

**The gates:**

It's important that everyone that's going in and out through the gates of the kindergarten are locking and closing them afterwards, every time. The eldest children are sometimes playing alone outside and they can easily open a gate that has not been closed properly.

**Days of planning:**

We are closing the kindergarten three times/academic year for the staff to have a mutual planning or a continuation in their education. We will announce this in a good margin of time.

**Plannings:**

Every department are planning one day a week, between the times 7:30-8:30, during this time there's staff from another department that takes care of your children.

**Birthdays:**

We've decided that every department celebrates the children's birthdays, without the demand that the children have to bring something sweet to its friends at the kindergarten. This means that the children are not bringing anything from home to share with its friends; instead this is fixed in another way by the department. One other reason for this is that it's important to minimize the risk of spreading diseases and to take notice of the children that has an allergy.

The staff of Kastanjen is hoping for a good collaboration.

# Welcome to the kindergarten Kastanjen



## The staff of Kastanjen

**Ettan:** Elsie Bjurén, Kristine Adolfsson, Monica Söder,  
telefon: **183 01**

**Tvåan:** Ylva Sellén, Linda Densborn, Sylvia Karlsson,  
telefon: **183 02**

**Trean:** Helena Malm, Monika Andersson, Jeanette Gustafsson,  
telefon: **183 03**

**Fyran:** Dorriith Karlsson, Eva Eriksson- Stomberg, Nina  
Antonsson,  
telefon: **183 04**

**Femman:** Katarina Holmén, Linda Andersson, Marita Adenvall,  
telefon **183 05**

**The square:**183 06  
**Kitchen:** 183 07

**Other people working here** Christine Bengtsson, Lina Lövgren

**Principle:** Carina Andersson, telefon: **183 08, 0767-91 65 78**

**Resource educator:** Ylva Johansson, telefon: **181 67,  
0761-08 78 17**

All the kindergartens in this country have a curriculum which is the ground for our pedagogical activity.

## IT in our society

- We want to announce that it's not okay to take pictures of the children during their time at the kindergarten.
- We want you to understand that there might be children that are living under a secured identity, also that there's parents that has expressed that they don't want pictures of their children to be published.
- This applies all kinds of media, including Facebook.
- We want you to respect this and think of the fact that there's a whole new kind of media surrounding us in our society today.

## Rules

The children's extra clothes should be put in the boxes in the hall. That's where we will put up notes when extra clothes and diapers are finished.

It's important that you, the parents, are closing the gate that's leading out to the road.

The only things that can be put outside the entrance are strollers.

Bicycles shall be parked in the bicycle stands.

For your children to have the best possible experience during its time at the kindergarten, the staff of Kastanjen thinks that

it's important to have a good communication with the parents. Things that have happened at home could explain a child's acting or behavior during its time at the kindergarten or reversed. If you're wondering or are worried about something we would like you to bring it up with us.

We have a resource educator on Kastanjen one day a week. We can contact her for advice or observations of a child. If we are wondering something about a child we will ALWAYS contact its parents first.

### **Schedule:**

It's very important that you, the parents, are following the times that you have written down on your child's schedule. Start and ending time at the schedule is when you are walking in and out of the front door at this kindergarten. The child's schedule is only built up by the parents' working hours, travelling time and study time inclusive.

The staff and the substitutes working hours are built up by the schedules that are handed in, and for this sake it's important that these are the right times. There will be unnecessary costs if substitutes are called in needlessly.

### **Clothes:**

All the children need to have extra clothes, wellies and rain clothes at the kindergarten. We are going out in all kinds of weather. Remember to write the child's name in their clothes, shoes, pacifiers and stuffed animals.

From the curriculum we're making a plan for the year, every academic year, where we will put in specific goals that the whole kindergarten Kastanjen is working together to achieve. At the

end of every academic year an evaluation is made and by the evaluation - a new plan for the year is made. This plan is available at every department.

### **Our basic goals:**

- Work to get independent and confident children.
- Stimulating environments to play - both inside and outside.
- Give all children a possibility to develop their language.
- That everyone is respecting and is putting others in their consideration.

### **A regular day here:**

**6.00:** Opening at the square.

**7.30:** The children are going to their departments.

**8.30:** Breakfast buffé at the square for all the children.

**11.30:** Lunch buffé for Ettan and Tvåan at the square

**12.00:** Lunch buffé for Trean and Fyran at the square.

**12.15:** Lunch buffé for Femman at the square.

**14.30:** Small kinds of food at the square for all the children.

**16.30:** Monday-Thursday; all children and the staff are gathering at the square. At Fridays, everyone is gathering at the square 16:00.

### **Information:**

Outside every department there's a calendar of planning with current department information. There's a whiteboard - board in the entrance where current information are put up if it's regarding the whole kindergarten. It's the parents' duty to read this information and take part of it.

## **Diseases:**

It's important that the child is staying at home until it's completely healthy and is up for a whole day of activities. During fever the child should be free from the fever at least a day before its return to the kindergarten. During stomach diseases, vomiting or diarrhea the child should stay at home, and have no symptoms in 48-hours until its return. We are not giving any kinds of medication, with exceptions for asthma and allergy, if it's necessary. You can read about the most common diseases at the departments by reading the HYFS-information.

It's important that you call in and report if the child is sick/healthy and also call in if you want to get a day off for the child, as soon as possible. If the child is arriving later than what you've written on the schedule it's also important that you tell us. If another person (that's not the child's parents) is coming to pick up the child, it's important that the staff knows about this in advance. It's okay to call in to the Square from 6:00 at the morning. After 7:30 you can call into the children's departments.

## **Induction:**

We're using an induction where the parents are taking a part of, which takes approximately a week. Week 2, the parents should be available to come to the daycare in a small amount of time if it's necessary.

The induction which the parents are taking a part of means that a parent is with the child most of the time in its time at the kindergarten, approximately a week. The parent are helping its child with the food, washing it, changing diapers and other

things. When the child is resting the parent can choose if it wants to be with it or not. The educators are at the place all the time and that gives the child the time to explore and get to know the educators by its own condition. The purpose of this kind of induction is that the parents together with its child get a good look of the whole activity that's offered here. They get time to get to know and get a secured relation to the educators and the other children at the kindergarten, and also to get used to our routines and the new environment.

At the same time as the induction is happening, the parents are offered an induction-meeting, where all practical information is given, and tours through the different rooms of the kindergarten are given. The parents are getting the papers that's supposed to be filled in, for example contact information, "the need paper" and also times for the induction week. The thought of this induction meeting is that the parents together with an educator can sit down and discuss the activity when it's calm and quiet. There's enough time to talk about questions that may have occurred during the coming induction week.

## **Parent cooperation:**

2-4 weeks after the induction is done, we usually have a meeting in which we check how it has gone for the child, and are hearing with the parents how the child like it at the kindergarten. We offer a development-meeting one time each year and if you wish to have more meetings you just tell us.