



Welcome to the kindergarten ☺

Your child has started in the kindergarten and with that follows a lot of new experiences and challenges for both the child and you as parents. Because of this, we have written this letter to you, to ease the beginning in the kindergarten.

Opening hours and days closed

Monday to Thursday 6:00-16:45
Friday 6:00-16:15

The kindergarten has NO closing days.

Vacation:

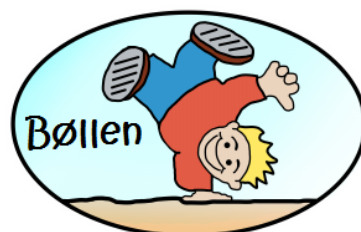
The kindergarten is digital and uses the app FAMLY to register eg. Vacations and sick days. Therefore we urge you to remember to register when your child goes of to vacation. When the big vacation seasons in Denmark are coming up, we will send you a reminder at your mail, to please register whether your child will be attending kindergarten in these periods. In our terms for the institution, we have declared that all kids in kindergarten *must have at least 2 weeks of coherent vacation*, in the period from June 1st. to September 30th.

Meeting times and information:

The child must show in the kindergarten no later than 9 am on all opening days. If the child comes in later than 9 am, you must notify the staff. If the staff has planned a trip outside of the house on that particular day, you would be able to schedule a different meeting place. If there's a trip where everybody is to attend *before 9 am* we will send everybody a notice on FAMLY and we will put in on the screen in the wardrobe. Said screen in the wardrobe, will also be used for all kinds of informations like activities, holidays and birthdays. You can also keep you updated on FAMLY, where we will post about the daily experiences in the kindergarten.

Drop off and pick up:

As parents you must, among other things, be prepared to experience, that your child maybe all the sudden will have a difficult time at the drop off in the mornings, even though it has been easy to say goodbye in the nursery. The child may also be a little more tired than usually when you pick them up again. As the staff in the kindergarten, we're very aware attentive to help the child in the best way possible when saying goodbye in the morning. But in the beginning, it would be a great help for us, if you could tell us, what typically interested your child in the nursery, as well as trying to lead the child's attention to some of the activities going on in the kindergarten.



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Remember

- To always say good morning to the staff with your child, as well as you should always say goodbye together, when you pick up your child.
- Show respect at the parking lot. Drive safe, park caringly and shut of the engine.
- When leaving, please make sure you close all the doors and gates.

The daily contact:

We're always interested to talk to you about your kid's day in the kindergarten. Just like we always want to hear about your child's well-being at home. It's important to the child that us staff and parents have a close cooperation. You can always make contact to us in the institution or call us, if you have the need for a conversation.

If your child is giving you the impression of not thriving in the kindergarten, or sudden and/or serious things are occurring in the home or at the nearest family, you must always come to the staff there's assigned to the child so we're all aware of the situation and can help and support the child. In cases of a particularly serious nature that you already have discussed with the staff, but can't find a solution to, you must contact the kindergarten leader or the parent board.

We prioritize a open and honest communication between home and institution regardless of the subject.

Wardrobe:

There's a box at the child's wardrobe. This (and the hooks at the wardrobe) must always be updated with clothes following the seasons and the child's age. Here's an example of what we think is good to have at the wardrobe:

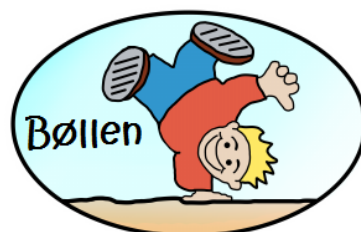
- Extra underwear and socks undertøj og strømper
- Extra pants
- Extra jumpers and t-shirts
- Rainwear, snow suit, thermo pants and -jacket
- Footwear for inside and outside
- Diapers

The kindergarten will provide soap, wash clothes, napkins, plastic bags and so on.

The child will have FREE diapers until it turns 3 years of age.

In consideration of the cleaning, the wardrobe must be emptied at weekends and at vacations.

Please remember to write your child's name on *everything!*



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Traditions:

In the institution there are multiple traditions, which both the nursery and the kindergarten maintains.

These are among others:

- Grand parents day
- Working weekends
- Autumn party
- General Assambly
- Christmas party
- Summer party

We urge you to support these events and help keep the institution alive.

For the children especially we have these events:

- Finding Santa Claus
- Saint Lucia parade
- Fastelavn party (a Danish holiday, that's a bit like Halloween)
- Saint Hans Bonfire
- Winter- and Summer olympics
- Halloween

Birthdays:

Your child has the possibility to celebrate its birthday in the kindergarten, as well as the kindergarten very much would like to come visit you and your child. Please arrange with the staff regarding your wishes for the birthday.

If you choose to celebrate the birthday in the kindergarten, then you're very welcome to come and celebrate it with you child. You're also welcome to bring something for your child to share with the rest of the kids eg. Fruit, buns or cake.

All birthdays celebrated in the kindergarten usually starts at the gathering at 9 am.

At birthdays celebrated at home, the children will be going from the institution at 9:30 am, unless something else is arrange with you.

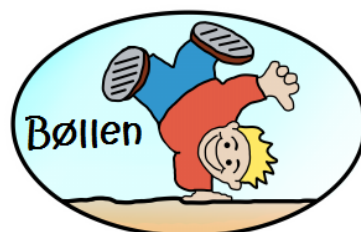
Food:

There is a mandatory meal plan in the institution which involves three meal a day:

- Pre-lunch (bread, fruit/vegetables)
- Lunch (ryebread or a hot dish)
- Afternoon meal (bread, fruit/vegetables, yogurt or similar.)

If your child attends *earlier than 7:45 am* there will be served breakfast. This could be porridge, granola, or cornflakes

Please remember to notify the staff if your child has any allergies. If your child is eating according to a specific diet, you must provide the food yourself.



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Smoking:

We have a strict no-smoking policy in all the institutions premises and on the playground for both the staff and parents.

This also applies whenever there's an event.

Sunscreen:

During the summer time, it is expected, that your child has had sunscreen put on their skin before dropping them off. The staff will reapply at lunchtime if needed. The sunscreen used at the kindergarten, will be bought by the kindergarten. If you wish a specific kind of sunscreen, you must provide this from home.

Withdrawal from kindergarten:

In the event of withdrawal of children due to the start of school, we need a written notice of 1 full calendar month.

In the event of withdrawal of children for reasons other than the above, we need a written notice of 3 full calendar months. At a board meeting, the board may decide to grant dispensation for the notice, by prior request from the parents. See also the articles of association on the website.

Website:

At the website www.boellen.dk you may find additional informations, terms, business plan, safety rules, curriculum, prices, parent board and a lot more.

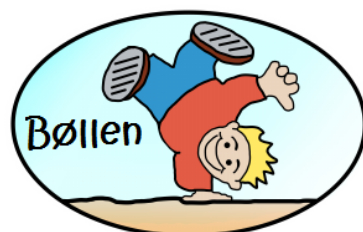
Please keep up to date through the app FAMLTY regarding the staff for the kindergarten groups and so on. You can find the app in Appstore or at www.famly.dk

Conversations:

As parents you're always welcome to contact the staff, whenever you need to hear about your child's well-being and everyday life in the institution.

For all new children in the kindergarten, regardless of which kindergarten group they start in, we offer a startup conversation. This will typically take place around three months after the child has started in the kindergarten. It will be a conversation between you parents and the pedagogue at your child's kindergarten group. For future Bisse-children (pre-school) there will be an offer prior to or around the time, when the child will start in the group. The conversation will be regarding the routines in the group and the focus points for being a pre-school child. You're welcome to bring the child to this conversation.

Before your pre-school kid will be attending school, you will be offered a conversation with the pedagogue from the kindergarten group. This conversation will take place around 2-4 months prior to the child starting school and will be regarding the child's readiness for starting school. For the children that will be attending the local schools (Firehøjeskolen in Vandel and Ny Nørup), there will be an offer to have a 3-party conversation with both the staff from Bøllen and a pre-school teacher from said school.



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Other than the above-mentioned conversations, we continuously offer to have conversations with parent that has a special needs child. The extend of these conversations will be agreed on an on-going basis between the staff at the kindergarten group and you as parents.

For all children in generally, we always have an open opportunity to have a chat regarding the child's general development and growth as well as the well-being in the kindergarten. These conversations don't follow any schedule, so it's up to the parents and the staff, to reach out when ever you/they feel a need for it. As a parent, it can be difficult to know when there's a need for actual conversation and not just the ordinary chat at the playground or at the wardrobe. There for it is always a good idea to talk to the staff about how your child is holding up at home. Fell free to ask the staff if they find it useful without the child being there regarding your concerns.

Groups, staff and managment:

In the kindergarten the kids ar deviced in to two groups:

Banditter (the youngest children)

Bisser (pre-school children)

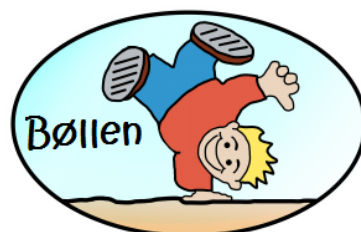
At Banditter there's a primary staff (an educated pedagogue) and several pedagogical assistants. The numbers of staff varies accorind to the number of children in the kindergarten. There might sometimes be students from University College Lillebælt, the pedagogical seminar in Jelling.

At Bisser there's a primary staff (an educated pedagogue) and a pedagogical assistant. At this group, there also might be students from University College Lillebælt, the pedagogical seminar in Jelling.

Throughout the institution, there will also occasionally be staff employed in wage subsidies, people in company internships or exchange students.

You can stay informed about the staff via FAMLY or the notices at the entrance to the kindergarten.

The management of the institution consists of a daily manager with an office in the kindergarten.



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