology in our kindergarten is limited and strictly for educational purposes, with screen time not exceeding 20-30 minutes per day.

### ***Additional Enrichment Activities in the Kindergarten Curriculum***

Additional enrichment activities are an essential part of our kindergarten curriculum, supporting the holistic development of children. These activities are designed to strengthen children's cognitive, intellectual, physical, and creative skills.

The planning and implementation of these activities are done in collaboration with parents, considering children's age, individual abilities, and interests.

#### ***Our additional enrichment activities include:***

- Visual Arts
- Music
- Dance, Ballet
- Chess
- LEGO Robotics
- Football, Karate
- English Language

### ***Age-Based Group Distribution***

Our kindergarten offers a variety of enrichment activities tailored to different age groups:

- **All Age Groups:** Art, Dance, Music, English Language
- **Ages 5-6:** Chess, LEGO Robotics, Football, Karate, Ballet
- **Ages 4-5:** Chess, Karate, Ballet
- **Ages 3-4:** Karate, Ballet

#### ***Visual Arts***

- Enhancing creative skills.
- Improving perception of colors and shapes.
- Creating artwork using various techniques.

#### ***Music***

- Developing sound and rhythm perception.
- Supporting memory and language learning through songs and melodies.

- Learning and using musical instruments.

### ***Dance & Ballet***

- Developing body control, coordination, and rhythm.
- Exploring and engaging with dances from different cultures.
- Strengthening social skills through group dance activities.
- Incorporating ballet elements to enhance focus and discipline.

### ***Chess***

- Enhancing flexible thinking and long-term planning skills.
- Strengthening patience and self-regulation.
- Organizing team games to improve social skills.
- Learning and practicing simple strategic games.

### ***LEGO***

- Introducing basic principles of engineering and construction.
- Strengthening communication and collaboration skills through team projects.
- Encouraging imagination and creative thinking.
- Creating thematic projects (e.g., "Building Structures" or "Animal Models").

### ***Football & Karate***

- Improving physical endurance, coordination, and sensory skills.
- Developing teamwork and discipline.
- Engaging in simple exercises that support muscle tone development and physical strength.
- Conducting game-based training to enhance quick decision-making skills.
- Strengthening social skills through team-based activities.

