Leaflet for pre-school language promotion

The language skills assessment has revealed that your child requires a pre-school language promotion. The pre-school language training assists children in improving their language skills before starting school. For the successful participation of a child in the classroom depends to a large extent on whether it has sufficient knowledge of German. This leaflet will give you instructions on the procedure and the conditions of pre-school language support.

1. The **pre-school language training** generally takes place for the **duration of the last 18 months before the start of the regular compulsory school education** (starting from 1 February to 31 July of the following year) in the daycare facility selected by the parents. Their scope is **five hours a day, five days a week**. The actual hours of language training will be communicated to parents through the daycare facility. The language training is free of charge. For participating in having lunch, a separate contract will be concluded. The lunch costs a monthly 23 euros. For beneficiaries from Bildungs- und Teilhabe paket (education and participation package) the lunch costs are at 20 euros when presenting the “Berlin pass”.

2. The language training also takes place during the **school holidays**, but not during the **closing time** of the visited institution. During the opening times of the daycare center, the children can be **temporarily** on leave at a **special request**, but only when there is **good reason**.

3. The pre-school language support is carried out on the basis of the Berlin educational program for kindergartens and child daycare at a daily routine. Information about Berlin educational program you can receive in the daycare facility of your choice.

4. Since the pre-school language training can only be successful if a continuous participation of children is guaranteed. It is imperative that parents bring their child or pick them up in **time** for language training. If children are brought or picked up with a substantial delay on a regular basis over a longer period of time for pre-school language training, and even a consultation with the legal care and custody party shows no improvement of the situation, it can result in the authority of the school board telling you that the child is no longer can no longer be supported in the daycare center. Having received this notice, the Schulbehörde (supervisory school authority) must ensure within four weeks, that the obligation to pre-school language support can be provided in another daycare center.

5. The **regular attendance** at the pre-school language training is **mandatory**. If a child does not appear to pre-school language training without any excuse for 10 consecutive days, the daycare facility shall notify immediately the Schulbehörde (supervisory school authority). The same applies if a child is absent during the day care center opening times over six weeks of the year are missing (sick leave included). The legal guardian is responsible for the participation of their child at the pre-school language support (§ 55 para. 3 of the Schulgesetz “Education Act”). If the legal care and custody party disregards this obligation and also has their child not registered in a publicly funded daycare of youth services, in a child care facility or another daycare facility approved by the Schulaufsichtsbehörde (Education Authorities), must consider receiving a fine up to 2,500 euros and / or a penalty payment.
6. Please let the daycare center know how you or another person would like to be notified in the event of a sudden illness or in the case of an accident. If there is any change in the details, the changes must be reported.

The leaflet was handed over to the parent/legal care and custody party or other ..................

I hereby confirm to have read and understood the information sheet.

_________________  __________________________
Date                                           Signature(s) legal care and custody party