

## Notes for parents

### **Cooperation between day care centre and elementary school**

The cooperation between parents, day care centre educational staff<sup>1</sup> and the elementary school teachers is very important for a successful transition from the day care centre and kindergarten to school.

The basis for this cooperation is constituted by the administrative regulation of the Ministry of Culture on the cooperation between children's day care facilities and elementary schools in its current version.

#### **The participation in the cooperation and the associated data processing requires your consent.**

The cooperation between your child's day care centre and the primary school includes offers and activities, that support the transition of your child to school during the last year of kindergarten. Hence, as parents of children who are about to start attending school, you will be invited to an open day. Your child may participate in activities offered by the elementary school teacher at the day care centre and get to know the school during school visits.

You will be informed about these dates in due time. Your child's day care centre and the respective elementary school have developed a common cooperation concept.

The elementary school and the day care centre work together trustfully to design a child-friendly transition to school. As part of the cooperation, they gain insights about both the group of future first-graders, as well as about individual children. With these insights as a base, they will then derive pedagogical measures - targeted support or assistance in certain development areas for example, or the future support of your child up to school enrolment.

You will be involved in and informed about the relevant decisions during a consultation meeting, so your child can be supported by both, you and the day care centre, because your involvement is of particular importance for the educational process of your child.

The cooperation between home, day care centre and elementary school can therefore help to ensure that every child is prepared in the best possible way for school as a new chapter in their life.

#### **Consent to participate in the cooperation between day care centre and elementary school**

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<sup>1</sup> Day care centres are kindergartens, day care facilities with mixed age groups, and institutions with integrated groups.

First and last name of the child: \_\_\_\_\_

Day care centre: \_\_\_\_\_

Elementary school performing cooperation: \_\_\_\_\_ The  
prospective elementary school: \_\_\_\_\_.

**I agree that**

my child participates in the day care centre elementary school cooperation.

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Place	Date	Signature Parent/Legal guardian
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**Data protection consent**

As part of the transitional process of your child, the elementary teacher will visit the day care centre of your child where they will estimate the level of development of your child with regard to development areas that are regarded particularly important for a successful start and learning at school. The individual data to be collected by the elementary school teacher arise from the attached reflection sheet used to determine the level of development.

**I agree that**

- the following data are transmitted by the day care centre to the cooperation performing elementary school: Name, address and date of birth of my child.
- the attached reflection sheet used to determine the level of development is completed by the teacher.
- the teacher grants full insight into the completed reflexion sheet to the educational staff for the purpose of assessment of the level of development, and that the pedagogical staff, as well as the cooperating teacher, exchange information and views on the basis of the completed sheet and the observations made by the pedagogical staff regarding the level of development and the progress made by the child in relation to their preparedness for school.
- the completed reflexion sheet used to determine the level of development is transmitted to the school in the course of the school registration process.

This consent can be revoked at any time by notifying the day care centre and/or the cooperation performing elementary school. The revocation, however, does not mean that the data already processed up to this point in time will become retrospectively inadmissible. The revocation can also be related only to a part of the aforementioned consent. In case of revocation, the relevant data will no longer be used for the aforementioned purposes and shall be deleted immediately. If the consent is not revoked, it shall apply until the enrolment of your child, whereupon the data will be deleted.

**The submission of this consent is voluntary. This form does not have to be returned if no consent is given.**

**At your request, you will be given the opportunity to ask questions about the aim and content of the cooperation, as well as about the nature and scope of the personal data to be processed.**

The personal data are processed on the basis of your consent.

Responsible for the processing of personal data

for the day care centre

for the elementary school

\_\_\_\_\_

\_\_\_\_\_

Data protection officer

for the day care centre

for the elementary school

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\_\_\_\_\_

The data processing is performed for the specified purposes.

You have the right to be informed about the personal data of your child by the day care centre and the elementary school. You have the right to rectification, erasure and restriction of data, the right to object to the processing and the right to data portability. Furthermore, you have the right to appeal to the data protection supervisory authority, the state officer for data protection and freedom of information Baden-Württemberg.

\_\_\_\_\_  
Place

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Parent/Legal guardian