

Maria Mikkelsens Børnehave

Information for parents

Sunscreen

Please apply sunscreen prior to bringing your child to kindergarten. During the lunch break sunscreen will be reapplied if parents indicated it is wanted.

Remember a hat or cap and a long-sleeved T-shirt is advantageous against sun exposure.

Tray

Every child has a drawer provided - near the foyer for Ants and Beetles, upstairs for Bees. These are used for notes to parents, fruit bag, drawings etc.

The drawer must be emptied every Friday.

Wardrobe /Clothing

Each child has a space provided in the foyer with hooks, a bag for slippers and mittens, and a basket for clothes, rain gear etc.

Please check regularly to ensure that there is a change of clothes, and the appropriate shoes and coats for the season / weather.

A list for the current season is attached to your child's basket for your reference. Please check the basket regularly to ensure these items are available and also ensure your child's area is tidy.

Please also remember;

- *To write your child's name in shoes and in outer wear.*
- *Suitable clothing according to weather, than is durable even when dirty.*
- *The child must have deasant footwear, for out- and indoor activities. Summer and winter, not tieable shoes/boots. The child is supposed to apply footwear by themselves.*
- *No scarfs—instead use a hat and/or a neck warmer*

Website

On our website www.mariamikkelsen.dk you can find a range of information including opening hours, photos, staff photos, the Board of Directors, curricula, values, calendar, fees, admission to the waiting list, termination, etc.



Hyrdestræde 3, Kolding

Tlf. 21 37 59 85

maria.mikkelsen@mail.tele.dk

www.mariamikkelsen.dk

Face-book: Maria Mikkelsen

Opening hours:

Monday-Thursday 6:30 am to 4:45 pm

Friday 6:30 am to 3:30 pm

Open every day except on Danish public holidays.

Fore Word

In this booklet you will find practical information regarding Maria Mikkelsen's Kindergarten. It is designed to compliment information available on our website.

You are always welcome to ask if you are unsure about anything.

Absence from kindergarten

Please notify the kindergarten if your child is sick or will be absent from kindergarten. Remember— advise staff if your child will attend kindergarten during holiday periods.

Bicycles/strollers

The children are allowed to park their bicycles on the premises, but we do not have room for strollers.

Cars—Parking

Please park at Låsbybanke or Hyrdestræde - it is not allowed to park your car at the entrance of the kindergarten.

Celebrating birthdays

Birthdays are special occasions for children. We offer the choice to hold a birthday celebration;

- In the kindergarten,
- In "Legeparken" (the large public play park in Kolding)
- At the child's home.

The children have packed lunches as normal.

The child celebrating its birthday can serve buns, vegetables, and / or fruit to complement packed lunches. Refer to the birthday folder available at the kindergarten for good ideas. We ask that you do not provide any more than this, as not everyone has the time / energy / finances to make a huge party. However, if you wish, children can be invited to your home for a party in their free time. A contact list can be obtained in kindergarten on request.

Opening Hours

Monday-Thursday 6:30 am to 4:45 pm

Friday 6:30 am to 3:30 pm

Parent—teacher feedback sessions

After the first six weeks to three months at the kindergarten all new parents are invited to a meeting with the relevant staff.

When your child approaches transition from ants to beetles a 15 minute meeting is held with parents and staff from both groups.

A similar meeting is held, when approaching transition from beetles to bees (15 minutes with parents and staff from both groups).

Prior to the expected start of school parents of bees attend a 15 minute meeting with staff to discuss readiness for school.

Photos

The kindergarten takes many pictures and we are posting photos on our facebook page and website regularly You can find photos on the website under "News from the kindergarten": photo albums (fotoalbum)

Playground

We use the playground on a daily basis, so are constantly monitoring the condition and safety of the equipment. Each day the playground and garden are tidied by the staff, however children are expected to clean up after themselves, and help put toys away - even when it's time to go home.

Children are permitted to use the climbing the tower, when they are ready. We do not help them to get up - they must discover their limitations and gain the courage to use the climbing tower.

Safety

In order to prevent incidents/accidents, we have decided to:

- Use the fabric fruit bags provided by the kindergarten—not plastic bags
- Remove the drawstrings from the hoods on the jackets
- Leave scarves at home

Packed Lunches

The kindergarten has adopted a food policy with a view to to give children the energy they require for playing and learning. Meal times are an important part of everyday life in kindergarten. It is important for children's well-being and development, that their lunch consists of healthy food.

It is important to ensure that:

- the child can eat their fill, and that the food provided is healthy and nutritious.
- that there are fruits and vegetables for between meals (morning and afternoon).
- that the lunchpack do not include sweets, yoghurt, toast etc.

