

**School Year
2026–2027**



**Information for Parents
Hort & Kindergarten**

Dear Parents of our **Hort & Kindergarten Children**,

Given the large number of different processes in our everyday campus life and the resulting questions, this parent information with Hort & Kindergarten ABC is intended to give you a comprehensive overview of all relevant topics. So our Hort and Kindergarten care runs smoothly, we need your help: Please read the brochure carefully and support the Jules Verne Hort & Kindergarten by adhering to the processes and rules listed here. **All contents changed or added since the previous school year are marked in green!**

The following points are important:

1. The Learning house is open daily from 8:00 am - 5:35 pm. Childcare is not offered outside these times.
2. Campus is closed during the Christmas vacations and the last two full weeks of the summer vacations until the start of school, at which times we conduct team training and to prepare for the new school year.
3. The learning house communication takes place exclusively via the school administration program the SchulApp.
4. **The "Smart Start to the Day" program in the Jules Verne Elementary School begins as early as 8:00 am for Hort learning partners to ensure full-day care for you as parents. Hort learning partners then leave the Elementary School at 3:30 pm to continue their day in the Hort after-school program.**
5. **Hort children are collected from the Kindergarten reception area; from here, they are called out and then come to the Kindergarten reception area. The pedagogical guides in the Hort sign children out at the same time via the electronic booking system. Therefore, every pick-up must be reported to the Kindergarten reception area.**
6. Specially marked parking spots in the underground parking garage may be used for Kindergarten parents only for dropping off and picking up Kindergarten children. For parents of elementary and grammar school children, there are sufficient parking spaces in the surrounding streets and bicycle parking spaces on the JVC site.
7. All parents who come to the learning house at an agreed time should wait at reception to be collected.
8. Wearing JVC Campus Dress is voluntary and no longer compulsory for Kindergarten children.
9. **The learning house closes on January 15, 2027 due to New Year's JVC team dinner at 4:00 pm. There will be no Hort care on this day.**
10. **On the Day of Repentance and Prayer on November 18, 2026 and on May 7, 2027, the Hort and Kindergarten are closed due to professional training for the team.**
11. **Kindergarten childcare ends on the last day before the Christmas vacations on December 23, 2026, and on the last day before the summer vacations on July 30, 2027 at 12:00 noon. There is no Hort care on these days.**

Finally, as reminders:

Please remember to keep to your booking times in the Hort & Kindergarten. This also applies to the pick-up time during the vacations at 5:00 pm. Unfortunately, pick-up delays occur so frequently that we are forced to charge late collection fees.

We thank you for your support and look forward to a successful and stimulating year 2026/2027 in the JVC Hort & Kindergarten!

Your Jules Verne Campus Team

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Leitung Hort & Kindergarten | Heads of Hort & Kindergarten

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Lernhausleitung & Geschäftsleitung | Head Learning House & Management

Name Last name	Vorname First Name	Funktion Role	Kontakt Contact
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Die Kontaktliste für Lernbegleiter in der Grundschule und im Gymnasium sowie der pädagogischen Begleiter im Hort & Kindergarten, finden Sie unter „**Ansprechpartner**“ unter „**Infos**“ auf der SchulApp.

*The contact list for learning guides in the Elementary and Grammar Schools or pedagogical guides in the Hort & Kindergarten may be found under “**Contacts**” under “**Infos**” on SchulApp.*

House Rules

Preamble

Mutually respectful interactions, integrity and consideration of others form an important foundation which underpins our cooperation on Campus. This foundation comprises the Code of Conduct or “Commitments” of Jules Verne Campus, created by our children and learning partners:

- **We take turns talking and listen carefully.**
- **I arrive in good time and am prepared.**
- **I treat people and things with respect.**
- **I am attentive and helpful.**
- **We greet and say goodbye to one another.**
- **I follow through on agreements and take responsibility.**
- **We formally address each other by name and use appropriate language.**

We consider Jules Verne Campus to be a place in which we can work, learn and interact calmly. We take care of all materials, other people’s belongings and input rooms made available to us and use materials and resources carefully. These values, principles, and commitments result in the following rules for us:

Accompanying our learning partners	Parents are welcome to accompany their child to the front entry gate, and they can also collect their child there. Hort and bus children should go to their respective meeting points when school has finished.
Alcohol	The consumption of alcohol by children and learning partners is not allowed on Campus or at school events.
Bicycles	Bicycles should be parked properly, and for safety reasons, not ridden on Campus grounds. The House of Learning is not liable for any consequential damage.
Campus Clothes	We display our membership of the Jules Verne Campus community by wearing at least one visible item of the appropriate Campus Dress collection. In Kindergarten, wearing Campus Dress is optional.
Garage	The garage is only to be used by employees and learning partners in the upper grades. The only exception are specially marked parking places for Kindergarten parents. In the garage all people should drive considerately.
Smoking, drugs and firearms	Bringing guns or dangerous objects to school, smoking or consuming drugs in any form are strictly forbidden on Campus. Toy weapons and masks covering the face are not permitted.
Sport and Movement	For the sake of our own safety, we take jewelry off before Sports lessons. The House of Learning is not liable for these items. Movement devices (e.g. pedalos or unicycles) may only be used with the permission of a learning or pedagogical guide and with a helmet.
Supervision	During lessons and breaks, children up to grade 10 are not permitted to leave the Campus on their own.
The rules of the school yard	We keep our school yard clean and put litter into the designated bins.
Visitors	Visitors are requested to report to reception. Please ensure that you always close external gates when entering and leaving Campus.

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Hort & Kindergarten ABC for Parents

All informational leaflets can be found in the “Infos” section on the SchulApp.

Absence during Holiday Club in Hort

Children who attend Hort and are registered for the holiday programme and who do not turn up will be charged the sum of 38,00 EUR per missed day - unless they are officially registered sick for that day.

Absence during Hort

If the child has attended class on the day in question, parents must cancel Hort care via the school app by 12:00 noon. After 12:00 noon, an email can be sent to orga@jules-verne-campus.de in exceptional cases.

If the child is sick, the school excuse via the SchulApp by 8:00 am is sufficient (see above). In exceptional cases, this may be done by e-mail to orga@jules-verne-campus.de.

In case of contagious illness required to be reported, the house of learning must be informed immediately by email to orga@jules-verne-campus.de (see leaflet “Contagious illnesses”).

If children are regularly missing from the Hort without a medical ground, please be aware that this is grounds for contract dismissal.

Absence from Kindergarten

Parents must notify the Kindergarten of any planned or long-term absences, such as holidays, via the SchulApp in the deregistration section (Abmeldungen).

In the case of **unplanned absence**:

- Parents need to register children who are too unwell to attend kindergarten as ill via the SchulApp by 8:00 am.
- In cases of illness that must be reported, the Kindergarten must be informed immediately by email to orga@jules-verne-campus.de (see information leaflet “Contagious Illnesses”).

If children are **regularly** missing from the Kindergarten without a notification, please be aware that this is grounds for contract dismissal.

Accidents in school

Parents are always informed about accidents that happen in the House of Learning, with the exception of minor incidents. If your child is injured while attending school or Hort, public insurance covers any medical costs. Therefore, parents are required to inform us of the name and address of the doctor treating any school injuries, by writing an email to orga@jules-verne-campus.de. If you receive a medical bill, please send the original to: Kommunale Unfallversicherung Bayern Bayerische Landesunfallkasse, Ungererstraße 71, 80805 München.

