

Welcome



Your child is going to start in _____ stuen.

In _____ stuen, you will be greeted by these adults

Relevant information:

We look forward to getting to know you.

Practical information:

If you need to contact the institution in the morning (from 6:30 AM-7:30 AM) please call the **central number** and press yourself into **Jordbærkløverstuen** where we open each morning.

Børnehuset Fælleden



Address:

Artillerivej 69 K, 2300 Kbh. S

Phone:

44 40 37 64

Opening hours:

6:30 AM - 5:00 PM Monday to Friday

Welcome to Børnehuset Fælleden



We look forward to getting to know your family and hope for many great years together.

This pamphlet will give you an insight into how everyday life works and give you practical information about the starting period for your child.

We are a new self-governing institution with both a nursery section and a kindergarten section spread over two floors. The kindergarten is located on the first floor, and the nursery is at the ground floor. Since the institution is self-governing, this means, among other things, that we have a board led by parents.

We have six nursery rooms, with 12 children in each room. In the kindergarten we have four rooms, with 22 children in each room.

Our outdoor area consists of two playgrounds, one of which is intended for the nursery and the other kindergarten. It is possible for the children to unfold physically in these areas. In the middle, you will find a quiet area, where there is an opportunity to retreat and enjoy a quiet moment.

In the beginning

Starting in an institution can be a disruption to everyday life considering the many new faces and surroundings. However, it is also exciting for your child, and for you as parents.

The most important thing for us during this induction period is that all parties feel comfortable with the situation. If the child experience that you, as parents, feel safe, it will spread and help them get ready for a new adventure in our institution.

Nursery

When your child starts in the nursery, it is important for us to gain an insight into your child's life and discovering who he or she is. Therefore, we are interested in all you can tell us about your child to make the transition as easy as possible. Together we can scaffold the best terms for your child starting at Børnehuset Fælleden.

Usually, it takes **about a week** as minimum, depending on how your child feels about being dropped off in the morning.

Kindergarten

When your child starts in kindergarten, most children have experienced being looked after. Either in daycare, nursery, or by family. It is therefore considered normal that the induction period does not last as long as with children starting in nursery.

You will be joining your child for the first few days. From there on, we will have a talk and find out what you as parents and your child need going forward. We are very interested in getting to know your child and you as parents. We hope this will make it easier for your child to feel safe here with us.

Mobile phones

We will advise you to keep your phone in your pocket when picking and dropping off your child. By doing so we assure that your focus is on your child which allows you to say a proper hello and goodbye.

Wardrobe

Each child will get their own wardrobe for clothes and shoes. It is important that the children have clothes and shoes suitable for the weather. To make it easier for both you and us as staff, please write names in your child's clothing. This way we can help each other keep track of what belongs where. Children play best in clothes they can move around in, as this gives the children the best conditions for good experiences and development.

To be kept in the wardrobe at all time

- Slippers
- Rubber boots or waterproofed slippers
- A cuddly toy (if needed)
- Pacifiers (primarily for the nursery)

- A change of clothes (pants, underwear, socks, sweaters, blouses etc.)
Always have three of each in stock.

The institution has a no shoe policy. Therefore, all, adults included, are required to take off their shoes in the wardrobe before entering the facilities. This will help keep a clean institution for all of us.

Summerdays

Remember to bring a cap, bucket hat etc., and to put on sunscreen in the morning. We will apply sunscreen throughout the day.

Naptime

The nursery children younger than two, sleep in our enclosed crawl space called Drømmeland which translates to Dreamland. From the age of two and up, they sleep inside on a mattress due to the fact that they are not permitted to be in a harness. Under certain circumstances children under the age of two will be moved inside on a mattress. This has partly to do with strengthening the motor skills. However, it is also done to avoid too much physical strain on the employees. The children are surely permitted to bring a pacifier and a teddy bear with them when having to take a nap.

The pre-schoolers are also provided a mattress for napping.

AULA

AULA is a system where you (on an iPad in the wardrobe) check your child in and out every day. Likewise, you write the expected time, you will pick up your child. It is important that you also enter your telephone numbers, address, child's birthday, etc. We as staff can make use of the program by writing to you personally, finding your phone number in case of illness, posting pictures from our trips, and more.

Much of the staff-work today is digitized, and for this we use AULA. You can also communicate with us via the app.

All in all, this app gives you the opportunity to gain a greater insight into your child's life when it suits you - in a much quicker and efficient way. You can download the app on your phone, and thereby easily check for updates from us.

Get started with AULA

There is an APP for AULA parents and we need you to sign up. You can also use a computer to sign up and we kindly ask you to put a picture on your child's profile as it's easier to check in/out on the iPad and find every child for us daily.

Closing days

On our website www.bhfaelleden-kk.aula.dk you will find among other information, our closing days.

We also announce the closing-days via AULA.

You must also report when you are on holiday (via AULA). We also ask you to call your child in sick before 9:00 AM, so that we can organize the day's activities.

We are having our morning gathering from 9:00 to 9:15 AM, so please drop off your child before 9:00 or after 9:15 AM and no later than 9:30 AM as we start activities and/or have planned trips out of the house.

Disease

We do not accept sick children. In a large house with many people, there is a great risk of infection. If we find that your child is sluggish and unable to keep up with the day's activities, you can expect a phone call from us asking you to pick up your child. You may find that your child comes alive when you come home and that your child does not seem sick. We as staff have to make an assessment, as it can be difficult to say exactly when a child is too ill to be in institution. You must remember that being in daycare is just as stressful for a child as it is for an adult to go to work if they are feeling under the weather.

Diapers

Nursery

In the nursery we provide diapers for your child.

Kindergarten

If your child is wearing diapers, you will be asked to provide this.



Dinning

At Børnehuset Fælleden we are served delicious food every day. We have a kitchenstaff who prepares the food delivered to us everyday. Our food comes from a 90% ecology catering company. We eat together, in smaller groups. The meal in itself is a large learning platform, with the possibility for conversation, learning and reflection.



A normal day

6:45 AM – 7:30AM

Breakfast in the common room on the ground floor (nursery + kindergarten)

Around 9:00 AM – 9:15 AM

Morning gathering in each room for fruit/snack

9:30 AM - 10:30 AM/11:00 AM

Activities (varies from day to day)

Around 11:00 AM (nursery)

Have lunch

Around 11:30 AM (kindergarten)

Have lunch

12:00 PM

The nursery children are put to sleep, either indoors or out (depending on their age)

Kindergarteners go to the playground, or to the rooms and play.

It is also during this time that the staff takes their breaks.

Around 2:00 PM

Afternoon snack

3:00 PM - 5:00 PM (around 4:00 PM/4:30 PM we gather on the ground floor)

Play inside and/or outside.

Scheduled meetings: