

## **Current Settling-In Period for KG/PS**

The settling in period at ISF is designed to give your child a stress-free and positive introduction to Kindergarten/Preschool. During this time a Kindergarten teacher is always available for them and also acts as a point of contact for the parents or for the person looking after the child (parents, grandparents etc.). This means continuity for everyone, which is an important aspect of building a stable bond. As part of our established settling-in policy for Kindergarten or Pre-School, the duration of the settling-in period varies based on the child's age, development and previous experiences in other kindergartens, as every child is unique. For parents of Kindergarten (KG) children, we recommend that the settling-in period is planned for a week. During the first few days, parents are encouraged to stay with their child in the classroom from 8:00 am to 10:20 am. Subsequent days will be based on the teacher's assessment on how well the child is settling in and Parents will be informed on a daily basis how long the child will stay in the kindergarten. Waiting parents can use a visitor's room in our kindergarten while waiting for their child.

For Pre-School (PS) children, we recommend a settling-in period of 2 to 3 days. On the first day, parents are welcome to stay with their child in the classroom for about 1,5 hours (8:30 am to 10:00 am). On the second day, parents can wait in the visitor's room from 8:00 am to 12:30 am and leave after lunch. Finally, on the third day, the child can stay from 8:00 am to 15:30 am. Parents may need to wait in the visitor's room depending on the teacher's recommendation on the child's settling-in process. The teacher will inform the parents if they have to wait or as to how long they have to wait on the third and final day of the settling-in period.

At all times, our priority is to ensure a smooth and comfortable transition for children, taking into consideration their individual needs and development. We value the partnership between parents and teachers in facilitating the settling-in process, and strive to create a nurturing and supportive environment for every child in our care.

## **KG/PS Settling-In Period Plan for Academic Year 2024-2025**

### **First Week (Tuesday, 13 th of August until Friday, 16th of August)**

KG/PS children start on the **Wednesday 14 th until Friday 16th from 08:30 to 12:00 hrs.** in 3 groups of 7-8 children. We encourage the parents only to stay with their child at the beginning (the first day) and stay in a different room allocated for parents during the rest of the week.

- **Tuesday, 13th of August – from 16:00 to 17:30 hrs - Introduction Meeting with new parents (no children present).** Purpose of this meeting:
  - o parents get to know the teachers
  - o teachers get to know the parents
  - o basic information will be exchanged between teachers and parents
  - o Q&A
  
- **Wednesday, 14th of August from 08:30 to 12:00 hrs. (group 1 + group 2)**
  - o Group 1: 08:30 to 10:00 (7-8 children)
  - o Group 2: 10:30 to 12:00 (7-8 children)
  
- **Thursday - 15th of August from 08:30 to 12:00 hrs. (group 3 + group 1)**
  - o Group 3: 08:30 to 10:00 (7-8 children)
  - o Group 1: 10:30 to 12:00 (7-8 children)
  
- **Friday - 16th of August from 08:30 to 12:00 hrs. (group 2 + group 3)**
  - o Group 2: 08:30 to 10:00 (7-8 children)
  - o Group 3: 10:30 to 12:00 (7-8 children)

### **Second Week (Monday, 19th of August until Friday, 23rd of August)**

#### **SECOND WEEK FOR NEW CHILDREN - RETURNING STUDENTS FROM LAST YEAR**

- **Monday, 19th of August to Friday, 23rd of August– from 8:30 to 12:00 hrs. –** Only parents with children having difficulties to settle-in will be allowed to stay on campus in an allocated room for parents. A supporting separation plan for the children and parents will be provided by their respective Homeroom Teacher.
  - o All children: 08:30 to 12:00 hrs. except for the children who need a supporting separation plan.

### **Third Week (Monday, 26th of August until Friday, 30th of August)**

#### **REGULAR SCHOOL DAY – EXTENDED DAY OFFER AS ALL ISF CHILDREN COME BACK - START OF SABIS PROGRAM FOR PS CHILDREN.**

Only parents of kindergarten children having difficulties to settle-in will be allowed to stay on campus in an allocated room for parents. A supporting separation plan will continue to be provided by the respective Homeroom Teacher. No Preschool parents should stay on campus.

- o All children: 08:00 to 15:05 hrs. (Regular School Day). Extended Day Offer (16:30 to 18:00 hrs.)

### **Forth Week (Monday, 2nd of September until Friday, 6th of September)**

#### **REGULAR SCHOOL - SABIS PROGRAM STARTS FOR KG CHILDREN**

In exceptional cases, only Parents with KG children still having difficulties to settle-in will continue with a supporting separation plan provided by the respective Homeroom Teacher. No Kindergarten and Preschool parents should stay on campus.

- o All children: 08:00 to 15:05 hrs. (Regular School Day). Extended Day Offer (16:30 to 18:00 hrs.)

**Working Schedule of KG/PS staff:**

**First Week (Tuesday, 13 th of August until Friday, 16th of August)**

**Monday, 12th of August:** KG/PS assistants preparation day – full day (8 hrs.)

**Tuesday, 13th of August:** KG/PS assistants & KG/PS teachers preparation day – full day (8 hrs.) Due to Introduction Meeting of parents work day will start at 9:30 hrs.

**As of Wednesday, 14th of August:** Full working day for KG/PS assistants and teachers (start of new children + preparation time) – 08:00 to 16:00 hrs.

**Second Week (Monday, 19th of August until Friday, 23rd of August) – Orientation week**  
KG/PS staff member to work from 08:00 to 16:00 hrs.

**Third Week (Monday, 26th of August until Friday, 30th of August) – ISF School start.**  
KG/PS staff member to work as per their TT as ED needs to be offered for PS children.