Address changes

Parents should inform us immediately about any changes in personal details such as address, telephone numbers or e-mail by notifying reception at orga@jules-verne-campus.de.

Admissions to JVC Elementary School for JVC Kindergarten children

Our Jules Verne Kindergarten children are admitted to the JVC Elementary School through an internal Admissions process, with JVC Kindergarten children given priority but not necessarily guaranteed a place (i.e., if the educational assessment does not initially allow for admission). Only after the receipt of the nonbinding registration for the Elementary School by December is admission possible with a positive assessment of school readiness. This is assessed by the pedagogical guides in the Kindergarten and observations of the children during their daily Kindergarten routine by the Head of Elementary School and admissions team. The school readiness competencies to be assessed and the child's progress towards them are communicated to parents during so-called Treasure Map Talks throughout the year, the first of which is in November or December. The final evaluation is usually communicated in a Treasure Map Talk in February with a contract offer. In some cases, more time is needed to observe a child's development and a decision is made in March.

For internal admissions, a processing fee of 199 EUR must be paid to cover the organization of the internal assessment process.

Annual schedule

We provide you with a collection of diary dates relevant for school at Jules Verne Campus. Please note that parents will not be reminded of many of these dates during the year, so it needs to be carefully noted.

Annual theme

An annual theme is determined by the leadership team with staff input before the beginning of each school year. The purpose of the annual theme is to frame the school year in a cohesive way for all departments on Campus and give a special, timely pedagogical focus to the year in a memorable way for learning partners of all ages.

Once determined, the theme is shared with the Parent's Associations and presented at the parent's evenings at the beginning of the school year. Projects, lessons and excursions are planned by the various schools and departments in connection with the theme. It is also present in our yearbook. Annual themes up until now:

2019/2020	Oh, the Places You'll Go!
2020/2021	Diversity in Motion
2021/2022	Take a Walk in My Shoes
2022/2023	Imagination flows everywhere
2023/2024	10/ZEHN!
2024/2025	Time and Space to Dream
2025/2026	Stay playful, be curious!

Awards

We're very proud that Jules Verne Campus has received the following excellence awards:

- Award for Innovation during the Corona Crisis in 2022
- Klimaschule Bronze Award for the 2022/2023 School year
- Good, Healthy School in Bavaria Award 2023
- Climate School Gold Award for 2023-2026

- Eco-School in Europe / International Sustainability School Award 2024
- School without racism, School with courage 2024
- Gut.gekocht.gewinnt award for sustainable catering (Oasis) 2024

Details about these awards can be found in the JVC yearbook, our website, and in social media blogs.

Bilingualism/Immersion

In our Hort & Kindergarten, children are cared for by German-speaking pedagogical guides and by pedagogical guides whose English is at the level of a native speaker. In the Hort & Kindergarten, we work according to the “immersion principle,” a term from second language acquisition, meaning that the foreign language is acquired through playful, contextual use in everyday activities rather than through explicit instruction.

Breaks and play time

Breaks are generally spent outside, even if the weather is poor. Accordingly, we ask you to ensure your child is suitably dressed for the weather conditions.

Parents are responsible for providing sufficient supplies and regularly checking the sizes. In addition, your child always needs mud pants and rubber boots in the Kindergarten. In summer, labeled sunscreen and a sun hat are important. In winter, a hat, scarf, gloves and snow pants are necessary.

Bringing and collecting your child in Hort

Elementary School children who are enrolled in Hort go down to the Hort area at 3:30 pm, where they are welcomed and registered by the Hort team.

The child is **picked up from the Hort in the Kindergarten entrance area** where the child is called out and taken to this area. **The pedagogical staff at the Hort deregister the child via an electronic booking system. It is therefore essential that each pick-up occurs in the Kindergarten entrance area.**

If your child is taking part in a course to avoid interruptions, it would be desirable to wait until the end of the course at 5:00 pm when picking up your child.

If there is a need for discussion, Hort parents are welcome to make an appointment with the Hort coach or the Heads of the Hort & Kindergarten. Due to the structures in Hort, impromptu discussions at collection time should be avoided.

All parents who come to the learning house for a planned appointment will be collected at reception.

Bringing and collecting your child in Kindergarten

Kindergarten parents bring their child to the Kindergarten entrance area near the Kindergarten wardrobe in the morning. There they are received and registered by pedagogical guides.

The child is picked up from Kindergarten in a separate entrance area where the child is called out and taken to this area. **At the same time, the pedagogical staff at the Kindergarten will deregister the child via an electronic booking system. It is therefore essential that each pick-up occurs in the Kindergarten entrance area.** Kindergarten parents who arrive before the end of the booking time should stay in the entrance area of wardrobe area while waiting for their child. to promote the independence of the children and because this practice has had a positive effect on our hygiene standards during the Corona-related restrictions.

The Kindergarten opens at 8:00 am with flexible drop-off times (depending on booking times) until 9:00 am.

The core pedagogical time is from 9:00 am to 1:00 pm. During this time, the daily morning circle takes place from 9:00 to 9:30 am, which marks the start of the day together.

To ensure that all children can participate without disruption, children are not admitted to the Kindergarten after 9:00 am.

In case of delays and in exceptional cases communicated to us, children may be brought between 9:30 am and 10:00 am. If your child has therapy or a doctor's appointment with prior notice, children may be brought between 9:30 am and 11:30 am.

Children may only be picked up before the end of the booking time by their legal guardians, unless written consent from the legal guardians regarding the person picking up the child and the scope of their authorization has been provided in advance.

All parents who come to the learning house for an appointment at the agreed time will be greeted and collected at the reception desk.

Bringing Treats & Festivals

From breakfast in Kindergarten to morning snacks in Elementary and Grammar School, and during our Campus-wide lunch, we aim to avoid refined sugar. At lunchtime, learning partners are offered either fruit or a small dessert following the main course, and fruit is available during snack times. Therefore, bringing additional sweets into our House of Learning is not allowed. A birthday cake or muffins are the only exceptions.

For school celebrations, we offer a buffet of treats brought by various families that are not provided by our Oasis team. To ensure festivals are safe for all our learning partners, we ask for you to adhere to the following guidelines with regards to allergen and ingredient requirements (including "may contain" information):

- Please provide a small sign indicating **whether and which** of the following allergens are contained in the food: **wheat, seafood, milk, eggs, soy, celery, or mustard**
- **Peanuts, almonds, hazelnuts, walnuts, pistachios, and sesame seeds should NOT be used.**
- If allergens are used in a cake for a class celebration, it is thoughtful to provide an alternative option.
- Learning guides (or at festivals, parents) check ingredients and allergen labels before serving any item.
- Leftovers are not distributed to take home unless approved by the learning guide or parent.

Brushing teeth in Kindergarten

Kindergarten children brush their teeth every day after lunch. The Jules Verne Campus provides each child with their own toothbrush.

Campus Outfit in Kindergarten

Wearing the JVC Campus Dress is voluntary and no longer obligatory for Kindergarten children.

Carpool World

Starting from the 2023/2024 school year, JVC has offered a carpooling App called Carpool World. Details about registration will be made available on SchulApp. With the app, users can coordinate cycling trips, carpools, or group use of public transport to and from Campus with any other JVC user. Use of the app

is entirely voluntary and supports our status as a Climate School.

Christmas market

In the run-up to Christmas, we organize a Christmas market. The children sell home-made presents or baked goods. The proceeds are donated to charity. Separate events may be held for the schools and Kindergarten. The dates can be found in the annual schedule.

