**Information booklet**

**for**

**Nylende Barnehage**

**English Version**

**Table of contents**

Welcome to Nylende Barnehage Page 3

Opening hours Page 4

Delivery and picking up Page 4

Duty of confidentiality/police certificate Page 4

Annual plan and pedagogical annual plan Page 4

Kidplan/website Page 4

Parent council Page 5

Liaison committee (SU) Page 5

Parent meeting Page 5

Parent- teacher conference Page 5

Facebook Page 5

HMS Page 5

Meals Page 6

Food allergies/allergies Page 6

Clothing Page 6

Sleep Page 6

Illness Page 6- 7

Birthday celebrations Page 7

Toys Page 7

Kindergarten photography Page 7

Books Page 7

Reduced payment/free core time Page 7

Rental Page 8

PBL Page 8

Privacy Page 8

Equipment list for startup in Kindergarten Page 9

Attachments:

«Declaration of health»

«Pick-up-information»

**Welcome to Nylende Barnehage**

Nylende Barnehage is a 5- department parent driven Kindergarten. The kindergarten consists of 2 separate buildings and each building has its own play-area outside. In total, the kindergarten has 79 spots and 24 employees.

This information booklet is made for you to have information about most of the practical things concerning the kindergarten, and other relevant information. You can always ask us if something is not clear, or if you are wondering about something.

We are looking forward to getting to know you and are hoping for good cooperation. We want the kindergarten to be a good place to be, for both children and adults.

In the kindergartens HMS-system, you will find 2 forms, that we will ask you to fill out and give to the kindergarten on your first day: «Declaration of health» and «Pick-up-information». Attached you will also find an equipment list that will help you before starting up.

On behalf of the personnel in Nylende Barnehage

Lalla Melbye

Manager

Nylende Barnehages values

* Well-being
* Safeguard
* Responsible

**Opening hours**

The kindergarten is open from 07:00 until 17:00, and you choose how you want to use your spot in this timeframe. Activities, circle time and trips normally begin at 09:30.

**Delivery and picking up**

According to point 21 Responsibility in Nylende Barnehages regulations, you can’t leave your child before you have been in contact with someone from the personnel. When you come to pick up your child, it’s important that you make sure that your child is inside the gate, when you go to pick up the backpack, etc. We entrust the responsibility to you when you have arrived. Always let someone from the personnel know, when your child leaves for the day. If siblings are going to pick up, they must be at least 12 years old. That is the parents’ responsibility.

If someone other than you, are picking up your child, you must let us know. The kindergarten closes at 17:00, as earlier mentioned. That means that your child must be picked up *within* 17:00. If your child is picked up too late, there is a fine for each half hour started.

**Confidentiality agreement/police certificate**

We want to inform you, that all the employees in the kindergarten, has to sign a confidentiality agreement, and supply police certificate before starting the job.

**Annual plan/pedagogical annual plan**

The kindergarten has an annual plan and a pedagogical annual plan. The plans refer to our pedagogical platform and is our pedagogical tool for the staff group. It is also a source of information for parents, of the kindergarten’s commitment- and work areas. The plans are made to drive and evaluate what happens in the kindergarten, to secure quality in our offer and contents. In the kindergartens annual plan, it is written about **adjusting** in kindergarten for new children (under «transitions»).

**Kidplan/website**

We have our own website <http://nylende.barnehage.no>. On this site, you can find general information, documents and current news, such as menu, overview of planning days and regulations. Right after starting up, you will receive a link to log on to Kidplan. On Kidplan you will have overview of your child’s department, on a password- protected site. The weekly plan, pictures and weekly recap will be posted here. We will also daily log your child’s sleep, and you can send and receive messages. Your authorizations/consents, such as pictures, riding the bus, etc., you will register in this app. We expect you keep yourself up to date on Kidplan. The kindergarten will post information as *tavlepost* and use sms and e-mail through Kidplan.

**Parent council**

The parent council consists of parents/supervisors to all the kids in the kindergarten. The parent council shall promote the parent’s common interests and contribute to good cooperation between the kindergarten and the parents, so the kindergarten environment is good. The parent council chooses their candidates to the Liaison Committee.

**The Liaison Committee (SU)**

The liaison committee consists of parents/supervisors and employees from the kindergarten, so both groups are represented the same. The representatives are chosen for 1 year at the time. Su shall work as a bond building, advisory and coordinating body. SU is responsible for administering special social events, having and advisory role for the kindergartens board, and they approve the kindergartens annual plan.