Breakfast until 8 a.m:

We serve cereal or oatmeal with raisins and one half bun with butter. If other options for breakfast are preferred these must be eaten at home prior to arriving at the kindergarten.

There is no such thing as sweets and candy amongst the children nor the adults.

As for celebration of birthdays etc, we have an 'inspiration-pamphlet' showing a variety of different courses you can provide for the celebration.

The kindergarten provides the following:

- all the children go to the toilet and wash their hands before every meal
- ensure appropriate boundaries and a good atmosphere during meal times
- ensure children eat their fill
- encourage children to help with the practical tasks associated with lunch
- supply milk and water for lunch
- teach the children table manners (e.g. wait for everybody before eating, sit properly on the chair, and talking quietly and appropriately with the children who are sitting next to them)

The staff are always available if you are uncertain about suitable foods to include in your child's lunchbox.

Children's groups—location

Ants: ground floor and in the basement.

Beetles: ground floor and in the basement.

Bees and Bumblebees: first floor

Daily routine

The kindergarten opens common at 6:30am. All groups are together in the Ant Group.

Breakfast is available for the children until 8:00am.

At 8:00 the children divide into their groups and relevant areas in the kindergarten. A morning snack of fruit is eaten before 9:30am.

It is best for children to arrive before 9:00am as we often take trips from the kindergarten (even if it is not on the monthly plan), and we usually depart approximately 9:15am.

Diapers

We have a clear expectation that the child does not use diapers when he or she starts at the Kindergarten.

Drop off and pick up

To be dropped off at the kindergarten is something special. So when you arrive in the mornings it should be a good start of the day. Be in good time, and take your time to take of the clothes, put the lunch in the fridge and put on the indoor shoes with your child.

Let the staff know if the child have had a bad nights sleep, if there have been any conflicts or similar in the morning.

To be picked up in the afternoon is special too. Take your time to let the child show or tell you what he or she have been doing while being at the kindergarten, and help the child finishing the day by tidy up a bit and to say "see you tomorrow" to friends and staff.

If someone else is to drop off or pick up your child the kindergarten must be notified that this is approved by you.

Excursions

Upcoming planned trips are advised in the monthly plan.

On the door to the room for the Ants and the Beetles and by the stairs up to the Bees room are whiteboards, where the staff can provide messages for parents.

Spontaneous trips may occur departing after 9am. Please call if you will not be arriving at the kindergarten before this time. Children arriving after excursions have departed will join children in one of the other groups remaining at the kindergarten.

Facebook page

The kindergarten operates a Facebook page to keep parents informed of our activities.

Our Facebook name is **Maria Mikkelsen**

Fees

Maria Mikkelsen's Kindergarten charges the same rate as Kolding municipality. However the kindergarten operates all year, so charges for 12 months (and not 11 months as the municipality does).

The rate is adjusted every year in line with the municipality of Kolding regulation. The kindergarten keeps financial records, but it is also suggested parents keep track of payments, scholarships, financial aid or other charges.

A deposit of DKK1000 is required to get your child on our waiting list. This is refunded, when your child has started in the kindergarten. If you reject a place offered at the kindergarten the deposit is not refunded.

When paying by bank transfer please use the PBS number for your child (available from the kindergarten office) as a payment reference.

Fruit

Children are provided with a bag to put fruit in. This is placed in the child's tray / box. Remember to supply fruit / bread for both morning and afternoon for your child.

Please remember to empty the tray / box on Fridays.

Grief plan

We have a plan in case of accidents, heavy diseases, death or diseases in the kindergarden or in the families

Gymnastics and dance

Refer to the monthly plan.

During the winter all children at the kindergarten participate in dance classes with Birgit Husted about once a month.

As for changing clothes prior to the Gym, the children are expected to wear the same clothes for Gym and normal kindergarten practice.

Clothing needs to allow children to move freely to run, jump, sit on the floor etc.

Please provide soft gym shoes for your child to wear.

Illness

The kindergarten can not receive children that are ill, which means

- Children with a temperature over 37 degrees
- Children with chickenpox without scabs
- Children who have, and are not undergoing treatment for pinworm, ringworm, lice, conjunctivitis or impetigo.

We expect that the children arrive symptom free and well rested. Children may not return before it is able to cope with the daily routine.

Library

The kindergarten regularly visits and borrows books from Kolding Library.

See monthly plan.

Lost property

Items which have been "lost" may be found in the basket ('glemt tøj') in the wardrobe. Please ensure items brought to kindergarten are labelled clearly with your child's name.

Each quarter of the year unclaimed property is either added to the pool of kindergarten clothes or donated to charity for recycling.

Monthly Plan

Each month a plan for the upcoming month's activities is sent via email to all parents. This also provides advice about any upcoming closures or events in the kindergarten.

REMEMBER therefore to ensure the kindergarten has your correct email address.