



WELCOME TO DAGTILBUD VESTBYEN - PARENTS' BOOKLET

**Børnehuset –Fussingsvej
Horsens Børneasyl
Dusines Hus
Dagplejen**

Play, learn and socialise





VELKOMMEN!

Welcome:

We would like to welcome you to Dagtilbud Vestbyen and look forward to getting to know you and your child. With this booklet, we will tell you about the institution, so we can work together and help each other in everyday life. Close cooperation, dialogue and mutual respect between parents, children and staff are the way to good wellbeing for all. You can find more information on our website:

<https://dagtilbud.horsens.dk/vestbyen/velkommen-til-daginstitution-vestbyen>

General info about the Institution:

Dagtilbud Vestbyen consists of several Houses: two integrated houses, one kindergarten and 7 dagplejere. Even though we have different locations, we still have the same guidelines for play, learning and activities for all our Houses.

Børnehuset Fussingsvej, Fussingsvej 4. Børnehuset consists of 5 Kindergarten groups and 6 nursery groups.

| Opening hours: | <u>Kindergarten</u> | <u>Nursery</u> |
|----------------|---------------------------|-------------------------|
| | • Monday 6.00 to 16.45 | Monday 6.00 to 16.45 |
| | • Tuesday 6.00 to 16.45 | Tuesday 6.00 to 16.45 |
| | • Wednesday 6.00 to 16.45 | Wednesday 6.00 to 16.45 |
| | • Thursday 6.00 to 16.45 | Thursday 6.00 to 16.45 |
| | • Friday 6.00 to 16.30 | Friday 6.00 to 16.30 |

Dusines Hus, Robert Holmsvej 4. Dusines Hus consists of 3 Kindergarten groups and 3 nursery groups.

| Opening hours: |
|---------------------------|
| • Monday 6.00 to 17.00 |
| • Tuesday 6.00 to 17.00 |
| • Wednesday 6.00 to 17.00 |
| • Thursday 6.00 to 17.00 |
| • Friday 6.00 to 16.30 |

Horsens Børneasyl, Allegade 13. Horsens Børneasyl consists of 3 Kindergarten groups

| Opening hours: |
|---------------------------|
| • Monday 6.15 to 16.45 |
| • Tuesday 6.15 to 16.45 |
| • Wednesday 6.15 to 16.45 |
| • Thursday 6.15 to 16.45 |
| • Friday 6.15 to 16.00 |

Dagplejen is open 48 hours per week.

We are closed for 3 weeks during the summer holidays, the day after Ascension Day and the days between Christmas and New Year. During this period, care is available in selected institutions in the city.

Dagtilbud Vestbyen expects:

That the children are the parents' responsibility when the parents are present in the dagpleje or institution. This applies both to the daily hand-over and pick-up and at special events.



Cell phones:

We recommend that cell phones **not** be used in connection with hand-over and pick-up of your child or at parents' events in the house.



Who can pick-up the child:

If your child is to be picked up by anyone other than the parents, we should be notified.

We would like a written statement from you about who may pick up your child.

If we have not received a message, we will always contact you to get a confirmation of whether the person is allowed to pick up the child.

Absence/sickness:

If your child is sick or taking a day off, we would like to be notified as soon as possible and preferably before 8.30 AM. Sick leave or free day should be entered on **AULA** via an App.

In the event of your child getting sick or injured while in our custody, we will contact you, therefore we must always have your correct and current telephone numbers – **thus update AULA in case of changes**.

Sickness:

The child is healthy when it is fever-free, and the general condition is unaffected. The child should be able to participate in the activities it usually does without requiring special care and attention. For example, the child should be able to play outside and go on an excursion.

We follow the rules set by the National Health Authority. The main rule is that sick children and staff must not come to the institution or dagpleje, and that a child with a contagious disease may only come back when it is no longer contagious.

If the child comes to an institution or dagpleje without being completely healthy due to reduced resilience, he has a greater risk of contracting another illness. Therefore, it may be a good idea to leave the child at home for at least 1 day after it has become fever-free.



Medication:

We only provide medication in life-threatening cases, such as asthma medicine etc.

The medicine should be labelled with the doctor's instructions, the child's name, shelf life and any side effects.



Independency:

We place great emphasis on the child's self-help, e.g., by the daily activities and in undressing and dressing situations.

We let the children mess up with things so that they get to know their own abilities and limitations. This helps to strengthen the child's self-esteem and self-confidence.



Activities and play:

We prioritise play, socialising and movement very highly. When playing, children develop their imagination and thinking. They learn to deal with differences and disagreements. Socialising is the basis of children's friendships. This is where social and personal competencies are developed. Through movement, children get to know the world and the motor skills promote children's self-confidence, ability to concentrate and physical well-being. Our activities are based on **Den styrkede pædagogiske læreplan**.



