

## Dear parents and child.

Welcome to the daycare 😊.

You have received our "Welcome to daycare" leaflet in your registration letter, where you will find general information about Billund's municipal daycare. Below we have listed more information that may be useful for you in connection with start-up.

### The daycare's opening hours:

You may make use of your daycare's opening hours, and it is important that you comply with this, and be aware that you must be out when the daycare's working hours end. The daycare activities start at 9.00, and it will often be around that time, that the daycare will leave the house, if going on a trip. Therefore, it is of great importance that you inform your daycare if you wish to drop your child off after 9.00 and in cooperation with the daycare plan where you can drop your child off. In addition, it is important that you inform the daycare provider if: Your child is taking the day off, is ill, if you are late for pick-up or if someone else is to pick up your child.

### Sickness:

In a desire to prevent the spread of infection, and to ensure the well-being of the entire group of children and the daycare, we only take care of healthy children in the daycare – meaning that the child is able to cope with a "working day" in day care. In the daycare, we do not take the children's temperature, as we do not exclusively associate fever with illness or being unwell. We are more concerned with the child's general condition, and it is with this in mind that the day care provider and you assess whether the child can be in daycare. If in doubt, we encourage you to speak to your daycare provider- it is your good cooperation that helps to ensure good health and well-being for the entire group of children.

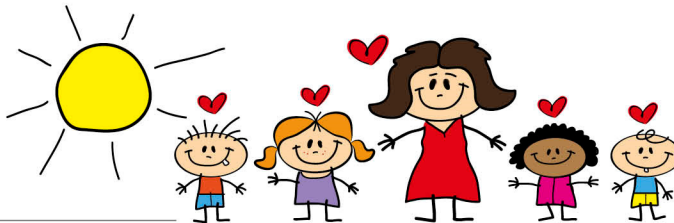
### Guest day care:

If your daycare provider would like a day or period off, she will let you know when she has the day approved by the day care pedagogue. Here you inform the day care provider if you want guest day care, after which the day care provider informs you where your child can attend guest day care.

In the event that your daycare worker becomes ill, she calls the morning shift (a daycare pedagogue). You will then be contacted as soon as possible on the morning in question by the daycare pedagogue, where a guest place will be arranged, if you wish. We will contact you by phone once, and if we do not manage to get hold of you, we will send an text message.

Both in the case of planned time off and sudden illness, we make every effort to give your child the best possible guest place, in terms of attachment, familiarity with the guest daycare provider, as well as in terms of logistics for you as a family. However, it is not always possible to meet your wishes, but it is a high priority for us and we always do our best.

Remember to put name on clothes, shoes, Pram etc. when your child goes to guest daycare.



## Holidays/closed days:

In Billund municipality, fixed closing days have been introduced on the following days:

Friday after Ascension Day.

Week 29.

The days between Christmas and New Year, incl. D. 31/12.

Here you can still have your child in care, but it requires both parents to work and you must register your child via a link that you will receive from Billund municipality via AULA. The care will always be in Billund or Grindsted.

On the first Friday of March, we hold "Professional Friday", where we would like all daycare workers to be able to attend. It is the parents' board that each year decides if the day will be held, in which case we encourage everyone to find alternative care for their children.

D. 24/12 and Grundlovsdag are closed days, with no possibility of alternative care.

## 3rd month Conversation:

You are offered a short meeting with the daycare provider (and possibly the day care pedagogue) approx. 3 months after start-up. Here you and the daycare worker can talk about what you may not have time for in the day to day contact, for example about the start-up, your child's well-being and development, cooperation with the daycare, future agreements, etc.

## Interdisciplinary collaboration:

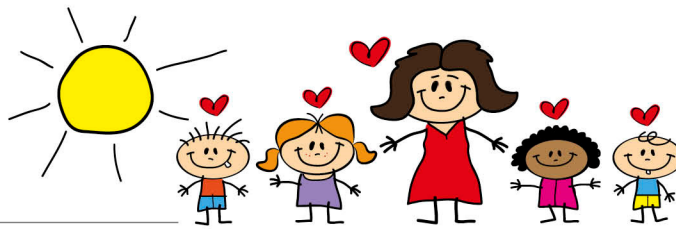
In Billund municipality, the daycare has the opportunity to collaborate with other professional groups, which can be of decisive importance for the child's well-being and development, including: Speech/hearing consultants, Multilingual consultants, Physiotherapists, Toddler consultants, Special guidance counselors and Psychologists.

A possible collaboration will always take place in collaboration with you and based on your child's well-being and development, and it will always be the daycare pedagogue who initiates and is at the head of the collaboration. If you have any concerns about your child's well-being and development, you are always welcome to contact the daycare pedagogue.

