

General House Rules

- Manners
 - All the children should be made aware of appropriate behaviour and manners with regard to:
 - Greeting / thanking others
 - Table manners
 - Toilet etiquette
 - Personal hygiene: cough, runny nose, cleanliness,
 - Adults shall not shout or swear in front of children, staff and other parents.
 - Staff, parents and children communicate with each other in a friendly and respectful manner

- Personal Property
 - The Kindergarten shall not be held responsible for your child's expensive toys or clothing which he/she has mislaid or may have been broken.

- Lost Property
 - Parents are kindly requested to check their child's bag before leaving the Kindergarten.
 - Clearly marked items will be returned to the child. The staff will do their best, to keep every child's property in their bag, but ultimately it is your and your child's responsibility to look after their own things.
 - Unmarked lost property found at the Kindergarten will be collected and at the end of each term donated to a worthy cause.

- Clothing and sun protection
 - All clothing has to be marked with the child's name.
 - Clothing must be practical.
 - NO superhero full bodysuits will be allowed.
 - Princess dresses are unsuitable for climbing, they are only allowed for dressing up or fantasy play.
 - NO high heeled shoes for children!
 - A change of clothing at school is essential.
 - During term 1 and 4, it is compulsory to wear a hat in the playground. The rule: **"no hat – no outside play!"** applies to all!
 - There are NO spare hats at the Kindergarten. Please bring your own hat or buy one from the Kindergarten.
 - Sunscreen should be applied at home. An extra bottle may be put in the child's bag so that lotion may be reapplied in the afternoon.

St. Martini Pre-Primary School (RF) NPC

Company Reg. No.: 1999/003225/08

Non-Profit Org. No.: 035-328-NPO

Public Benefit Org. No.: 930014551

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DIRECTORS

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HJW Hildebrand (German)

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- Toys
 - Toys are not allowed to be brought to the Kindergarten except on designated "Toy day" (Spielzeugtag).
 - No wheeled toys: scooters, bicycles, skateboards unless previously arranged by the teacher.
 - Only educational toys, games or books are suitable. No electronic gadgets, toy guns or swords are welcome.

- Snack and lunch box content
 - A healthy breakfast may consist of fruit, wholegrain bread, yoghurt, carrot sticks, Vienna's, baby tomatoes.
 - A "Brezel" is acceptable occasionally, but not as an everyday treat.
 - Only sugar- and caffeine free drinks (e.g. no coca cola or other fizzy drinks or juices) are allowed.
 - **No** sweets, biscuits, cereal bars, muffins, chocolate, chips, mini cheddars on a daily basis.

- Birthdays
 - Every child's birthday is considered a very important occasion at the Kindergarten. We celebrate with candles, a small present and the sharing of some special treats the birthday child may have brought from home. These may be special sandwiches, pretzels, cake, cupcakes, ice cream, hotdogs, etc. In order to make the preparation of this special day easier for us, please inform us of your plans a few days in advance.

- Transport at outings
 - If a group goes on an outing, the parents are requested to assist with transport (and in some cases supervision during the outing).
 - Consent for the outing has to be signed for by the parents.
 - All the children have to wear their Kindergarten T-Shirt for easy visibility.
 - All children have to be placed in car seats or wear a seat belt. The Kindergarten has 10 adjustable seatbelt positioners available for this purpose.
 - No child is allowed to sit on the front seat of a car.