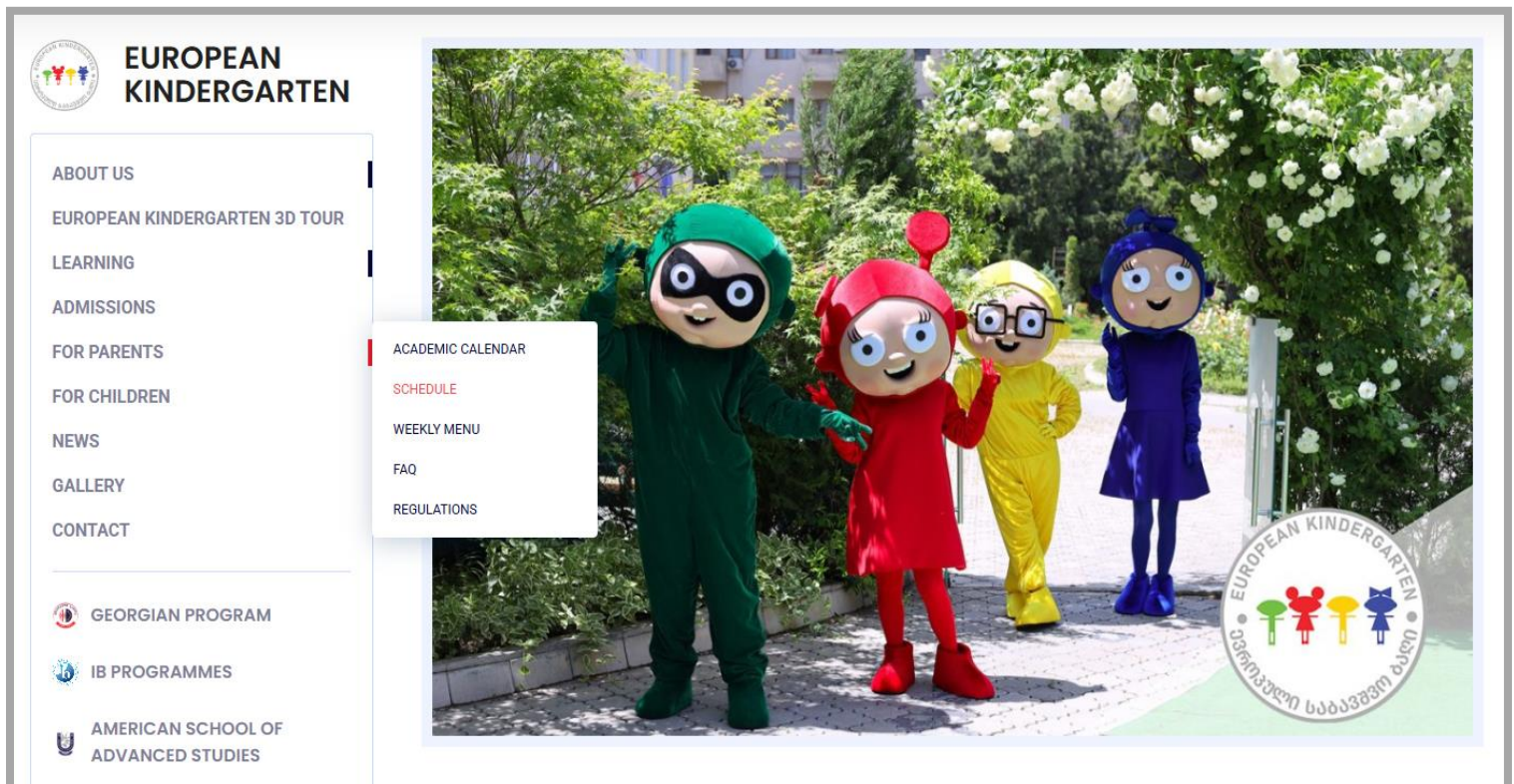
### ***Second Language Learning in Kindergarten***

Learning a second language at an early age plays a crucial role in children's linguistic, cognitive, and social development. It not only enhances their communication skills but also helps them express emotions and develop intercultural awareness.

Early language learning provides children with the opportunity to naturally acquire a new language, absorb knowledge more efficiently, and develop skills that will support them in the future. It also fosters an understanding of global citizenship, enabling them to navigate diverse cultural and linguistic environments with confidence.

## 5. Daily Schedule

At the beginning of each year, an individual daily schedule is developed for each age group, fully tailored to the children's needs and developmental goals. The primary objective of the daily schedule is to provide a comfortable, structured, and diverse routine, ensuring a balanced mix of planned and free educational and creative activities. This structured approach helps foster children's engagement, learning, and overall well-being. The specific daily schedule for each group will be available on the closed Facebook group for the respective class, the official school website, and the information board at the European Kindergarten.



The image shows a screenshot of the European Kindergarten website. On the left is a navigation menu with the following items: ABOUT US, EUROPEAN KINDERGARTEN 3D TOUR, LEARNING, ADMISSIONS, FOR PARENTS, FOR CHILDREN, NEWS, GALLERY, CONTACT, GEORGIAN PROGRAM, IB PROGRAMMES, and AMERICAN SCHOOL OF ADVANCED STUDIES. The 'SCHEDULE' item in the menu is highlighted in red. To the right of the menu is a large photograph of four colorful mascots (green, red, yellow, and blue) standing outdoors in front of a building. A circular logo for 'EUROPEAN KINDERGARTEN' is visible in the bottom right corner of the photo area.

## 6. Behavior and Discipline Policy

### *Positive Motivation Techniques*

The European Kindergarten implements positive behavior management strategies, which are designed to support children's emotional, social, and behavioral development.

These approaches aim to create a safe and supportive environment where children can regulate their own behavior and actively participate in daily activities. Positive behavior management not only helps reduce undesired behaviors but also enhances children's social and emotional competencies, fostering self-confidence, empathy, and cooperation.

