

Your child needs a lot of time to get used to the day care family. Your preschool child (especially up to 3-year-old), who has to find his way in two families, must be carefully prepared for the forthcoming change. Attention should be paid to the familiarisation phase. Children who are gradually acclimated in the company of their parents, feel safe and secure in the day care family. **Small children up to 3 years of age must be accustomed for at least 15 hours.** The settling-in period is regarded as care time and will be charged.

**The well-being of the child is our central concern.**

Parents	Situation	Caregiver
<b>1. Initial phase and trust building of the parents</b>		
In the first 3 days one parent (mother or father) comes with the child for 1.5 - 2 hours (per day) to the day care family and then leaves together with the child again.	During this time, no separation from the parent should take place. Not even if the child is open and does not pay much attention to its parent.	The caregiver carefully contacts the child. At the beginning, the child's present parent takes on tasks such as diaper changing. The caregiver slowly takes over care.

After each acclimatisation day, an exchange between the parent and the caregiver about the child's behaviour after acclimatisation should take place. Where there are any abnormalities?

<b>2. Stabilisation phase</b>		
The first separation between child and parent takes place on the 4th day at the earliest. The 4th day must be a day immediately after the initial phase. The child must be "prepared" by the parents.		
After a short handover conversation and as soon as the child "has arrived", the <b>parent says goodbye to the child</b> and leaves for about 30 - 60 minutes.	This process is very important for the child. It is normal for the child to cry briefly (pain of separation). Sneaking away does not spare the child the pain of separation, but influences his or her behaviour and can prolong the acclimatisation process.	If the child is comforted by the caregiver, the child is cared for until the parent returns after 30 - 60 minutes.

If the child doesn't calm down, the parent has to come back. Parents must be available at all times. After the parents have returned, the child says goodbye to the caregiver. Child and parents go home.

The separation time can be extended every day after a successful separation.

<b>3. Final phase</b>		
The familiarization has been successfully completed, if the child can spend at least 4 hours with the caregiver without a parent and can be comforted by her. Only then the acclimatisation is completed.		
After the successful acclimatisation, child care can be started.	The settling in is not finished before the obligatory 15 hours. Sufficient time must be allowed, if the child becomes ill or is delayed during the process.	After the successful acclimatisation child care can be started.
The responsibility lies with the parent and the caregiver.		The responsibility lies with the parent and the caregiver.

After settling in, it is important that the child is cared for regularly. Neither the child nor the caregiver should go on holiday immediately afterwards.

## Example of settling in

A minimum of 15 hours could look like this.

	Day	Possible time:	What happens?	
<b>Anfangsphase</b>				
Thu	1st Day	09.00 – 10.30 am	Parents present	Getting to know each other and making contact
Fri	2nd Day	14.00 – 16.00 pm	Parents present	Slow assumption of care (diapering, feeding, playing, ...) by caregiver
Mon	3rd Day	11.00 – 14.00 am	Parents present	Caregiver takes care of the child
<b>Stabilization phase</b>				
The child must be "prepared" by the parents. Explain to the child that Mom/Papa brings him/her to the care person "first name". He/she will say goodbye and Mama/Papa will come to pick him/her up again.				
Tue	4th Day	09.00 – 09.30 am (60 – 90 min separation)	Short separation - after farewell	Short handover conversation Farewell as soon as the child has arrived Short separation of approx. 60 - 90 min Short handover conversation
Wed	5th Day	09.00 – 10.00 am (1 - 2 hours separation)	Extension of the separation time	Short handover conversation Farewell Short separation of approx. 1 - 2 hours Short handover conversation
Thu	6th Day	11.00 – 13.00 am (2 - 3 hours separation)	Dito	Short handover conversation Farewell Separation of approx. 2 - 3 hours Short handover conversation
Fri	7th Day	12.00 – 16.00 pm (4 - 6 hours separation)	Dito	Short handover conversation Farewell Separation of approx. 4 - 6 hours Short handover conversation
<b>Start of care</b>				
Mon		Start of child care according to contract		

- ⇒ If the acclimatisation cannot be carried out in this way, the child will need more time.
- ⇒ The process must be adapted to the child's needs and can take more than 15 hours.