



The location

The kindergarten is located in an old mansion, which is decorated and furnished in a contemporary style. It is situated with its own, closed playground in an idyllic setting, next to Slotssøen and Koldinghus.

The kindergarten seats 52 full-day children, divided in 3 groups:

- The Ants: from 3 to 4 years of age.
- The Peas: from 3 to 6 years of age.
- The Bees: from 5 to 6 years of age.



The neighborhood

It is important to have a good relationship to one's neighbors – so please help us to maintain the good relationship to ours:

- Please avoid unnecessary noise and shouting.
- Please do not litter.
- Please do not park in or block the driveway, which we share with the priest next door.



Pedagogy

At Mary's International Kindergarten we prioritize norms and boundaries for the children and their behavior, ensuring that they learn how to behave in different situations and within different social contexts.

We therefore find it very important that the children respect and speak properly to each other and the adults. We teach the children not to interrupt each other and listen instead, but also to help with chores. We make sure that the children always wash their hands before and after eating and after visits to the bathroom.

We will make sure:

- That the children learn through their own experiences.
- That the children respect each others boundaries.
- That there will be both planned activities but also activities initiated by the

children.

- That we challenge the children's linguistic creativity.
- That the children are only presented with healthy food.
- That the children learn to cooperate.
- That the children learn to appreciate singing and music.
- That we strengthen the children's imagination and creativity
- That we prepare the children for pre-school



Staff

Leader: Nina Marie Dalgas.

Private phone number: 31 53 36 59

During the opening hours, we have permanent educators, who take care of the children, we try to ensure to always have the same educators attached to every group, so that the children always have an adult who they know, and to whom they can talk. It helps to create a safe and secure environment.



The cooperation between the home and the kindergarten

We want the children to learn as much as possible from the time spent in the kindergarten, and therefore the cooperation and communication between the home and the kindergarten is a necessity.

Our primary focus is on the daily meetings with the parents, dropping of or picking up their child. We always take time to talk to the parents. We make it a priority to know your name, and we hope that you appreciate that we take an interest in your daily life.

Parents are always welcome to stay in the kindergarten for the entire day, but if you do so, you are expected to participate in the activities of the day and to help out, where it is needed. This is a good way to gain first-hand knowledge of how your child interacts with the other children and what they experience when they are at the kindergarten.

To accomplish this, our biggest priorities are:

- To tell you about the kindergarten's expectations and demands already during the first interview.
- To ensure that you get to know us, so you feel safe when you leave your child with us. We do this by always having time to talk to you about any problems or ideas

you might have.

- And to help the children become self-reliant and independent by letting them make their own experiences.



The board of the institution

Mary's International Kindergarten is an institution with a board which consists of seven members. Of these six members, four are representatives of the parents, one is appointed by the Kolding City Council. The last one is the president of the board, and he is not up for election.

The board's tasks are:

- To lay down the principles of the kindergarten.
- To approve the curricula.
- To take actions and initiatives regarding the daily running of the kindergarten.
- To supervise the budget of kindergarten.
- To regulate the opening hours.
- To hire members of the staff.
- To respond to changes in the political systems which affect the kindergarten.

Title	Name	Phone	E-mail
Formand	Allan Johansen	7551 0260/41879615	aj@pvj.dk
Best. medlem	Endu Dahl	26846789	endudahl@yahoo.com
Forældrerep.	Martin Hulgaard	29469462	marh@marh.dk
Forældrerep.	Malene R. Schmidt	22121015	maleneravnschmidt@gmail.com
Best. medlem	Jan Rothausen	24252301	jaro@live.dk
Forældrerep.	Linda Steenholdt	22641515	lsteenholdt@yahoo.dk
Forældrerep.	Jan K. Laursen	40291543	janogmerete@hotmail.com
Forældrerep.	Karin L. Borg	26180056	kborg@sol.dk
Forældrerep.	Lise Nielsen	61306862	nili@kolding.dk

The leader of the kindergarten handles the daily responsibility



Opening hours

The opening hours of the kindergarten are:

Monday through Thursday from 6:30 to 16:45 (6:30 am – 4:45 pm)

Friday from 6:30 to 15:30 (6:30 am – 3:30 pm)



Dropping of and picking up the child

Dropping of the child

When you drop of your child, the kindergarten has the following expectations to the parents:

- Please make sure that the child is dropped of early when an outing is scheduled.
- Please say hello to the staff when you arrive so they know that your child is present.
- Please tell us if someone else than a parent is picking up the child.
- Please tell us if the child has had conflicts in the morning, has slept poorly, has been sad etc.

Picking up the child

When you pick up your child, the kindergarten has the following expectations to the parents:

- Please pick up your child when you get off of work. Spending 8-9 hours with a lot of other children can be a big burden for the child.
- Please be aware of the bulletin / announcements specific to the room your child attends.
- Please say goodbye to the educators so they know that your child is leaving.
- Please have time to wait for the children to finish putting back any toy they have played with.



Food policy

According to Danish law all kindergartens must have a curriculum. These laws envisage that the children must have conditions in which they can strengthen their physical health, including food, hygiene and exercise.

At Mary's International Kindergarten we have a food policy which favours the children.

Children at this age have often had a long and challenging day, and it is therefore important that they receive healthy food in an adequate amount. They must have energy for all the exciting things happening at the kindergarten.