## 7. Special Needs and Inclusion

The European Kindergarten is based on the principles of inclusive education and considers each child's developmental pace, unique needs, and goals. The educational process takes into account the child's interests, achievements, and requirements. The individualization process includes adapting activities, simplifying or increasing the complexity of play, and implementing appropriate strategies. For children with special needs, individual plans are developed with the involvement of parents, specialists, and relevant external support centers.

## 8. Communication and Parental Involvement

To ensure effective communication between parents and educators, we utilize various communication channels:

- **Email** – For delivering updates and important announcements.
- **Closed Social Media Groups (Facebook)** – A space where parents can access photos and videos of children's activities, as well as useful information.
- **Website** - <https://europeanschool.ge/en/history-2/>
- ***Volunteer Opportunities and Parent Meetings***

We highly value parental involvement and offer various opportunities for volunteering in kindergarten events, educational activities, and special projects. Volunteering helps strengthen the connection between parents and children, fostering a sense of engagement in daily kindergarten life.

Regular parent meetings are held to discuss the educational process, children's progress, and kindergarten updates. The schedule for these meetings will be communicated in advance via email or closed groups.

We welcome and appreciate your participation and collaboration in creating the best environment for our children.

## 9. Child Well-being

The European Kindergarten Child Well-being Team is dedicated to ensuring the emotional security of children and parents, providing support during transitions and adaptation periods. Our team respects each child's emotions and actively fosters the development of their social, emotional, and communication skills.

The team includes: a group of psychologists, a doctor, a speech therapist, and a child rights protection officer.

### ***Child Rights Protection Officer***

The Child Rights Protection Officer, together with a team of psychologists, ensures the awareness-raising of the entire kindergarten community to prevent and avoid violence against children. They organize appropriate training sessions and workshops for kindergarten staff and parents. They identify cases of violence and follow the procedures developed for such instances.

### ***Team of Psychologists***

The team of psychologists takes care of children's psycho-emotional well-being. The ongoing process includes both group and individual work with children, ensuring their presence in a healthy environment and promoting self-expression. Additionally, when necessary, individual meetings with parents and teachers are conducted.

### ***Speech Therapist***

A qualified speech therapist provides appropriate support to children when needed. Both group and individual sessions are conducted.

Our school's speech therapy room is equipped with all necessary didactic and technical materials. The work process incorporates innovative methods such as logorhythmics, relaxation and psychotherapeutic techniques, and speech therapy massage for both the speech apparatus and fingers.

### ***Doctor***

The kindergarten doctor, together with teachers, participates in educating children on physical development. They oversee the organization of proper nutrition and adherence to sanitary-hygienic standards, conduct regular sanitary-hygienic preventive work, monitor children's physical development and health status, provide primary medical care, and carry out sanitary-educational activities with kindergarten staff.

## **10. Health and Safety Policy**

The health and safety of children are the top priority. All rules and procedures of the kindergarten are designed to ensure a safe and healthy environment where children feel secure and comfortable.

### ***Medical Examination Requirements***

- During registration, it is mandatory to provide a medical certificate (Form N 100) regarding the child's health condition, which should also include their immunization status.
- If a child has special medical needs, parents must inform the administration in advance and submit the relevant medical documentation.

## ***Rules in Case of a Child's Illness***

### **1. Timely Notification**

In case of a child's illness, the parent must inform the educational staff of the group. This is especially important for diseases with a high risk of contagion so that appropriate measures can be taken.

### **2. Conditions for Returning to Kindergarten**

A child who has a fever, vomiting, diarrhea, an infectious disease, or other contagious symptoms must stay at home until full recovery to protect the health of other children.

### **3. Returning to Kindergarten**

A child may return to kindergarten only when all symptoms have completely disappeared. If necessary, a medical certificate may be required based on a doctor's recommendation.

### **4. Information Dissemination**

In case of infectious diseases (such as flu, chickenpox, conjunctivitis, etc.), the kindergarten administration will promptly inform other parents while ensuring the protection of personal data, so that appropriate preventive measures can be taken.

### **5. Infrastructure and Equipment**

The kindergarten has a medical office equipped with essential medical supplies, which is accessible at all times.