Climbing wall

The climbing wall is in one of our sports rooms in the basement and can be used as part of our daily offers for movement.

Cloakroom

Hort children use a locker from the company Astra Direct for a minimal fee.

There is a cloakroom for Kindergarten children in the entrance area of the Kindergarten.

Coaching in Hort

Each Hort child will be assigned to a particular pedagogical guide as a Coach, the child's and parent's port of call should there be any general questions about Hort. This will be communicated to parents at the start of the school year. The Coach is the person to invite families to parent meetings for the Hort children.

Communication platform

Jules Verne Campus uses an administration program through which the learning house communicates internally and externally. From the 2020/2021 school year, this has been the SchulApp. The SchulApp enables us to post information or to send e-mails to individuals or to groups of parents. News concerning the learning group will be published here. This also applies to the course and holiday program in the Hort. We prefer to post news to all parents and see the parents in the role of proactively retrieving that information. For urgent information regarding your child, we may also send to e-mail through the SchulApp.

Parents have access to all leaflets and information concerning the learning house via the SchulApp. You can use the SchulApp to receive messages, view the timetable, report your child sick, request a leave of absence for your child (except for Kindergarten children) and deregister your child from Hort/ Bus. The SchulApp is activated for all parents and learning partners from the tenth grade onwards using a 6-digit code.

Compulsory measles vaccination

According to the measles protection law, all school and Kindergarten children in Germany are legally required to be vaccinated against measles. A copy or a scan of proof of vaccination must be presented when a child is admitted to Jules Verne Campus. In the case of measles, the Health Department is authorized to prohibit children temporarily who do not have appropriate vaccination or immunity from attending our Campus to prevent the spread of the disease. For other diseases that can be prevented by vaccination, children not vaccinated who could be may not be allowed to attend Campus for cer-

tain periods of time, determined by the Health Department. As an educational institution, Jules Verne Campus is legally obliged to inform the health authorities if proof of medical vaccination required is not presented to us.

Contact for parents

The Hort coach in Hort and the pedagogical guides in Kindergarten are generally the first point of contact for parents, as they pass on questions and comments to the Head of Hort & Kindergarten. Occasionally when regarding questions concerning the whole House of Learning, it may be appropriate to contact the Head of Hort & Kindergarten directly. Please note that the Head of Hort & Kindergarten are the contact for the Parents' Association with regard to general pedagogical questions. Queries about service, finance or contracts can be addressed to the JVC Management.

The Kindergarten team is also available from Monday to Friday between 08:00 and 17:35 under the telephone number 0173 649 552 1. This number is exclusively for the Kindergarten and Hort. You are welcome to contact us to let us know if you are late for pick-up, to make brief inquiries about your child's condition or to clarify individual concerns and questions on topics such as settling in, excursions and more.

Please understand that we are sometimes busy with the children during morning circle or educational activities. In such cases, we will take your request on the answering machine and get back to you immediately. For non-binding place requests, we recommend that you continue to adhere to the official admission process.

Contagious illnesses

When children are diagnosed with having a contagious illness, such as an infectious disease, lice, etc., please report this immediately to orga@jules-verne-campus.de, and they are required to stay at home. Should your child have such an illness, he/she may only come back to Jules Verne Campus after having received the appropriate treatment confirmed in writing by the parents. Should the child catch such an illness again, please provide a doctor's note confirming that your child is no longer infected (please see Information about contagious illnesses).

After an illness, a return to Campus is possible if the child has been symptom-free for 24 hours.

Course program in Hort

During our core Hort time of 4:00 - 5:00 pm, we offer a combination of both open and fixed créAktiva courses that are available to all children in the Hort. These courses are run by both the pedagogical guides in Hort. As a rule, the fixed créAktiva courses take place for about five weeks during the term time between school holidays. Before each course period, families will be sent a course program before the taster weeks via SchulApp to help children with their choices. Open courses change daily and are noted on our black wall at the entrance to the Hort.

créAktiva

The word creation "créAktiva" consists of the words creativity and activity as valuable building blocks of pleasurable, effective learning and further development. Being "créAktive" is one of the teaching principles at Jules Verne Campus, which runs through all learning and activities.

Our many "créAktivas" are elective: children themselves can choose the sessions in which they would like to participate based on their interests and preferences. Certain sessions cover aspects of the curricu-

lum, e.g. drawing, painting, sports, and natural science. However, we also offer sessions such as dancing, nature study, chess, soccer, theatre, photography, karate, etc., so children can become competent in fields that go far beyond the purely academic subjects. This helps children develop their personalities, broaden their horizons, and become “experts” in certain areas at a young age. In créAktivas, children have the opportunity to discover interests and talents.

In the Elementary School, elective offers take place on Monday afternoons, while in the Grammar School, créAktiva offers are optional for the learning partners. In our Hort, the afternoon créAktiva courses are varied and elective, and children can consult their Coach in the selection process. créAktiva courses are also offered in the Kindergarten, encouraging children to choose from offers, even at a young age.

créAktiva+ in Hort & Kindergarten

Private music lessons are offered during specific times in Hort & Kindergarten. These can currently be arranged by contacting Ms Conny Ebert at conny@musikstudio.pro.

Music instructors hold lessons with children during the booking times in Hort or Kindergarten. Coordination regarding other courses and the procedure takes place together with the pedagogical guides.

We regularly hold music concerts given by the children who attend private lessons and all Hort & Kindergarten children are invited to see the shows.

Crisis Situations: Fire, AMOK, Injury

Crisis plans are in place at the Jules Verne Campus in the event of a fire or a violent threat. Our administrative and pedagogical staff also have exact procedures on how to respond in the very unfortunate case of injury, extreme illness, or even death of a member of our school family. We sincerely hope that these protocols are only put into practice during regular drills.

In the event of a fire, several announced and unannounced fire drills are conducted each school year. We share the results of the evacuation times with our JVC parents via SchulApp. Unfortunately, it is unavoidable that such drills also take place in winter. To ensure the drill is taken seriously in such cases, it is not possible to retrieve jackets and outdoor shoes. For this reason, the JVC provides sets of slippers and emergency blankets to keep the children warm.

Evacuation takes place via clearly marked escape routes that the children are familiar with, three outdoor assembly points supervised by staff, as well as clear procedures for checking safety measures before leaving the building and for attendance checks outdoors. **In the event of a fire alarm, all upper-level Gymnasium learning partners must proceed immediately to their designated assembly point and report to the supervisor there.**

In the event of a violent threat, we remain calm and barricade the doors in every room. Since our gate and entrance door are locked during school hours, we hope this remains an unlikely scenario. As we successfully demonstrated during the Covid-19 crisis, we promise to respond to crisis situations calmly, quickly, transparently, and in an age-appropriate manner.

Daily schedule in Kindergarten

The Jules Verne Kindergarten offers an open drop-off time from 8:00 to 9:00 am, during which children may eat breakfast starting at 8:00 am in the children’s restaurant in the Lagune Learning Studio. Following that, morning circle takes place from 9:00 to 9:30 am in the respective Kindergarten groups. We start the day together in the same way every day with the morning circle. Through this ritual, the children find a sense of security, a focused connection to their caregivers and, they achieve important developmental

goals: The children practice recognizing the days of the week, talk about the weather, and sing songs together. Afterward, the upcoming day is discussed in a child-friendly way. Like all other activities at the Jules Verne Kindergarten, this activity is bilingual.