We would like the parents to only give the children healthy food to eat during the day and to ensure that they have a cup or a bottle to drink from. If the children have not eating

breakfast from home, we will make some for them, however this is only available from 6:30 to 8:00.

During lunch the children will participate in the tasks dealing with lunch, i.e. setting the table, cleaning up, sending the food around the table or purring up drinks.



Clothing

The children's need for fresh air and exercise is met everyday, no matter the weather, either by going to the playground or by outings. Due to this, it is important that the children bring practical and warm clothes and that they have an extra set of clothes at the kindergarten. It is important to always have waterproof clothing and wellies and that the child's name is writing in all the clothes. The children also need slippers.



Sickness

Please note that the kindergarten does not accept any sick children!

It is expected that parents call and tell us if their child is sick and that the children do not come back before they are healthy enough to be able to complete a regular day.

If the child, at any time, shows signs of sickness, we will contact the parents. We will also contact you if an accident happens.

It is important that we have your phone number both private, at work and cell phone.



Safety

For the purpose of safety the following is not permitted:

Plastic bags can be dangerous for children. All things brought to the kindergarten **MUST** be carried in fabric bags. Plastic bags cannot be storages in the kindergarten's boxes or in the wardrobe.

Skipping ropes can be dangerous and are not allowed to be brought to the kindergarten.

We have our own and they are only used under supervision.

Strings and scarves:

Due to the accidents we have had with hood drawstrings and scarves, we kindly ask the parents to take out the strings and not let the children wear scarves. Even though we are certain of the safety at our playground and the toys there, we do not want to run any risks.

When using rollerblades, skateboard or bicycles the children must be fully equipped with

all the safety gear needed.



Monthly schedule

Except for the holiday months July and August, the kindergarten has a monthly schedule, which contains practical information and activities for each month.

The schedule is posted on our website and is handed out to those, who cannot see and/or print it.

There is a copy of the schedule on each of notice boards. Any changes are written there.

Daily messages are written on the door.



Activities during the year

We often go on outings to parks and other green areas. We visit companies, churches, museums etc.

The kindergarten is located in a very exciting area close to both churches, "Nicolai kulturhus" and wonderful green areas, which we use daily and want the children to know as a part of our cultural heritage.

We regularly go dancing and do gymnastics.

We sometimes take outings to see the children's life outside of the kindergarten, so we gladly accept invitations to visit the children's home or to see the parent's workplace.



The curricula's of Mary's international kindergarten

Our goal is to promote the children's abilities to:

- Be a part of a community and getting to know themselves better and learn to respect others.
- Learn how to behave themselves and contribute to a community.
- Use linguistic creativity.
- Become aware of their body, health, food and exercise.
- Experience the joy of exploring and experiencing nature.
- Learn about cultural expressions and values.

The educators role are to:

- Spend as much time as possible with the children.
- Learn the children's skills and develop and challenge them accordingly.

- Stand by and let the children make their own experiences.
- Ensure that the children learn how to interact in a group and how to solve conflicts and we will always intervene if a child needs support.
- Help to preserve the children's courage, determination, curiosity and creativity.
- Involve the children in the documentation of the children's progress, making it a part of the activity.
- Strive to develop a good documentation to the parents without it taking time away from children.



Our address

Mary's International Kindergarten / Maria Mikkelsens Børnehave

Hyrdestræde 3

6000 Kolding

Phone: 21 37 59 85

Leader: Nina Marie Dalgas

Private phone number: 31 53 36 59



Our location

It is easy to find the kindergarten, whether you use bus or car. If you take bus number 2 you can get of approximately 30 meters from the kindergarten. If you go by car, there is excellent parking place right in front of the kindergarten. However, a ticket is required after 8:00 (8 am).



The fundamental tasks of the institution

The tasks of the institution are to give opportunities for new experiences and activities, stimulating the child's fantasy, creativity and linguistic development and giving the child room to play and learn and have physical exercise, friendships and the opportunity to explore the surroundings.

The tasks of the institution are to give the children opportunities to co-decide and have responsibility, thus developing the child's independence and ability to engage in communities.

The tasks of the institution are to assist the child, giving them a sense of understanding of cultural values and interaction with nature.



Enrollment and resignation

Enrollment on the waiting list of Mary's International Kindergarten

§ 1 Enrollment on the waiting list

Enrollment of children on the waiting list of Mary's International Kindergarten must be done written, either by registration online or by forwarding the completed enrollment form which can be obtained by request at Mary's International Kindergarten.

A child cannot be enrolled on the waiting list before the age of two.

The waiting list is published on the website of Mary's International Kindergarten.

Parents may terminate their position on the list in writing. However this must be done with 2 month notice on the first of the month.

§ 2 Payment at enrollment

At the enrollment on the waiting list, an enrollment fee of 1,000 kroner per child must be paid.

The money can be wired to reg. number. 0893 account number 1006577.

If the child is accepted to the kindergarten, the fee will be used to pay for the first month.

If the child is accepted but the parents decline the opening, the fee will not be returned.

If Mary's International Kindergarten cannot provide an opening for the child at the first of the month in which the child turns three years old, the fee will be returned and the child will be removed from the list, unless the parents wish otherwise.