First aid kits are placed in various parts of the building and are available exclusively for staff use.

### **6. Emergency Management Procedures**

All kindergarten staff are trained in first aid and are familiar with emergency management protocols to ensure a swift and effective response.

A qualified doctor is employed at the kindergarten, monitoring children's health daily and providing necessary first aid when needed.

### **7. Emergency Response**

In case of a serious incident (e.g., severe allergic reaction, major injury, acute illness), parents will be notified immediately, and emergency medical assistance will be called if necessary. All incidents are recorded and documented to analyze the situation and implement additional safety measures.

The health and safety of children remain our top priority. We kindly ask you to follow these guidelines and regulations.

## **11. Nutrition and Food Policy**

Our kindergarten provides three balanced meals a day, fully meeting children's health and developmental needs. The menu is designed with consideration of energy values and essential nutrients.

All kitchen processes are regulated by the **HACCP system**, which represents the highest globally recognized food safety standards—from raw material procurement to the serving of prepared meals.

We use only high-quality ingredients supplied by certified and reliable providers. Our food service is also tailored to accommodate individual dietary requirements.

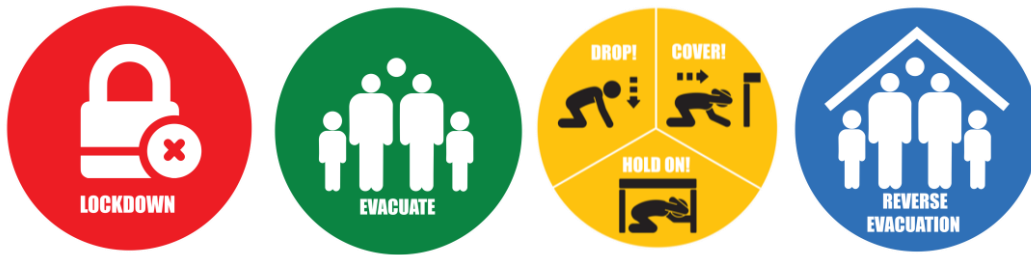
If a child has a food allergy, parents are required to inform the administration in advance. We pay special attention to each child's individual needs and take necessary measures to ensure a safe and healthy environment for allergy management.

To maintain food hygiene and safety, bringing any external food or beverages into the kindergarten is strictly prohibited. This regulation ensures a safe and controlled dining environment for all children, helps prevent allergic reactions, and supports their overall health and well-being.

At the end of each week, the updated menu is posted on our website and the kindergarten's information board.