Each group structures its daily routine individually from Monday through Thursday. On Fridays, after the morning circle, cross-group créAktiva courses take place.

Throughout the day, there are always open activities in the shared spaces such as the Island Learning Studio, the Children's Island, the Art Studio, the Climbing Room, the Submarine Learning Studio, etc., and there is always the option to use the spaces shared with the Elementary School—such as the Sports hall—for activities, provided this is arranged in advance and supervised by our educational staff. Which rooms are available for use during the day is announced during the morning circle.

08:00 - 09:00 am	Arrival and quiet playing time Open breakfast and fruit basket
09:00 - 09:30 am	Morning circle
09:30 - 11:30 am	Free choice of activities
11.30 - 12:15 pm	Lunch
12:15 - 12:30 pm	Brushing teeth and preparing for quiet time
12:30 - 01:30 pm	Sleeping and resting time
01:30 - 02:45 pm	Outdoor play
02:45 - 03:15 pm	Snack
03:15 - 04:30 pm	Free play and flexible pick-up time
04:30 - 04:45 pm	Late Snack
04:45 - 05:35 pm	Free play and flexible pick-up time

Daily schedule in the Hort

The “Smart Start to the Day” offer in the Jules Verne Elementary School is available for Hort children from 8:00 am.

From 3:30 pm, the children come to Hort. They then have an outside free play session until 4:00 pm each day. After this time, children can either attend their fixed courses or else our open offers accordingly. There is group snack from 5:00 pm until those travelling on our Hort bus service depart at 5:15 pm. Following this, quiet pedagogical activities will be available until closing time.

Daily routine Hort JVC children

08:00 - 08:15 am	Smart Start to the Day Offer
03:30 - 04:00 pm	After lessons, children come to the Hort
04:00 - 05:00 pm	Individual offers/courses in the communal rooms: Freely selected, open offers or fixed courses that can be booked for a specific period of time and structured according to age groups
05:00 - 05:35 pm	Snack, Free playtime with flexible collection time (within the booking times)

DNA

According to the SBW Haus des Lernens, educators in SBW schools should possess the so-called “DNA”

shared by all SBW schools, including Jules Verne Campus:

- **Bildung im Blut** – When passion is lived and shared in a house of learning, people develop. “Education in your blood” reveals this passion and shows the relationship we have to teaching and learning.
- **Haltung im Herzen** – Having the right “attitude at heart” means having the courage to truly develop our teaching and learning dimensions.
- **Kribbeln im Kopf** – “Tingling in your head” describes our passion to rethink and redesign school. It stands for the curiosity with which we constantly question teaching and learning so we can develop new models and approaches; it includes our designed learning environments, the school subject Curiosity®, the SBW Idea (pedagogical development department) and our neurobiological knowledge about learning.

Drinking water

Hort children bring their drinking bottles to the Hort area, where they can refill them with water at any time.

Each Kindergarten child brings their own water bottle (see checklist), which they also take with them to the garden or on trips. There is a drinking station in the Kindergarten area where children can get something to drink for themselves at any time.

Drop-off Zone

Since 2025, a drop-off area is offered for school children every morning from **7:55 to 8:15 am**. Parents arriving by car can use the **entrance located next to the JVC garage** on the small side street around the learning house and enter the JVC grounds through the open rear entrance gate. From there, they follow the driveway on the JVC grounds to the front gate at Bayerwaldstraße. On the JVC grounds, just before the gate, there is a **blue-marked zone** where a very brief stop of 1-2 minutes is designated for dropping off children who then proceed across the JVC playground to the learning house. Parents then drive straight through the open exit gate (cautiously!) back to Bayerwaldstraße. Note that the side street next to the JVC garage also serves as the access road to the underground garage of our neighboring buildings. Please watch out for oncoming vehicles.

School parents should use the drop-off zone or park near Campus, never dropping off children directly on to Bayerwaldstraße. Even a brief stop in the second row on Bayerwaldstraße to drop off JVC children poses a safety risk and is not permitted. Only Kindergarten parents may use the underground car park.

Entry to the House of Learning

For safety reasons, access to our school is possible only with a special chip for the door. Entering the Campus is only allowed during bringing and collecting times. To foster a protected learning environment for both pedagogical guides and children not interrupted by unannounced visits or private conversations, we ask that parental access to the Learning House be limited to the outside areas. Exceptions are school festivals or special events.

Parents who arrive on Campus for a development talk should wait to be collected by a pedagogical guide in the foyer near reception.

Parents arriving early to collect their child from Hort or Kindergarten should stay outside during the waiting period. The child is picked up from the Hort in the Hort entrance area, from where the child is called

out and brought to this area. Collection from the Kindergarten is via the separate entrance.

Expedition statement on Campus

In a collaborative activity with the entire JVC team, a new “expedition statement” was created for Jules Verne Campus to capture Jules Verne’s vision and our educational mission, valid at least until 2022:

Jules Verne Campus: **The journey into your future starts here.**

This statement replaces the previous statements “Münchens neue Schule” or “JVC – The place to be” and is prominent on our website, in our newsletter and yearbook, promotional materials, and at informational events for both JVC parents and interested parents.

Food Offers and Eating Culture in the JVC Oasis

At JVC, we value health and fitness, and we take pride in our award-winning kitchen team who prepares and serves fresh, organic food in our inviting dining hall called the Oasis every day. Our nutrition concept at JVC follows the DGE (deutsche Gesellschaft für Ernährung), and the Oasis team won the prestigious gut.gekocht.gewinnt Award in 2024 given to only eight institutions in Bavaria for sustainable, high-quality catering.

From breakfast in Kindergarten to morning snacks in Elementary and Grammar School, and during our Campus-wide lunch, we aim to avoid refined sugar. Along with the salad bar, we offer three lunch menu options daily: standard, vegetarian, and vegan. The specific menu choices for a given week are posted weekly under “Infos” on the SchulApp for your review. After lunch or during afternoon snack time, our Jules Verne children enjoy a little dessert every now and then.

Upon enrollment at JVC, you may indicate allergies or food preferences. To ensure that your allergies are taken into account, please submit a **medical certificate** via email to orga@jules-verne-campus.de. Only newly identified allergies, allergy changes, or allergies for new learning partners at JVC will need to be accompanied by a medical certificate starting from September 2026.

All previously known allergies from existing children or learning partners at JVC needn’t be confirmed separately with a medical certificate.

Special eating requirements are accommodated as follows:

- Allergens contained in meals are listed on the weekly menu and in the Oasis. Our kitchen team and learning guides support the children and learning partners in an age-appropriate manner in taking these into account when choosing their meals. **Children with allergies receive their meals on separately labeled plates.**
- If there are religious restrictions on food, learning partners can opt for vegetarian or vegan alternatives. Please note that religious education is a private matter for families and can only be taken into account at JVC within the options specified above. Religious eating habits are not monitored specifically.
- If a dish contains beef or pork, this is clearly indicated. Vegetarian or vegan options are available as alternatives. Alternative meat dishes are not offered. Schnitzel at JVC is made exclusively from poultry. Older learning partners who wish to fast at their own request for religious reasons are welcome to sit at a different table during lunch if they wish, but it is not possible to be excused from lunch.
- Vegetarian and allergen-free alternatives are also available for the morning and afternoon snacks for the children and learning partners concerned, **these are provided in specially labelled boxes.** With the exception of ham, non-vegetarian morning and afternoon snacks contain only poultry.

Snacks with and without butter are always available.