## Playgroups:

The daycare workers are divided into teams, with whom they also participate in playgroups. There are both half- and full-day playgroups. Half-day playgroup is in the morning and for full-day playroom you must drop off and pick up your child in the playgroups, as the daycare workers and the children spend the whole day there.

The playgroups are of great value for both children and adults, as the children here have the opportunity to express themselves in other ways than in the daycare home, to be part of a larger community, and to get to know the other daycare workers and children in the team, which can be



of great importance in relation to guest daycare and Kindergarten start.

In order for the groups to be of a manageable size from a child's point of view and the daycare workers to meet the children's different needs, we have set a limit on the number of daycare workers in the playgroups to a maximum of 5 at the time. Your daycare worker will notify you when it is her/his turn to go to playgroup.

### **AULA:**

In the daycare, we use AULA as the primary form of communication, and therefore you must sign up your child in AULA at the start of daycare. Here you can also give permission for the child to ride a cargo bike with the daycare, photos and video taken of your child, the municipality's Facebook etc.

AULA is available as an app, which makes it easier to check messages, postings, pictures etc.

The daycare has its own Facebook page and Instagram account, which we encourage you to follow.

### **Hjernen & hjertet (The Brain & Heart):**

In the daycare, we have chosen to use Rambøll's "Hjernen og Hjertet" to evaluate the children's development. Here, the daycare and the daycare pedagogue fill in a motivity assessment when your child is approx. 1 year. The day care provider then shows you the assessment and talks to you about whether there is anything the day care provider and you, can practice at home. The motivity assessment can also be included in the 3-month conversation.

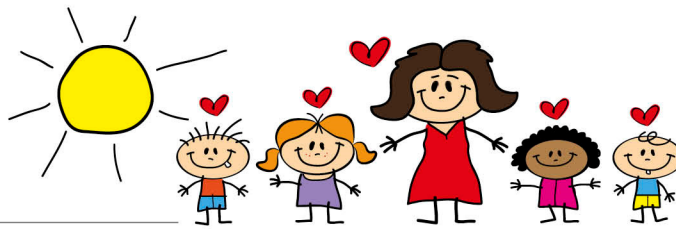
At the age of 2, the daycare worker fills in a dialogue profile, in which a number of questions about the child's development are answered, which are divided up according to the 6 different curriculum themes. This profile is used by the day care worker as a kind of mid-term evaluation, which allows her/him to see which areas can be particularly beneficial to work on. In the same way, the daycare worker, this time in collaboration with the daycare pedagogue, completes a new dialogue profile 2-3 months before the start of kindergarten. At this time, you as parents will also be sent a dialogue profile, which you will fill in, and then a meeting will be held before the start of kindergarten, where you and the daycare worker (and possibly the daycare educator) will talk about the child's well-being and development points in relation to starting kindergarten.

The day care worker and the day care pedagogue also write, with your consent, a handover description on Hjernen og Hjertet, which the municipal kindergartens can access. Here is a brief description of the child's interests, skills, possible challenges, and other important information that can be beneficial to ensure the child a good transition to kindergarten.

### **The daycare's parent board:**

The daycare has a parent board which, in collaboration with employee representatives and management, draws up principles for parts of the daycare's operation.

A general meeting is held every year, where elections are made to the board of directors.



Members of the board are listed on the day care's website and you are always welcome to contact the chairman if you have questions or topics you would like to discuss at the board meeting.

On the website you can also see the current board members, read minutes, principles etc.

### **Diet:**

At the start-up meeting with your daycare provider, you will receive more detailed information about her/his daily life. But for all daycare workers, it generally applies: Breakfast is offered until at 07.30. Later in the morning, the children are offered breakfast, and lunch before the midday nap, and afternoon food after the nap. In the daycare, we prioritize healthy and nutritious food and follow the National Board of Health's dietary advice. If you are interested, you can read more about this in our dietary policy, which you can find on the daycare's website.

If your child needs a special diet or still needs breastmilk substitute or porridge at the start, please bring this with you.

Remember to make the day care provider aware of any allergies.

### **Bring:**

Please bring:

- Pram, as well as equipment such as: Approved harness, rain cover, mosquito net.
- Outerwear according to the season - if in doubt, ask the daycare provider. Remember: No strings in the child's hoods.
- Bag with a change of clothes, possibly bib, pacifier, cloth.
- Diapers and foam cloths.

In most daycares is it possible to leave the pram at his/her home from Monday to Friday, but it must be taken home on weekends and holidays.

We wish you a very good start and look forward to the collaboration and to following your child.

Sincerely, The day care.