

# **Forest and Sports Bøllen**

## **Welcome folder for the nursery**



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There may be a lot of questions when a small child has to start in a nursery. Therefore, we have made this little folder, which hopefully can answer some of them. You are still welcome to ask the staff at any time, if you need to know more about routines in the institution.

Opening hours Monday-Thursday: 6.15 to 17: 00 Friday: 6.15-16: 15

### **Staff:**

We have 2 groups of children in the ages of 0-3. Each living room has 2 to 3 permanent staff, but you will see all employees in Bøllen as we are one institution and sometimes open and close together, as well as help each other when we have illness and holidays. From the age of 3 years the child will move to the kindergarten, which is divided in 2 groups, Banditter and Bisser

Bøllefrø: Dorte (pedagogue assistant)  
Bodil (pedagogue Assistant)  
Marianne (pedagogue)

Bøller: Birgit (pedagogue)  
Jette (pedagogue assistant)

### **The wardrobe:**

In the wardrobe you will find some practical information that will keep you updated every day. In the wardrobe each child has a closet where the child's outerwear must be placed. The child's changing clothes and sleeping clothes must be in the box in the bathroom. If we think that the child lacks any specific clothing, we will notify you. It is important for the child's ability to be active, that their clothes and outwear fits and is easy for the child to take on and off.

### **Everyday day in the nursery:**

Bøllen opens 6.15 and from 6.15-7.00 are all gathered in the group named "Bøllefrø". At 7.00 am kindergarten opens and at approximately 7.45 o'clock Bøller will go to their own room. Breakfast is served until 7.30. At 8.45 there is another morning meal (bread and fruit) and afterwards activities starts. If your child arrives later than 9.00, please inform us, as we might leave the institution for a walk in the woods or other places. Every Tuesday we go by bus to a gym from 9-12.00. At 10.45 o'clock lunch is served and then it is time to take a nap. Most nursery children are sleeping from 12.00 and a couple of hours. Small children can of course have another sleeping pattern. At 14-15.00 o'clock we serve afternoon food and afterwards we often go to the playground.

### **Sleep in the nursery:**

We believe in the nursery that small children need to sleep, and we know that a good sleep is essential for children's well-being and ability to learn. As a starting point, we do not wake the children off their nap unless we have had a dialogue about what underlies the desire to limit sleep. If you have trouble getting your child to sleep in the evening, we would really like to help and talk about what may be the cause.

### **Entering and talking:**

It is individual for children and parents how much time has to be set for initiation and how it takes place. Agreement with the adults in the living room what suits your family when you visit the living room before the kindergarten start.

When the child has been in a nursery for 6 months, we offer a start-up conversation, where we talk about how the child and parents are enjoying themselves in the new nursery. If you have had a bad morning and delivered an unhappy child and feel sorry about it, you are always welcome to call goes, or ask us to send an update when the child is happy again.

### **Illness and hygiene:**

We have a rule saying that all children have to wash their hands with their parents when they arrive in the morning and when they go home. In this way, we reduce the risk of bacteria and diseases being transmitted. When many children are gathered in one place, there will be childhood disabilities in periods. We follow the guidelines of the Health Board, which states that if a child can not follow a normal day in the institution, then it must stay home. If illness appears during the day, we will call you, and ask you to pick up your child.

As a general rule, we do not give the children medicine in Bøllen, unless they have a chronic disease. Please inform us if your child has any specific needs or allergies.

### **Documentation and communication:**

Famly is the platform we use to document in the daily, and it is also here, that we will keep you updated on a lot of practical things, such as events, vacations etc. Family card information on the child must also be filled in here. A few times a week, each group post pictures and writes a little about what we have done the last few days. In each group there is a tablet, that is logged on to Famly and here you have to check your children in and out every day, so that we know exactly how many children we have in that institution. If your child has a day off or is sick, please put the information in Famly as well.

**Educational sport:**

The educational sport is a continuous high priority in the institution and although it can be difficult to see the connection between nursery and sports, many of our activities and routines are based on sports education. For example, you will get to hear about self-reliance many times, as it is one of the most important things the children are working on in nursery/kindergarten.

**A bit of practicality:**

We often have questions about what one's child needs in the nursery, so here is a set of equipment that is good to have the different seasons. Of course, the seasons and the use of the different things overlap slightly.

- Spring: Thermos, rainwear, rubber boots, walking shoes and elephant hat.
- Summer: Thermos, rainwear, rubber boots, walking shoes, sandals, sun hat.
- Autumn: Thermos, rainwear, snow suit, rubber boots, warm boots, elephant hat, (extra sweater/fleece, hat, gloves and socks for those sleeping in a stroller.)
- Winter: snow suit, fleece/sweater, balaclava, winter boots, (extra sweater/fleece or jumpsuit, hat, gloves and socks for those who sleep in a stroller.)