	ორშაბათი/Monday	სამშაბათი/Tuesday	ოთხშაბათი/Wednesday	ხუთშაბათი/Thursday	პარასკევი/Friday
საუზმე Breakfast	<p>მოხარშული კვერცი ხიზილდა კარაქიანი პური ხილის ჩაი ხილი</p> <p><b>Egg (boiled)</b> <b>Red caviar</b> <b>Bread and butter</b> <b>Fruit tea</b> <b>Fruits</b></p>	<p>ფაფა (შერის) კარაქიანი პური, ყველი ხილის ჩაი და კაკაო ხილი</p> <p><b>Porridge (oat flakes)</b> <b>Bread and butter</b> <b>Cheese</b> <b>Fruit tea and hot chocolate</b> <b>Fruits</b></p>	<p>ფაფა (მანანის) კარაქიანი პური, ყველი ხილის ჩაი და კაკაო ხილი</p> <p><b>Porridge (semolina)</b> <b>Bread and butter</b> <b>Cheese</b> <b>Fruit tea and hot chocolate</b> <b>Fruits</b></p>	<p>ფაფა (შრინჯის) კარაქიანი პური, ყველი ხილის ჩაი და კაკაო ხილი</p> <p><b>Porridge (rice)</b> <b>Bread and butter</b> <b>Cheese</b> <b>Fruit tea and hot chocolate</b> <b>Fruits</b></p>	<p>ფაფა (შერის) კარაქიანი პური, ყველი ხილის ჩაი და კაკაო ხილი</p> <p><b>Porridge (oat flakes)</b> <b>Bread and butter</b> <b>Cheese</b> <b>Fruit tea and hot chocolate</b> <b>Fruits</b></p>
სადილი Dinner	<p>ბოსტნეულის წენიანი ოსპით ჩამშობული ხორცი მკარონის გარნირი ყველიოვანი კომბოსტოს და ბროკოლის სალათი ტყეშის სოუსი პური წყალი</p> <p><b>Vegetable soup with lentil</b> <b>Meat Stew</b> <b>Pasta garnish</b> <b>Cauliflower and broccoli salad</b> <b>Plum sauce</b> <b>Bread</b> <b>Water</b></p>	<p>ქათმის ბულიონი ორცხობილით ქათამი მოხარშული ბრიჯის გარნირი სტაფილოს და ბულგარულის ჩხირები ტყეშის სოუსი პური წყალი</p> <p><b>Chicken soup with crouton</b> <b>Chicken (boiled)</b> <b>Rice garnish</b> <b>Bell pepper and Carrot sticks</b> <b>Plum sauce</b> <b>Bread</b> <b>Water</b></p>	<p>ბორში არაყენით ქაბაბი ვერმომულის გარნირი მწვანე სალათი ტყეშის სოუსი პური წყალი</p> <p><b>Borscht with sour cream</b> <b>Kebab</b> <b>Vermicelli garnish</b> <b>Green salad</b> <b>Plum sauce</b> <b>Bread</b> <b>Water</b></p>	<p>ბოსტნეულის წენიანი “მინესტრონე“ თევზის კოტლეტი ბულგურის გარნირი კიტრის და კომიდვრის სალათი ტყეშის სოუსი პური წყალი</p> <p><b>Vegetable soup</b> <b>“Minestrone,”</b> <b>Fish chops</b> <b>Bulgur garnish</b> <b>Cucumber and tomato salad</b> <b>Plum sauce</b> <b>Bread</b> <b>Water</b></p>	<p>მაცუნის სუვი ქათმის კოტლეტი საგეტის გარნირი შერმული სალათი ტყეშის სოუსი პური წყალი</p> <p><b>Matsoni soup</b> <b>Chicken cutlet</b> <b>Spaghetti garnish</b> <b>Greek salad</b> <b>Plum sauce</b> <b>Bread</b> <b>Water</b></p>
სამზარი Afternoon snack	<p>ორცხობილა ხაჭო, არაყანი ხილის ჩაი ხილი</p> <p><b>Cookies</b> <b>Sour cream and cottage cheese</b> <b>Fruit tea</b> <b>Fruits</b></p>	<p>ხაჭაპური ხილის ჩაი იოგურტი ხილი</p> <p><b>Khachapuri</b> <b>Fruit tea</b> <b>Yoghurt</b> <b>Fruits</b></p>	<p>ფუნთუშა ხილის ჩაი მაციონი ხილი</p> <p><b>Buns</b> <b>Fruit tea</b> <b>Yoghurt “Matsoni”</b> <b>Fruits</b></p>	<p>ზეზრა ხილის ჩაი მაციონი ხილი</p> <p><b>Zebra</b> <b>Fruit tea</b> <b>Yoghurt “Matsoni”</b> <b>Fruits</b></p>	<p>კრეპები ჯემით ხილის ჩაი მაციონი ხილი</p> <p><b>Crepes with jam</b> <b>Fruit tea</b> <b>Yoghurt “Matsoni”</b> <b>Fruits</b></p>

## 12. Emergency Procedures



Our kindergarten ensures a safe and well-organized response during emergency situations to protect the safety of children and staff.

Detailed emergency procedures are in place, covering a range of possible scenarios. The key procedures include:

- Earthquake Preparedness Drills – Practicing safe positioning and protection.
- Evacuation – A calm and swift exit from the building in case of fire, explosion, or other hazards.
- Reverse Evacuation – Rapid return to the school when there is a threat outside.
- Lockdown – Seeking safe shelter and securing all external doors in case of an internal threat.
- Bomb Threat Response – Actions determined by the administration and emergency services.

