

Welcome to Børneuniverset's Kindergarten



Maybe your child is already used to being together with many other children, either from daycare or nursery. Maybe he or she is about to learn it now.

In both cases, starting at the kindergarten is a big change for children and parents; a process which takes time and effort.

Children and parents will get to know many new things. New and more children, new adults, new culture, new social rules, new structure and a lot more. It is exciting but can also be overwhelming. We have collected a lot of information which can help you to get started well in the kindergarten life.

To ensure a good start, it is important that the collaboration between parents and teachers works well from the beginning. We count on you to tell us about your child's reactions and potential frustrations, as well as, you can count on us informing you about your child's day and their highlights and frustrations.

Børneuniverset is an integrated institution with approximately 160 children aged from six months to six years, with six vuggestue groups and four kindergarten groups.

The kindergarten is divided into four groups ("stue"). Månestuen and Astronautstuen are located at one side and Stjernestuen and Regnbuestuen on the opposite side.

Day-to-day life and structure:

Børneuniverset opens every morning at 7 am and it is possible to eat breakfast until 7.30 am at Meteorstuen (close to the kitchen).

If you are dropping your child before 8 am, you will be able to do that either at Månestuen or Astronautstuen, depending on which of the two opens first on the respective day. After 8 am either Stjernestuen or Regnbuestuen opens. After that the rest of the stue and activity rooms will be opened as required.

Activities start at 9 am. If you are dropping off your child after 9 am the teachers might be busy with the activities. It may not be possible that the child can participate in an activity which is already ongoing. It may also happen that teachers may not be able to give you a helping hand when saying goodbye.

At 11 am lunch will be served and after that all children will go to the playground. There will be games, jigsaw puzzles and toys which children can use, as well as, all outdoor equipment.

At 2 pm, we will eat some fruit.

Except for Thursdays, the institution closes at 4.45 pm. On Thursdays, we close at 5 pm.

It is the parents' responsibility to check in and out their children. Make it to a habit when you arrive at the institution to do this first.

Activities:

The weekdays are planned with fixed activities for children in shifts. These happen in the mornings and children are divided into groups based on their age, interests, learning stage and development. An example would be rhythmic for the small, handicraft and creativity for the middle group, school for the big ones, and linguistic stimulation.

Every day the groups are having a common assembly meeting where they sing, rhyme, play with songs, tell about their experience, speak about topics, etc. It is different from stue to stue at what time the meeting takes place.

Toy day:

Every Friday is toy day in the kindergarten. This means that children can bring a toy from home. The toy should not be too large so that it can be carried in a backpack and the children should be able to carry it themselves. It is the children's responsibility to look after the toy. It is a good idea to put the name on the toy.

Water bottles:

When children start in kindergarten, they should bring their own water bottle. The bottle should be filled with fresh water every morning and be placed in the water bottle box at the child's stue. There should be a name on it. Remember to take the water bottle home when you pick up your child and to bring it back with fresh water on the following day.

Diapers:

When the child is three years old, the parents are responsible to make sure that the child has diapers. We will leave a note at the child's wardrobe to indicate when it is time to bring more diapers.



Food and meals:

The children get food approximately every three hours. At 9 am there is a morning snack, typically carrots or similar. At 11 am, we are having lunch and at 2 pm an afternoon snack, typically fruit and rye bread (rugbrødsfad).

Meal plans are published on our home page.

In contrast to the vuggestue, the commune does not offer money for a full day meal plan. The parental board has decided upon a voluntary scheme for the afternoon snack which is paid by the parents. Every year, a parent is elected who is coordinating the payment, as well as organizing the food and the fruit with the kitchen. This will be communicated when the child starts in the kindergarten. If you do not want to participate in the scheme, you will have to make sure that your child brings their own food and a piece of organic fruit which will then be distributed out when the others receive theirs.

About clothes in the kindergarten:

Every day your child should bring appropriate outerwear and shoes, adjusted to the season. Indoor shoes should be kept in the cloak room area. On top of that, the child should have a clean set of clothes which is to be kept in the child's wardrobe. It is the parents' responsibility to make sure that there is an extra set of clothes available. All clothes must be marked with their name to avoid that they disappear or are confused with another child's clothes.

If a child brings home wet clothes in a bag, these should be replaced with respective clean clothes in the box the day after.

In addition, the children are required to bring a small backpack which they can carry themselves and have it with them every day. The child should learn to take responsibility for their backpack. It will be used to carry used clothes, drawings, etc.

Name the clothes:

Remember to mark the child's name in all clothes. Write it so that it is readable well and, in a place, where it can be found easily. It is also recommended to mark it with a symbol so that the children can easily recognize their own clothes.

Borrowed clothes:

We have some clothes available which can be borrowed, if children do not have extra clothes by mistake. Borrowed clothes must be returned on the day after.

We are always happy to take in more clothes to our stock.

Vacation:

The staff recommends that children take some time off from kindergarten several times during the year. Apart from satisfying their basic needs and care giving, the kindergarten is a place of education and development and hence requires a lot of resources from the child. During their time off, children process the many impressions they have gained from the kindergarten. At the end of that process, children oftentimes experience development leaps, such as, new physical, linguistic, social or personal competencies.



Illness:

In collaboration with Børneuniverset's staff the parental board has developed a pamphlet regarding illnesses and how staff and parents are to handle them. The pamphlet is shared with new children and parents and can be found on the home page. If children fall ill in the kindergarten, we are going to call you and ask you to pick them up as soon as possible.

Remember to wash hands and wear blue plastic slippers:

As a part of illness prevention, the children are asked to wash their hands every day at their arrival and departure. At the same time, parents are asked to put on blue plastic slippers whenever they enter the institution.



Conversations:

Before children start in kindergarten, the parents will be invited to a preparation meeting. After the children have been in the kindergarten for about three months, there will be another meeting to catch up on the starting phase and discuss the upcoming time. The staff will invite parents for an annual meeting to discuss the children's well-being and development in kindergarten.

Day-to-day information and communication:

The staff will generally inform about meetings or events at Infoba and in specific cases write text messages. Every kindergarten group has their own mobile phone where you can call the staff or send them a text message. Further, the staff informs the parents about activities and experiences of the day at Infoba. We recommend parents to send text messages or write at Infoba if your child takes a day off, is sick, give small updates about their well-being, if you come later because you are visiting a doctor, etc. We will do the same. However, we will always call you if there is an emergency.

INFOBA

The common website for the commune's institutions is infoba.dk. This is a public page for parents and others who are interested. Here you will find the institutions presentation, policies and other information. We think it is a good idea to read through the public pages. There is a few information which you cannot find anywhere else. The address of the home page is:
boerneuniverset.frb.-dagtilbud.dk.

Apart from that, we use a closed site (intranet) which you can log on to. Here you will be asked to check in and out your children, write messages and many more things.

All parents need to register themselves at Infoba's home page and hand in a signed agreement to the office to get access to the intranet.

Remember to check in and out your children every day when you arrive and leave. Please do so by using one of the iPads which are placed at the entrances to the different departments.

Phone numbers:

Astronautstuen: 28 98 15 81

Månestuen: 28 98 15 88

Stjernestuen: 28 98 15 83

Regnbuestuen: 28 98 15 85