- Please send any changes regarding allergies and health-related concerns about meals to orga@jules-verne-campus.de. If necessary, we will work with you, our children, and learning partners to find healthy and good eating habits.

At JVC, we offer children and learning partners fresh salads and a wide variety of vegetables. They learn about many different flavors and textures and eat together in a positive, open atmosphere. We *encourage* the children and learning partners to try different or new foods and live this principle as a casual but natural part of our food culture. We ask you as parents to support this educational approach at JVC. We thank you for your understanding that your child's individual needs will be met within the framework of the menu options described above and that separate meals cannot be prepared individually. **For information on our policies on food brought to Campus for birthdays and festivals, please see the section "Bringing Teats & Festivals."**

Fractal

Fractals are a special phenomenon in nature. In all forms of life certain basic patterns repeat themselves the further one penetrates into the respective structure as the structure of ferns, crystals or snowflakes illustrates. Principles of a fractal are a) self-similarity, b) self-organization and goal orientation and c) self-optimization and dynamics. There are seven fractal elements that are important in SBW schools: **Respectful interaction, Responsibility, Designed Environment, Trusting in Success, Coaching, Compacting, and Connecting.**

For more details on the elements of the SBW Fraktal, please see the SBW Booklet saved under "Infos" on SchulApp as well as on our website under "[downloads](#)." For details on application at Jules Verne Campus, please see the Campus News Autumn/Winter Edition from 2021/2022.

Frequently asked questions

Please have a look at our website for answers to frequently asked questions: <https://www.jules-verne-campus.de/en/admissions/>

Fundraising at JVC

For many years, JVC has supported fundraising for selected **charity organizations**. Our JVC children and learning partners make and sell holiday crafts at annual **Christmas Markets** in winter, and they participate in **charity runs** every summer.

Organizations we donate proceeds to from our Christmas Markets are the following (three are chosen per year):

Münchner Kältebus <https://kaeltebus-muenchen.de/> (Oasis team)

SOS Kinderdorf <https://www.sos-kinderdorf.de>

World Wide Fund for Nature (WWF) <https://www.wwf.de>

Still I Rise <https://stillirise.org/>

ConCultures <https://www.concultures.de>

Proceeds from our charity runs are donated to these two organizations in alternation:

Centro Cultural del Perú e. V. (CC Peru) <https://ccperu.de/de/>

Steppenkind (<https://steppenkind.de>)

JVC maintains personal relationships with both CC Peru and Steppenkind, allowing the JVC learning

partners, with pen pal exchanges, regular updates, and participation in JVC festivals, to feel the tangible effects of their fundraising efforts. Our fundraising efforts are linked pedagogically to the SBW Fraktal *Respect* and the Future Skill *Global Identity*.

In addition, as part of Ethics lessons, the JVC Grammar School partners with United World Schools (<https://uwsglobal.net/about-uws/>) through a volunteering program. Learning partners in the middle grades use their volunteering time to raise awareness about the lack of educational opportunities in developing countries and raise money to build schools.

Future Skills™

At JVC, we foster the Future Skills™ concept at all age levels as defined by the SBW House of Learning. Here, the assumption is that our world is changing faster than the structures of school can adjust to, and the focus is on future-oriented competency areas that we strive to develop in our learning partners. To be a self-empowered person, we need passion & resilience. To be change makers, we need global identity and sustainability. To be game changers, we need entrepreneurship & acting out of the box. These qualities, as well as digital literacy, are fostered in Coaching, creative offers such as créAktiva and Curiosology, in talent promotion, in professional orientation, and in our media concept. Most importantly, Future Skills represent a forward-thinking mentality embraced at JVC to prepare children for future structures in work and society not yet known. We have a designated learning guide in Grammar School who is dedicated to developing and implementing Future Skills at JVC. For more information, please see the Future Skills Booklet on the JVC Website under "[Downloads](#)."

Gifts for JVC Staff

It's not uncommon for parents to give JVC staff members gifts of goods or money as a token of appreciation for their work. Our team may accept these gifts at Christmas and at the end of the school year, subject to the following restrictions:

Group gifts from a group's parents may not exceed a total value of 100 EUR per staff member per school year. Whenever possible, we ask parents to contribute to a group gift or to make a direct thank-you contribution to the class fund or the Parent Associations' support account.

If there is a strong desire to give an individual gift, the following principle applies: **Individual gifts** of goods or money from individual families may not exceed a total value of 50 EUR per staff member per school year. Any amounts exceeding this limit are deposited into the respective learning group fund and benefit the children and learning partners for special projects.

Gumpy room

This soft play area in the basement floor has been designed such that children should not be able to injure themselves whilst playing. We have rules to ensure this is the case.

Head of Learning House

The Head of Learning House is responsible for general operations and also the leadership team for the Grammar School, Elementary School, Hort & Kindergarten, and Administration.

Hello, Please and Thank you

Courtesy and respectful interaction with one another form the basis for an appreciative learning cul-

ture. This also means that parents, children, and educational staff are available to one another during encounters such as drop-off and pick-up times. Telephone calls should be made outside of the house of learning.

Holiday Club in the Hort

During the vacations, except during the designated closing times, the Hort offers a holiday care program for the Jules Verne Hort children. Official closing times of the Hort are:

- during the Christmas holidays
- during the last two weeks of the Bavarian summer holidays

All excursion or material costs incurred are covered by the annual development fee for Hort. Registration is possible up to two weeks before the start of the respective vacation. Please note that the vacation weeks can only be booked in full. Vacation care in full weeks can also be booked free of charge for Hort children during the first four weeks of the summer vacation.

Children who have not booked Hort care during the year are not able to use the holiday care program.

Holiday Club in the Kindergarten

The **Kindergarten** is also open during the holiday season except for the set closing times.

Closing days are

- during the Christmas vacation
- during the last two weeks of the summer holidays

In principle, the Kindergarten children follow the regular daily routine during the holiday period as well, with the following exceptions:

- During holidays, different opening hours from 8:00 am to 5:00 pm
- The pre-school does not take place during the holidays

However, since the Kindergarten is part of our community like the Jules Verne Elementary and Grammar school, some offers may differ in school and holiday care times. Parents inform the Head of the Kindergarten about their presence during the holidays, but a separate, binding registration is not necessary.

Homepage/Website

www.jules-verne-campus.de/en/

House rules

Our house rules ('Hausordnung') lay down the way we interact, how we behave, and how we treat things in our House of Learning.

ID cards

At the start of the school year, each child in the Hort receives an ID card with their photograph on it. When the learning partners arrive at Hort, they should hang their ID card on the corresponding board for the activity that they are participating in. When the learning partners come for snack at 5:00 pm, they should return their card to the shelf. Snack takes place in the Learning Studio Submarine for Hort children and in Kindergarten restaurant for Kindergarten children.

Any child who has not returned their card to the shelf will have it removed and they will personally have to collect it from a pedagogical guide in Hort at the start of activity time the following day.

iPads

Each Elementary School class has their own iPads which are used to offer variety in the children's learning e.g. recording events in writing and photography, for research purposes, and for using learning programs. The Grammar School has a set of iPads that can be used in grades 5-8 (laptops are used from grade 9). iPads are also available for Hort and Kindergarten children. Our iPads use a filter which enables only child-appropriate websites to be used.

JVC Goals & Vision 2025-2028

We at JVC create an extensive goals and vision paper along with a visualization for a period of three years. This document redefines and clarifies our values and pedagogical focus, frames all the innovative pedagogical projects the leadership team plans within their teams, and creates a unifying vision that staff, learning partners, and parents can identify with, forming the inspiration for our unique Campus culture.

