



A warm welcome to Haugatun kindergarten

To the parents/guardians of

Your child has been accepted in Haugatun barnehage.
We are looking forward to get to know you and your child.

When your child starts in our kindergarten, you as the parent and we as the staff will together share the responsibility for your child's thriving and well-being during its days here.
As a parent/guardian you are an important person to us, with whom we want to cooperate.

The educational supervisor/staff at the unit have a particular responsibility that you as parents get a warm welcome and are informed of the kindergarten's expectations. Soon after the start-up we will call you in to a meeting.

You are most welcome to make a preliminary visit in the kindergarten. If so please contact the staff to make an appointment.

will start at

The first day will be



Dear parents!

We wish both you and your children welcome to Haugatun barnehage.

In our experience to make children feel secure, the parents need to feel reassured that their children are taken care of in the best possible way.

Our adaption is inspired by the Jattå model, according to which the parents stay in the kindergarten with their child the first week. However, we prefer only one parent at the time so that the unit doesn't get too crowded with adults. It's up to you how you want to share the days between you.

The parents still have the main responsibility for their child in terms of nappy change, naps and playing. Your child's contact person will be at your side, and will gradually approach the child and bond with it.

As the contact person gradually take the child more in charge, the parents may withdraw a bit and help with practical chores such as setting the table, washing dishes, sweep the floors etc. at the unit.

After three days with the child the parents may start to absent themselves for a little while. The parents and contact person will cooperate on this to find a good solution for your child in particular. The contact person will be there for your child when it needs comfort, encouragement and care, and to help it explore when the child is ready for it.

After the initial adaption period, your child will take part in the kindergarten's day to day life. In Haugatun our work is based on the principles of the interaction method "ICDP".

Our goal is to consolidate the quality of our interaction with the children, strengthen the attachment and improve the communication. We focus on the children's reactions, experiences, signals and needs.

According to our routines we do not have our private mobile phones available when we are with the children, we give them our full attention. We want that to apply for you parents, as well.

Duty of confidentiality is important in order to secure privacy protection of children and parents. We therefore ask you not to take pictures in the kindergarten or share anything from there on social medias. We would also appreciate you not speaking about other children in our kindergarten.



Adaptation:

When they start in the kindergarten they go through an adaption period.

The child is getting to know new people in an entirely new world. A good adaptation is in the best interest of the child. The adaptation period lasts for at least 5 days.

DAY	TIME	INFORMATION
Monday:	9.30- around 12 (after lunch)	Parents present all the time. The parent is responsible for the child's eating and nappy change. Naps outside sleeping hours must take place in a private pram outside.
Tuesday:	9.30 – until end of sleeping (appx. 14.00)	Parents present all the time. Parents put their child to bed inside at the nap hour. The contact person comes along. When the child is asleep, the parent goes to the parent's room at the attic. They will be called when their child wakes up. They are welcome to help with chores when the child focuses on the contact person.
Wednesday:	Breakfast till after lunch (around 15 hrs)	Parents present all the time. The parents glue pictures to the child's house while the contact person is outside with their child. The parents put their child to bed. When it falls asleep, the parents go to the attic. They are called when their child wakes up.
Thursday:	Breakfast – individual adaptation in accordance with your contact person	The parents may leave the kindergarten for a short while, but must be available to come back at short notice (max 15 minutes) throughout the day.
Friday:	Individual adaptation	Must be able to come at short notice, max 15 min.

The adults at the unit:

Educational supervisor
Kindergarten teacher
Child care and youth worker

Yours sincerely

Cecilie Storli
Nursery manager
Haugatun barnehage



Practical information

Core time:

From 0930 to 1400 hrs there are organized activities and playing going on. This is considered as the kindergartens core time. For the child to get a sense of belonging and thrive, we would like the child to be present during these hours. If we have not been told otherwise, we expect the child to arrive at 0930 and not leave until 1400.

For us to attend to children and parents in a good way, we kindly ask you to arrive at the kindergarten by 0930 when the meeting hour starts. During the meeting hour and activities/playing it is important for the children that the staff are present to follow them up in a good way. If meeting hours or other activities are interrupted, the children's concentration will be disturbed. We kindly ask for the parent's cooperation to create good structures. We advise you to come in time for your child to be ready to take part in the meeting hour starting at 09.30.

Attendance/absence:

If the child is going to be absent, we wish to be notified as early as possible. Please send a text message to the kindergarten's mobile phone the night before.

This will affect the planning of the day, taking place at the staff meeting at 09.15.

Kindly advise us if the child is leaving before 14.00, as well.

If your child is ill or is in a poor general condition, it must stay at home. Children who are in the kindergarten must be able to go outside during the day.

If the child is ill with a fever, it must stay at home one day without a fever. Due to the danger of infection the child must be free of symptoms for 48 hours in case of diarrhea or vomit before it can return to the kindergarten.