### ***General Principles:***

- In an emergency situation, the top priority is the safe evacuation and protection of children.
- Parents must provide up-to-date contact information (phone, email) during registration and update it if any changes occur.
- Kindergarten staff are trained in emergency management and know how to act in critical situations.
- In case of an emergency, the alarm system will be activated immediately, and children will be evacuated in an organized manner following designated routes to a safe location.
- Staff will ensure children's safety until parents arrive.
- Parents will receive timely notifications about the emergency, along with relevant instructions.
- Children regularly participate in evacuation drills to familiarize themselves with emergency procedures and learn how to respond effectively.



## ***Drills:***

Our goal is to maintain a safe environment and teach children how to respond in emergency situations. The kindergarten conducts drill to familiarize children with safety procedures.

- Parents will receive advance notice about scheduled drills.
- During drills, we kindly ask parents to refrain from visiting the kindergarten and avoid attempting to contact the staff.

## **13. Comfortable and Safe Clothing**

Children's clothing should be loose-fitting and comfortable, allowing them to play, move freely, and fully participate in activities.

- Sportswear or casual clothing is recommended.
- Dangling laces, long straps, or other loose elements that could pose a safety risk during play are not allowed.
- Shoes should be closed-toe, comfortable, and have a sturdy sole to ensure safe movement.
- Clothing should be clean and well-maintained.

### ***Encouraging Independence***

Children's clothing should be easy to put on and take off (e.g., zippers or simple fasteners) to support their independence and self-care skills.

### ***Spare Clothing***

It is important for children to have spare clothing at kindergarten to keep them comfortable and clean throughout the day. Below is a list of essential items:

#### ***Basic Spare Clothing***

- **Underwear** (1-2 pairs)
- **Socks** (1-2 pairs)
- **T-shirt** (1-2 pieces)
- **Pants/shorts** (seasonal, 1-2 pieces)
- **Sweater/hoodie** (depending on the weather)

#### ***Additional Clothing (Depending on Weather and Needs):***

- **Long-sleeve shirt** (for cooler seasons)
- **Jacket or warm cardigan** (for cold weather)
- **Light sun hat or cap** (for summer sun protection)

## ***Hygiene Essentials:***

- **Personal water bottle**
- **Pajamas** (if the child naps at kindergarten)

## ***Additional Recommendations:***

- Place spare clothing in a bag so that teachers can easily identify the child's belongings.
- Regularly update the clothing set according to the weather and kindergarten requirements.

## ***Personal Items:***

During the adaptation period, children may bring a comfort item (e.g., a soft toy) to help them feel more at ease. Items should be easy to maintain and safe for use in the kindergarten environment.

## ***Restrictions:***

- ✗ Bringing valuable or large toys is not recommended.
- ✗ Items that may pose a safety risk (e.g., toys with small detachable parts, sharp or heavy objects) are strictly prohibited.

## ***Special Cases:***

- If a specific personal item is needed for the learning process, the teacher will inform parents in advance.



These recommendations help ensure children's safety, comfort, and independence in kindergarten.

## **14. Child Drop-off and Pick-up Procedures**

- When dropping off or picking up a child, the parent or legal guardian must inform the group staff (teacher or assistant) in advance via phone.
- The group staff ensures the safe arrival and departure of the child through the security checkpoint.

- A child cannot enter or leave the kindergarten premises without supervision.
- Parents or authorized individuals are strictly prohibited from leaving a child alone at the kindergarten entrance or in the yard without prior agreement with kindergarten representatives.

### ***Safety Measures***

- Pre-approved List: When filling out the kindergarten-provided questionnaire, parents must submit a list of individuals authorized to pick up the child.
- Identity Verification: The authorized person must present a valid identification document when picking up the child.
- Advance Notification: If there is a change in the person picking up the child, the parent or legal guardian must inform the group staff in advance.
- Parent/Guardian Responsibility: Parents and legal guardians must keep their contact information updated with the kindergarten at all times.

**Following these rules and procedures is essential to ensure the safety and well-being of every child.**



## 15. Closing Message

***Dear Parents,***

*Thank you for becoming a part of our big family!  
We are honored to be involved in your children's growth and development journey.*

*With love and sincere gratitude,  
**The European Kindergarten Team***



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