On the next page, we are pleased to share the visualization for 2025-2028, which has a similar structure to our last one for 2022-2025, but updated with different areas of focus and additions. Here, the child is at the center, embarking on a journey in a hot air balloon that represents Jules Verne Campus, with our claims written on the balloon. All elements of the visualization are essential to keep the balloon in the air and flying toward a bright future.

The balloon ride is fueled by the flame of passion from our dedicated JVC team, while the four corners of the basket are formed by the four areas on Campus, each with carefully defined goals catering to children and young people of different ages. Core concept aspects such as the SBW Fraktal and Communication are needed to hold the basket together. Lastly, the so-called maintenance goals around the balloon represent concept elements that we have established Campus-wide and would like to keep alive, refine, or take to the next level. These elements in the air around the balloon – including two new ones, SBW Future Skills and Storytelling – give the flight buoyancy.

We look forward to continuing our journey together as one learning house at Bayerwaldstr. 8, with the Gymnasium returning for the next school year.

Goals and Vision Jules Verne Campus 2025 - 2028

Excellence in Service

Learning House
Oasis
Sustainability

Campus Culture

commitments, annual themes,
fundraising, diversity

JVC, the Place to Be

professional onboarding,
supportive team culture,
competitive compensation,
collaborative leadership

Excellence in Pedagogy

Bilingualism
Curiosology
Sport & Movement

Feedback Culture

parent and staff surveys,
parent collaboration, reflection

Agility & Transitions

creative solutions,
internal admissions

Advancing IT

smart, responsible
developments in AI, robotics,
learning platforms

Future Skills

Self-empowered person:
passion & resilience
Change maker: global identity &
sustainability
Game changer: entrepreneurship
& acting out of the box

Synergies

fruitful cooperations,
projects, studies

Storytelling

website, social media,
yearbook



SBW Fraktal

Respectful Interaction,
Prepared Environment,
Responsibility, Trusting in
Success, Coaching,
Compacting, Connecting

Communication

Respectful & cooperative
Regular & multi-channel
Positive & dynamic



Gymnasium

- Continued Educational Excellence
- Achieve State Anerkennung
- Optimization LehrplanPlus + G9
- Ongoing Abitur Success
- Improved Career Orientation
- Increased Bilingual Opportunities

Elementary School

- Continued Excellence in Teaching & Learning
- Fostering Growth & Wellbeing
- Focus on Professional Development
- Developing Journey & Story for Learning Partners

Kindergarten & Hort

- Expansion to Full Capacity
- Focus on Fraktal: Respect, Responsibility & Connecting
- Focus on Future Skills: Resilience, Passion & Global Identity

Learning House

- Excellence in Organization & Frameworks
- Oasis Wellbeing
- Place of Wonder: new spaces, outdoors, foyer, cleaning, facility

Late fee

A fee will be charged upon late collection of your child. At the first instance, a fee of 35,00 EUR will be charged for every hour that's begun.

The second time a late pick-up occurs, a fee of 70,00 EUR will be charged for every hour that's begun, and a third violation will result in a fee of 150,00 EUR for every hour that's begun.

If late pick-ups occur more than three times, then this provides a reason to cancel the contract for Hort or Kindergarten services.

Lice

In regular visits, typically after school holidays, our lice expert examines the Kindergarten children and learning partners for lice. For more information please refer to our document 'Information about head lice' on our website (www.jules-verne-campus.de/en/downloads/). The dates are also available in our annual schedule.

Lost property

We would like to remind parents to label all items of clothing children bring to school. Please visit the general Lost&Found Area in the Oasis during opening hours to collect missing items. There is a separate Kindergarten Lost&Found in the Kindergarten entrance area and a Grammar School Lost&Found in the Learning Studio Air. In regular intervals after being announced on the SchulApp, items not claimed will be donated to charity and Campus outfit items used for the 'JVC stock' for children who have forgotten wear an item from the Campus outfit.

Lounges

On the first floor with our small Tree Lounge adjacent to the coffee bar, on the second floor with our Air Lounge, and on the third floor with our Moon Lounge, well-designed co-working spaces on Campus may be used by learning partners. **The Moon Lounge is limited to use by the upper grades and is equipped with a water dispenser. The Air Lounge may be used by both Elementary and Grammar School learning partners and is also equipped with a water dispenser.** The outdoor terrace on the second floor called Fresh Air and the third floor terrace called Lunar Landing may also be used as co-working spaces by Grammar School learning partners.

The Sea Lounge in the first floor basement foyer may be used by Grammar School learning partners during breaks or by Kindergarten parents while waiting for their child during the settling in phase. The pool table and kicker table in the Sea Lounge may be used only when registered at reception.

The lounges can only be used by learning partners if there is supervision during the breaks or the presence of a learning guide.

Lunch

Lunch is a key pedagogical element in our House of Learning. The learning guides and pedagogical guides have the opportunity to see the children and learning partners from a new perspective and can have varied conversations with them. This experience underpins the development of our relationships with the children. We strive to model good manners and socially integrate everyone.

Lunch in the Kindergarten takes place separately in the children's restaurant in the Learning Studio Island.

Media concept

Jules Verne Campus is multimedia-oriented and uses digital media to convey academic and social- emotional content. Further details are provided in our JVC media concept.

Kindergarten: Our online learning journal, Seesaw, is an important tool for Kindergarteners to post and receive feedback on pieces of work and photographs. Parents who have signed up to Seesaw Family can see their child's posts in real time either in an internet browser or in the app on their mobile devices.

Mobile phones / other electronic devices

Children should not use mobile telephones or other electronic devices in the Hort & Kindergarten.

Musical instruments

After class, instrumental lessons can be booked at the music school "Musikstudio" next door. For this purpose, we make our premises available.

The required instruments of the children may be deposited in the input rooms at Jules Verne Campus. We would like to point out, however, that the Jules Verne Campus accepts no liability for loss or damage to private musical instruments arising from such a private booking.

News from Jules Verne Campus

Information, reports and other news will be communicated via the SchulApp.

Oasis Coffee for parents

We offer Oasis Coffee from 8:00 – 9:30 am twice a year. Here, parents can join in an informal setting to chat with the Head of Learning House and other members of the leadership team over a cup of coffee. We can address questions and clarify any important developments. The dates are listed in the annual calendar. With this format, we aim to foster an open and constructive atmosphere, and parents have the opportunity to have a regular, direct and informal exchange.

Opening hours

Hort children may participate in the "Smart Start to the Day" offer in Elementary School from 8:00 am to 8:15 am. At 3:30 pm, Hort children go down to the Hort area and continue to take part in the normal after school Hort program until 5:35 pm.

Please note: During the [Holiday Club](#), the Hort is open from 8:00 am - 5:00 pm.

The Kindergarten is open from 8:00 am to 5:35 pm with the exception of the set closing times during the last two weeks of the summer holidays and during the Christmas vacation. Opening hours during the school holidays are 8:00 am – 5:00 pm.

Ordinary termination of school and service contracts (Kindergarten care contract)

Ordinary termination of the school and service contract, also e.g. due to relocation, is possible with a notice period of 12 weeks to January 31 and July 31 of each year by post to Jules Verne Campus or by email to orga@jules-verne-campus.de. A verbal or written message to learning guides (pedagogical guides in the Kindergarten) or other team members is not sufficient.