Clothes and change of clothes:

Since the children are outdoor every day, it is important that the children have practical clothes that suit the season. We are outdoors in all kinds of weather. Rain, snow, wind and sunshine.

We expect you to make sure that there are always change of clothes in the wardrobe, both socks, underpants, undershirt, trousers and blouse. Remember to bring new clothes when there have been accidents. It is a good idea to have rainwear and rubber boots all year round. Feel free to bring slippers, sandals or the like, as we do not use "outdoor footwear" indoors.

Dagpleje children as well as kindergarten children should bring their own nappies where necessary.

The wardrobe should be emptied every Friday for cleaning.

Notice boards:

The Notice board by the group-room is for notices to the group-rooms parents.

The Notice board on the door at the entrances has useful information regularly. This information is for all parents.

There are different arrangements at the Dagplejerne – individual agreements are made regarding the level of notices and information.

Information System in the Institution:

Aula

AULA is a check-in/out system on a touch screen in the Institution and on a tablet at your private dagpleje.

In the morning, you should check in your child and write down when you are going to pick up the child again. In the afternoon when you pick up your child, it is important that you check out the child again.

All information for you, parents, will be sent via **AULA**. You can find information about **AULA** on www.aulainfo.dk

It is important that you as parents make sure that all information on **AULA** is always updated so that any changes in relation to e-mail and telephone number are entered. In this way, we ensure that you get the necessary information that helps to ensure the best cooperation around your child.



Photo:

As a parent, you can follow your child's daily life, via the pictures and videos posted on **AULA** by the staff in the institution/Private dagpleje.

The pictures may also be displayed in the group-room or put in the children's folders.

Our guidelines for our use of images in the institution are as follows:

- Pictures must document the educational practice, i.e. what the children are interested in and what activities we do with them. This means that there will not always be pictures of all the children, as it is the activity and not the child that must be documented.
- We also print pictures for hanging/posting, which are used in the educational practice for conversations with the children.
- Of course, we never take pictures that expose the child.
- The pictures will be deleted from **AULA** when they have been posted for a year.

We request to you parents that the pictures are **only** for private use, i.e. that you **do not** post the pictures on social media.

Traditions:

We follow the course of the year. There will be notices about various traditional activities. It can be Fastelavn, Easter, Saint Hans, Christmas, etc.

The Parent Board/Forældrebestyrelsen:

The Parent Board/Forældrebestyrelsen consists of min. 3 and max. 7 representatives elected by and from among parents of children in Dagtilbud Vestbyen, as well as 2 representatives elected by and from among the permanent staff of the institution. The Chair of the Parent Board is elected by and from among the elected parents. The Parent

Board holds at least 4 meetings annually. The Parent Board helps to establish the principles of work around your child's everyday life as well as the cooperation with you as a parent group.

Birthday:



We raise the flag and put up the CONGRATULATIONS sign. We celebrate the birthday before noon with a birthday song, flags, napkins and a surprise/present for the birthday boy or girl.

Together with the staff, and no later than one week before, it is agreed how the birthday will be held - at the dagplejen, in the Institution or at home, and whether the parents will participate.

If your child is going to hand something out, it can be agreed with the staff or the dagplejer what will be handed out. It is our experience that a single thing is enough.



Parent-staff conferences in the Dagtilbud Vestbyen:

Once the child has been to Dagtilbud Vestbyen for 3 to 6 months, parent-staff conferences will be offered with the pedagogues from the child's group. It will be discussed how both you and the kindergarten/nursery experience the child's start.

There will always be an opportunity to discuss the child's everyday life with the staff. It is very important that the staff be informed about changes in the family: e.g., in case of sickness, divorce, death and the like.



Food arrangement:

There is full board, which means morning, noon and afternoon meals. In the nursery and dagpleje, breakfast is also offered for the children who are dropped off early.



Language assessment:

All children will be language assessed by the pedagogical staff before they are 3,4 years old and again when they turn 5.

Withdrawal:

Withdrawal should be made on Horsens Municipality's website.

Withdrawal should be made with at least 1 months' notice, until the 1st or 15th of the month.

Insurances:

Dagtilbud Vestbyen has no accident insurance for children.

It is therefore important that the parents have taken out accident insurance on the child.

If the children accidentally destroy something, it is the parents' liability insurance that must cover the damage.

Free place subsidy:

It is possible to apply for full or partial free place subsidy. Further info on Horsens Municipality's website:

<https://horsens.dk/Familie/OekonomiOgstoette/Friplads>

We look forward to work together with you.