**Parent meeting**

We usually arrange two parent meetings over the year. We have one parent meeting for new parents, before starting up in kindergarten, and one in connection with starting up a new year in kindergarten, in the fall. The employees are responsible for making the program for the meetings, but you can give us your wishes if you have some. This is a channel for parent involvement, and we expect you to attend the parent meetings.

**Parent- teacher conference**

We schedule for to parent- teacher conferences in a year, one in the fall, and one in the spring. The one in fall is mandatory, and the one in spring is voluntary. For the children starting school, both parent- teacher conferences are mandatory. In addition to this, you can also ask us for a conference if there’s something special you want to talk to us about. Furthermore, we hope we can work up a good communication in the delivery- and picking up-situation, at gatherings, and so on.

**Facebook**

The kindergarten has a Facebook-page where we promote ourselves. You are more than welcome to like our page: NylendebarnehageSA.

**HMS (Helse Miljø Sikkerhet)**

The kindergarten has a good HMS-system that is facilitated for kindergartens. This system consists of many areas, for example safety routines.

**Meals**

We eat breakfast from 07:00-08:00 in the building for the youngest children, and 07:00-08:30 in the building for the older children. Lunch is around 11:00, and the afternoon meal is between 14:00 and 14:30. In the building for the older children, all the departments eat their breakfast together, in the kitchen. In the building for the youngest children, the departments eat their breakfast separately.

Your child must bring food for breakfast. Lunch, afternoon meal, fruit and milk they will get from the kindergarten. We serve both oats, bread and hot meals throughout the week. The menu is posted on our website. We care about serving healthy, child friendly food, in thread with national recommendations. The departments bake their own bread at least once a week.

**Food allergies/allergies**

The kindergarten needs written documentation from a doctor if your child has an allergy that we need to take into consideration. This documentation must be renewed yearly.

**Clothing**

Your child needs to have clothes to be outside in all kinds of weather; sun, rain, snow and cold. Each child gets their own box for changing clothes. It’s important that It ALWAYS is change “from inside to outside” in this box. Naming the clothes is also very practical. We encourage you to deliver your child in clothes that are comfortable to move in inside, and that works under outerwear in outside play. There is many children in the wardrobe at the same time, getting dressed. Wet and/or dirty clothes must be taken home daily, to launder and/or dry, so it’s ready for the next day. The kindergarten does not have a lot of extra clothes to loan out. We will call you if your child doesn’t have the clothes that he or she needs.

**Because of safety, we recommend deeply that you avoid clothes with threads and hood. In the departments for the youngest children, we also encourage you to avoid hairclips because of safety.**

**Sleep**

All the children that sleep in the kindergarten, will do this on a mattress or in a stroller outside. We will find out what works for your child, by communicating with you. We have someone regularly watching over the children that are sleeping.

**Illness**

The child’s well-being is crucial to if the child can go to kindergarten or not. The child must be well enough to follow the kindergartens routines and daily rhythm. If the child is puking or has diarrhea, they must be held home for 48 hours after the last round of puke/diarrhea. If your child get’s ill while in kindergarten, we will contact you. We will also contact you if your child is injured and must go to a doctor or dentist. It is therefore important for us, that you make sure that we have your correct phone number.

We want to be notified when your child is staying home from kindergarten, both if it’s sickness or if you just have the day off. Absence shall be logged in Kidplan. Do it as fast as you know (preferably the day before), and latest before 09:30. It is useful for us to know, because of employment, especially in times with a lot of sickness.

**Birthday celebrations**

We celebrate every child’s birthday in the kindergarten, either on the exact day or another fitting day. This is arranged with the personnel. A birthday gathering is held for the child, where the child gets a crown, they light birthday candles, we sing, they walk in a parade, etc. The child brings popsicles or cut fruit/berries to their department. In the departments for the youngest children, we wish for the children to bring cut fruit/berries or smoothie. The kindergarten does not go home to the children to celebrate their birthday at home. We expect parents to invite all children in the same age group as their child, or all the boys/girls in the department. Inclusion in the community is a big part of the prevention of bullying. Invitations can be passed out in the kindergarten.

**Toys**

The kindergarten is responsible for the pedagogical supply of toys, and we wish that the children’s private toys stay at home. Children often has a strong feeling of ownership to the toys they bring from home, and they tend to use them as a power tool to get goods. This does not include stuffed toys, etc. that the youngest children use when they sleep. They are more than welcome to bring these.

**Kindergarten photography**

In a year, we have a photographer coming once, to take group photos and portraits of the children. It’s your choice if you want to buy photos or not. It is photos from the day in the kindergarten, and the personnel does not take time to glam up or change the children’s clothes.

**Books**

We are focused on the children being read for (jmf. Annual plan). If needed, you can borrow books from the kindergarten. If you want that, you can reach out to the personnel in your child’s department.

**Reduced payment/free core time**

It is possible to apply for reduced payment/free core time, with low income. More information is available one the kindergartens website, under the tab “opptak”. Applications can be sent to Enebakk commune.

**Rental**

It is possible to rent the kindergartens houses, for those who have a connection to the kindergarten. You rent to celebrate birthdays, christening, a dinner party, etc. It’s possible to rent for an afternoon, a few hours in a weekend, or the hole weekend. Arrangements where alcohol is served (parties), is not allowed. Agreement to rent is done with the manager. A contract is written when you rent a building.

**PBL**

The kindergarten is a member of Private Barnehagers Landsforbund. This is an employer organization that gives us useful advice and information about how we can drift a private kindergarten in the best way possible. The kindergarten has a tariff-agreement and pension arrangement through PBL.

**Privacy**

Every child has their own child folder. In this, information, protocols from parent- teacher conferences, mapping, and more, is stored. The child’s folder will be shredded when the child ends their time in Nylende Barnehage. In Kidplan children and parents are registered with personal information, on a password protected site. The child is deleted from Kidplan when they end their time in Nylende Barnehage.

**Equipment list for startup in kindergarten**

* Backpack
* Named lunchbox (if they are eating breakfast in kindergarten, and for startup in the building for the youngest children)
* Change of clothing
* Underpants
* Tights
* Socks
* T-shirt/body
* Sweater
* Pants
* Outerwear and shoes after time of year/weather
* Inside shoes/slippers
* Named water bottle
* Diapers for those who use that

It is awesome if everything is named, so we go clear of that frustration.

The brand on the clothing is not what’s important, but that the clothes are whole and in the right size 😊

Declaration of health

Before the child starts kindergarten, a declaration of the child’s health must be given to the kindergarten, according barnehageloven §50, so the kindergarten can facilitate for the child. This goes for information that the kindergartens personnel need in their work with the child. The declaration of health must not be older than 6 months.

**Kindergarten:**

**About the child**

The child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ National identification number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctor/Doctors office:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The child’s parents/supervisors**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Health station**

Name of health station:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has the child met for all the ordinary check-ups at the health station: Yes No

Has the child followed the Norwegian vaccination program: Yes No

**The child’s health**

Does the child have hearing loss: Yes No

Does the child have visual difficulties: Yes No

Has the child had fever cramps: Yes No

Does the child have asthma: Yes No

Does the child have eczema: Yes No

Does the child use any medications: Yes No

If regular medication, which ones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Allergies**

Does the child have any allergies: Yes No

Does the child have any food intolerances: Yes No

If allergies/food intolerances, which ones:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other circumstances**

Does the child have other health issues or circumstances the kindergarten should know of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the child or siblings of the child has an infectious disease, the kindergarten wishes to know of this. The intention of this is that we can inform high risk groups and maybe initiate preventive/sharpening hygienic actions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/signature parents/supervisors

**Pick-up-information**

To maintain the child’s safety, we wish that the parents/supervisors give us approval of who can pick up the child from Nylende barnehage, in writing. We also wish to know if the child lives in a split home or with both its parents.

If someone else than them already agreed on, is going to pick up the child, the department needs to be notified. We want to alert you that we will contact you (parents/supervisors) before we let someone we don’t recognize pick up the child. This is to check that it’s approved by you. We also don’t want to deliver the child to divorced parents outside what’s agreed upon in a custody agreement, if this is not agreed upon beforehand. It is important that you notify us if there are changes, so we don’t have to question cases like this. Someone notably intoxicated cannot pick up the child without it being registered and treated as an unwanted incident in hindsight.

People who the personnel don’t know, must be able to show ID if asked.

These people can pick up\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(child’s name):

|  |  |
| --- | --- |
| **Name** | **Possible remark (e.g. agreed restrictions)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

The child lives with:

* Both parents
* Split home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* One of the parents: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Parents/supervisor’s signature