Example: If you wish to leave on January 31, the notice of termination must be received by Jules Verne Campus by November 15. If the notice is received later, the school and service fees must be paid until July 31 of the school year, even if the learning partner leaves earlier.

This regulation is necessary for reasons of planning security, as Jules Verne Campus itself is bound by its contracts with cooperation partners, meaning costs such as rent, personnel and administration costs continue to be incurred even if a learning partner leaves.

If you join or book by October 15 of a given school year, the contract is deemed to have been concluded on August 1 of the respective school year and the service booked from August 1 of the respective school year. Fees will be waived for the period of absence between the start of the school year and actual entry.

The monthly contributions relate to the school year from August 1 to July 31 and are averaged figures as the result of a mixed calculation (i.e. the sum of all costs incurred by the learning partner in the relevant school year divided by 12). They must therefore also be paid over 12 months of the year, so also during non-school periods (vacations, public holidays, and in Grammar Schools, after the Abitur examinations until the end of the school year).

Parental collaboration with the House of Learning

The Head of Learning House remains in close touch with parents via training sessions including talks, presentations and discussion evenings. At least one parent is expected to participate in these events.

Parents' Association and Parental Collaboration in the Hort & Kindergarten

At the beginning of the school year, there is a general information evening listed in the annual calendar at which the Hort & Kindergarten Parents' Association election is held. The term as a member lasts one school year.

From the 2026/2027 school year, one Hort & Kindergarten Parent's Association for the entire care center will be created with two Hort representatives and several others from the various Kindergarten groups. All Hort & Kindergarten parents elect the Hort & Kindergarten Parent Association members in a live election in which ideally, parents from each group are represented. Parent Association representatives receive the contact data of Kindergarten and Hort families so they can create mailing lists to address the need of parents. It's essential that only families with children presently in the Hort & Kindergarten are included. Contact data should never be shared with third parties. Parent representatives sign a data protection form outlining these guidelines.

At least twice a year in the **Kindergarten**, there are parent-to-parent discussions on the development of the child with the pedagogical guides, one of these being a so-called treasure map discussion in the preschool. Additional talks are possible if required. The responsible pedagogical guide prepares them, through close observation, exchange with the other pedagogical guides and the development sheets. The "That's me!" book of the respective child is included. These conversations are held in a quiet atmosphere and if possible with both parents. Here, the development processes, strengths and areas for improvement are discussed.

Hort parents make an annual appointment with their child's Hort coach, and they can reach out to their child's pedagogical guides or the Hort & Kindergarten leadership team as needed.

The Hort & Kindergarten leadership team may also be contacted for questions upon request. They are also the main contact for the Hort & Kindergarten Parents' Association.

Parents' Consultation Hours

Parents are able to meet with the Hort & Kindergarten leadership team or your child's Hort coach or pedagogical guide in Kindergarten at set consultation hours.

Parents' evening in Hort & Kindergarten

At the beginning of the school year there is a parents' evening in the Hort and a parents' evening in the Kindergarten with election of the Parents' Associations. These informational events are listed in the annual calendar (see [Parents' Association and Parental Collaboration in the Hort & Kindergarten](#)).

Parking in the Underground Carpark

In the underground parking garage there are ten permanently allocated parking spaces for parents of the Kindergarten, and these can be used during the drop-off and pick-up phase. In general, drop-off and pick-up of learning partners takes place outside the gates of the JVC. There is ample parking on the surrounding streets as well as bicycle parking on the JVC grounds.

Pedagogical guides

The Hort & Kindergarten staff have the official title of pedagogical guides.

Portfolio – "That's me!" in Kindergarten

With each child, the pedagogical guides create a portfolio folder with the name: "That's me!" This portfolio documents the developmental progress of each individual child. Artwork and photos of the children are annotated and can be included in the portfolio, whereby the child has a say in deciding what belongs in his or her portfolio. This folder is available to the child at any time to allow him/her to see his/her own learning path, progress and individual developmental history. In this way, the child is given the opportunity to reflect on his/her own development, recognizing personal strengths and building self-esteem.

Potty training and nappies in Kindergarten

In principle, children attending the Jules Verne Kindergarten must be able to go to the toilet independently. Based on our facilities, we can support children that are potty trained or in the end of the procedure. All children are supported and encouraged by the pedagogical guides to achieve the highest level of autonomy that is possible, given their age and ability.

School buses

The bus service at Jules Verne Campus is run by the Skrabal company and is offered for JVC children from grade 1 on school days only and with a departure from Campus at 4:00 pm. School bus service after Hort is not offered.

If your child will not be travelling on the bus home, please notify us by at least 12:00 noon via SchulApp. Cancellations from the morning bus must be made directly with the driver and are the responsibility of the parents.

School dog

In Kindergarten, Elementary School and Grammar School, there can be a maximum of one school dog each, and the dog must have completed appropriate training as a school dog according to our school dog concept. The educational benefits of dogs in classrooms have been extensively researched and proven. At the Jules Verne Campus, we want to take advantage of this in a clearly defined and controlled setting. More information on this is posted on the SchulApp under “Infos” at the beginning of each school year.

School holidays

Our school holidays follow the Bavarian school holiday system. Please bear in mind when planning private holidays that they cannot be extended into school term time. This is a governmental law applicable to all schools.

The Hort & Kindergarten is open all year round except the last two weeks before the start of the school year, during the Christmas holidays, and during two announced professional development days. During the school holidays, the opening hours change and are from 8:00 am – 5:00 pm.

Scooters / rollerblades / bikes / waveboards

Parents should decide for themselves how their child gets to school. We provide bike stands in our school playground. Scooters etc. may also be parked at the bike parking area.

We strongly urge those parents who allow their child to come to school by scooter or by bike to ensure that their child wears a helmet at all times.

For safety reasons, bikes etc. must be pushed and not ridden within the school gates.

During some breaks we allow the use of roller blades, etc. in clearly marked areas. Should this be the case, then all children using these must wear a helmet at all times.

The House of Learning will not be held liable for loss or damage to property.

Semi-Open concept in Kindergarten

We work in a semi-open concept in Kindergarten. This means that the children can move freely within a structured and reliable framework to pursue their own interests and preferences. In this way, we enable individual education and development.

The children belong to one of the four groups and spend fixed times (morning circle, lunch) with it, providing security and support. Every morning in the morning circle, the pedagogical guides decide help the children decide which areas will be opened and discuss what activities and projects will be offered.

Settling in time in Kindergarten

The first few weeks that a child is settling into kindergarten are a time of crucial importance to their later happiness. All children are individuals, and while some children will adjust fairly easily to the new environment and new routines, others will take longer to feel comfortable and secure. The settling-in period usually lasts from couple of day to couple weeks depending on the particular needs of the child and family. The settling in period will be organised with families on an individual basis once contract talks have been completed. This is to be made in agreement with our pedagogical guides in the Kindergarten.

Sleep and quiet time in Kindergarten

The daily routine of the Kindergarten children includes a daily sleep or rest phase, depending on their development and age. Mobile sleeping facilities are available in the Kindergarten rest area. Sleeping bags and pillows are provided by us and are regularly washed hygienically. Each Kindergarten child should have two seasonal pajamas in Kindergarten; we kindly request that the parents wash these regularly.

Slippers

All Kindergarten children must have appropriate slippers, and all Hort children should have a separate pair of slippers for sole use in the Hort.

Snacks

Snack is offered in the Hort as an “open” snack in the Submarine Learning Studio. There is also an official snack time at 5:00 pm after activities have finished.