We do participate in the Cleand Hand (Ren Hånd) project organized by the municipality of Bergen. In order to learn good routines for hand hygiene, we kindly ask all the parents to accompany their child to the bath room and wash its hands when you arrive.

Furthermore, we kindly ask everyone entering the kindergarten to remove their shoes, for the children to be in a clean environment when playing on the floor.

Daily routines in the kindergarten:

Opening hours 07.00 – 16.30

7.00: The kindergarten opens. Playing, games, creative activities, reading books.

8.30–9.00: Breakfast at the unit for the toddlers (småbarnsavdeling)

09.30-11.30: Meeting hour, activities, walks, outings, playing outside. Each unit has their individual plan. Please read the annual plan and period plans for more information.

Lunch between 11.30 og 12.00.

After lunch many toddlers take a nap. Older children may play outside. The children may also be divided into groups; some are inside and some are outside during various periods of the day.

Fruits served between 14.00 and 15.00.



Food/drink:

You must bring breakfast and fruit. The kindergarten serves lunch and milk to all meals. We've had an agreement where parents have paid a small supplement for food, for the kindergarten to buy fruits. A note where you may subscribe to such a fruit arrangement will be handed out after the start-up. According to our statutes all parents must consent to this for us to carry on this arrangement.

The day-to-day contact staff/parents:

It is important that you inform us about your child's daily condition, special experiences, deviations from daily routines, so that we can meet your child's needs in the best possible way. Our intention is to inform you at a daily basis about your child's day in the kindergarten. The quality of the contact between the staff and the parents, how we feel about one another, is important to have a good collaboration. If you wonder about anything in the kindergarten, feel free to contact the head of the unit. We want our daily encounters to be mutually friendly and respectful.

One to-one-meetings with parents:

You will be called in to individual meetings concerning your child specifically. Parents themselves may also ask for such meetings, naturally.

Birthday celebration:

We do celebrate each child's birthday in the kindergarten. Since we want to be healthy, the child may choose between various dinner options on their birthday. Parents do not need to bring anything to the kindergarten that day.

Clothes:

Please note: Every item of clothing must be tagged with the child's name.

You must take clothes for outside home every Friday to be washed and checked.

Your child will have its own basket for extra clothes in the kindergarten.

We expect that parents/guardians regularly check that there are enough changing clothes in the basket.

Hours:

In order to have a good cooperation it is important that parents advise us if their child is being collected by someone else than usually. Please inform us if you will collect your child too late due to unexpected circumstances. The staff's working day ends at 16.30, so children being picked up too late requires overtime for the staff staying with them. Collecting them after regular opening hours will be registered as a deviation, the reason why must be written in a form. If this happens many times, the nursery manager will talk to those it concerns.

For security reasons at least 2 persons stay with the child who has not been collected. If the staff fails to get hold of the parents or others close to the child, they contact the emergency child welfare services at 17.30. Your child will then be handed over to them, who will take responsibility for the child until contact is obtained with the parents.



Home page:

Under «Bergen kommune» we have our proper home page where you can find our terms of reference, the school year calendar, miscellaneous forms and other important information.

www.haugatun.barnehage@bergen.kommune.no

The Annual plan, statutes and the Kindergarten Act:

The operation of Haugatun barnehage is determined by the Kindergarten Act, statutes applicable to the Bergen municipality's kindergartens and the Annual plan of Haugatun barnehage.

The statutes are enclosed, and you'll find the Annual plan at our home page. It is important to us and you that you read this and get acquainted with the content.

Everybody employed in Haugatun is obliged to work according to the Kindergarten Act. Please be informed that all of us are bound by duty of confidentiality. It is also mandatory for us to provide information to the child welfare services.

Phone numbers:

Office	53034350
Hugin	53034356/ 94 51 42 84
Munin	53034355/ 94 51 42 85
Åsgard	53034354/ 94 51 42 86
Midgard	53034359/ 94 51 42 47



List of extra clothing/gear that your child needs in the kindergarten:

We go outside every day, so your child needs raingear, children's overalls, headgear, boots and shoes appropriate for the seasons.

Each child's basket with extra clothes must at all times contain:

Two trousers
One sweatshirt
Two thin sweaters
Two underpants
Two pairs of socks (thick, thin)
Minimum 2 undershirts/bodies
When necessary: ointment/creams/medication/diapers/zinc ointment

Summer:

One pair of shorts
One T-shirt
One headgear
Sunscreen

Winter:

One warm sweater (wool or fleece)
One warm pair of trousers
Two tights
One pair of mittens
One hat
One scarf/»neck«

Please feel free to ask for advice if you are uncertain of what type of clothing is best suited for your child to wear in the kindergarten.