In Kindergarten, an open breakfast is offered at 8.30 am in the children’s restaurant in the Island Learning Studio, followed by further snack times as required. The Kindergarten children have lunch together every day.

Snow

In winter, the throwing of snowballs is strictly prohibited on the school grounds.

Social media

In keeping with our JVC school statement The journey into your future begins here, we increased our presence in social media and created our Jules Verne Campus Facebook, Instagram, and LinkedIn accounts. Since November 2020, we have kept our JVC family updated regularly with short blogs, posts, photos, and events announcements on these platforms:

- Facebook: <https://www.facebook.com/JVC.Munich>
- LinkedIn: <https://www.linkedin.com/company/jules-verne-campus>
- Instagram: <https://www.instagram.com/julesvernecampus/>

These highlights do not replace the “must have” information posted on SchulApp for our school family. Of course photos will only be included of children with default “external” photos permissions that you indicated on your questionnaire upon admission at JVC, or projects or images are shown in which children are not recognizable. We encourage all JVC staff and parents to “follow us” on social media.

Stop rule

We encourage using the word ‘stop’ to bring to a halt situations including squabbles in which a child feels uncomfortable. Learning guides, the Hort & Kindergarten team, and children are all empowered to use it, thereby signaling to others that they are crossing a boundary. The stop rule helps to prevent larger conflicts from escalating unnecessarily.

Strollers

Strollers and baby carriages should be folded and parked in the entrance area of the Kindergarten. Please ensure that the doors and escape routes remain clear.

Supervision of children in Hort & Kindergarten

Hort children may participate in the “Smart Start to the Day” offer in the Elementary School from 8:00 am to 8:15 am. During this time, the children are supervised by the elementary school learning guides. At 3:30 pm, Hort children go down to the Hort area, where they are welcomed by the Hort team and continue to participate in the regular after school program. Depending on the booking selected, Hort care is available until 5:35 pm.

The Kindergarten opens at 8:00 am and can be booked until 5:35 pm at the latest. In order to ensure the implementation of the educational concept, there is a core time from 9:00 am to 1:00 pm, during which attendance is compulsory.

Swimming lessons in Hort & Kindergarten

Swimming courses are offered regularly during the holiday club for Hort and Kindergarten children.

Talent Promotion

Through creative offers such as créAktiva and Curiosology, and through Coaching—keeping in mind our view of a person that states “each person is unique,” talent discovery has an important place at JVC. The aforementioned offers enable learning partners to explore their skills and passions. The support of children in their talents could take the following forms: special arrangements for learning partners to pursue sport, musical, artistic, or academic giftedness and/or interests; talent shows on Campus; encouraging children to participate in competitions; and celebration of successes and skills by having a place for children to share their talents and interests in the classroom, during assemblies, and at school festivals (e.g. demonstrating, performing, reporting).

Toys

Toys may only be brought to the Jules Verne Campus at the express request of pedagogical guides. The surroundings at the Jules Verne Kindergarten offer so many exciting and stimulating materials that the children can explore and use as part of their play and development. **Please also note that toys may not be stored in the cloakroom or in jacket or bag pockets.**

During the **settling-in period in Kindergarten**, children are welcome to bring a familiar comfort item, such as a favorite stuffed animal. This also applies to children who take a midday nap. The item will be stored in the child’s personal compartment.

For **“Show and Tell”** in Kindergarten and upon individual invitation, children may bring a personal toy from home. We kindly ask that toys brought are not too large and do not contain hazardous small parts. **Weapon-like objects are strictly prohibited.**

The learning house is not liable for lost or damaged items brought to Campus.

Trips and excursions in Hort & Kindergarten

Trips and excursions in the Hort usually take place during the Holiday Club. Costs for field trips are covered in the annual development fee for Hort. In Kindergarten, excursions are scheduled regularly, and the parents are informed about them ahead of time by the pedagogical guides. Kindergarten parents are charged quarterly for any additional field trip costs.

The following applies to field trips:

- Appropriate clothing should be brought for all excursions, as they will take place regardless of

weather.

- Excursions are planned thematically according to the educational focus of each group.
- During the settling-in and consolidation phases in Hort & Kindergarten, from September to December, activities in a familiar environment are preferred and excursions and other external activities are not planned.
- Backpacks with a water bottle must also be brought on trip days. Snacks are provided by Jules Verne Campus.
- Pocket money is not needed.
- Families should also remember to check children for ticks following trips to the forest.

Underground car park

Please see [Parking in the underground car park](#)

Wearing a helmet

If learning partners use vehicles with wheels, e.g. scooters, waveboards, roller blades or bicycles, they must wear a helmet.

Weather-appropriate clothing

Parents must ensure that every item of clothing is labelled clearly with the child's name.

As we go out in all weathers, both Hort and Kindergarten children should ensure that weather appropriate clothing is available to them at all times if the year. This applies in particular to waterproof shoes and rain and/or mud trousers and a sun cap.

Kindergarten children should also ensure they have appropriate spare clothes with them in case of accidents. The children are able to keep these items in their cloakroom in their designated spot.

Winter sports days

Winter sports activities are offered as day trips in Kindergarten. Participation is voluntary.

Bookings are made through the cooperating ski school, which also assesses the children's skiing ability and divides them into small groups for the ski courses according to the information provided by their parents.

The children are accompanied on the day trips by educational supervisors and, if necessary, 1-2 parents. The task of the learning guides and parents is to supervise the children "around the ski course," i.e., when getting on and off the bus, during breaks, toilet visits, etc. They are not qualified to lead a group of students in skiing, so the ski school is responsible for conducting the ski course and supervising the children. If you have sufficient skiing ability, an educational supervisor or a parent may accompany the ski course as additional support, especially for beginner ski courses.

This must be requested via the registration process. A leaflet with tasks and rules will be provided to interested parents.

Yearbook

An annual yearbook is released at the end of each school year in which the photos of all staff and learning partners are included. Articles and photomontages pertaining the various departments and peda-

gogical highlights from the year are included. The theme of the yearbook corresponds to the annual theme on Campus in the given year.

Hort Checklist for parents

- ☐ Does my child bring a bottle filled with water or tea every day?
- ☐ Does my child have waterproof pants in school?
- ☐ Does my child have a sun hat / sunscreen in the house of learning?
- ☐ Are my child's rain boots in the house of learning?
- ☐ Does my child have a **(second) pair slippers** in the Hort?
- ☐ Is my child's name labelled on all articles of clothing and school supplies?
- ☐ Do I pick up my child **on time** and according to their booking times?
- ☐ Did I notify reception when I picked up my child?
- ☐ Did I send a **written permission** for other people collecting my child **in advance**?

Kindergarten Checklist for parents

- ☐ Does my child bring a bottle filled with water every day?
- ☐ Does my child have weather-appropriate clothing on Campus (i.e. waterproof pants, rain boots, snow pants/suit, sun hat etc.)
- ☐ Does my child have a complete change of seasonally-appropriate clothing in Kindergarten?
- ☐ Does my child have **a pair of slippers** in the Kindergarten?
- ☐ Is my child's name labelled on all articles of clothing and school supplies?
- ☐ Do I pick up my child **on time** and according to their booking times?
- ☐ Does my child wear one item of the Campus outfit that is visible all day long?
- ☐ Have I notified my child's pick-up with a pedagogical guide for electronic check-out?
- ☐ Did I send the Kindergarten **written permission ahead of time** for other people collecting my child?