

Contact phone numbers:

The astronauts: 28 98 15 89

The moons: 28 98 15 88

The stars: 28 98 15 90

The rainbows: 28 98 15 91



The chicken coop at Herstedhøje nature reserve

Introduction to the kindergarten at Børneuniverset



Welcome to Børneuniverset. This leaflet contains lots of useful information about everyday life in our kindergarten.

Your child has possibly already been in another kindergarten or a private daycare, and is used to being together with lots of other children the same age. Or perhaps socialising with other children is a new skill your child is about to learn.

Either way, starting in kindergarten can be quite a big change, both for children and their parents, which requires time and dedication.

Children and parents alike will need to get to know the new surroundings. New children, new adults, a new culture, new ways of socialising, a new structure and plenty more. It's an exciting time, which can be a little overwhelming for some children (and parents!), which is why we've put together this leaflet, to help you have the smoothest possible beginning in our kindergarten.

One of the most important things to ensure a good start, is a clear line of communication between the parents and pedagogs. It's essential that you let us know how your child is reacting to being here, and if there is anything difficult or frustrating for them. We will also make a special effort to give you daily updates about how it's going, the good things and the more challenging moments.

Børneuniverset is an integrated day care with 140 children in total. There are six groups of children in the playgroup department (6 months - 3 years) and 4 groups in the kindergarten (3 - 6 years)

The 4 groups in Kindergarten often work in 2 teams. "The moons" and "The astronauts" are next door to each other, and often work and play together. The same applies for the other team, "The Stars" and "The Rainbows".

Induction week in kindergarten:

The first day:

The very first day is just a short visit, where you and your child spend time together from 9am til 10.30am. You both get to meet the other children and the staff in your child's group. You'll stay together for the whole visit, and get a little taste of what it's like to be there.

The second day:

Your child gets to visit alone on the second day for a half day. You need to drop them off just before 9am, and then pick them up after lunch time, around 12pm. The staff will make an extra effort to help your child get involved with the games and activities, and help them to get to know the other children.

The third day:

Depending on how the first two days have been, we usually let your child have a 'normal' day with us on the third day. They're involved in all the usual activities, they eat lunch with the other children, play in the playground and have their afternoon snack with all the other children in their group. Pick up time on day three is 3pm at the latest.

The rest of the week (days 4 and 5):

The last 2 days of your induction week will most likely be normal days in Kindergarten, although we recommend you pick up your child relatively early (between 2pm and 3pm, after their afternoon snack.

A good start:

The following section is filled with information about the induction week at kindergarten, and some advice on how to help your child settle in. We do our best to help all children to have a calm and comfortable start. To help you with this, we've put together some guidelines, which in our experience helps to ensure a smooth start, both for parents and children!

In the beginning, we will keep an eye on your child so that they can quickly establish a sense of security in their new environment, and a good connection with the staff. We will also keep in touch with you during the first week, so please make sure we can get through to you on the phone, if necessary.

On the first day you'll be coming in with your child, but from the second day you'll need to start to find a drop off routine that works for you and your child. Some families find that it helps to use a "wave window," and it is good to talk about the drop-off process at home in advance, so your child knows what to expect.

Feel free to talk to us about good routines. We have many years of experience and we're happy to help if needed.

Daily life and structure:

Børneuniverset opens every morning at 7am, and breakfast is available until 7.30am in the "Stjernestue" room.

Everyone needs to drop-off in Stjernestuen until 8am. From 8am we open up the "Måne" or "Astronaut" rooms, and the other rooms and activity areas get opened on demand as more and more children arrive.

At 9am we start various activities. If you drop off your child after 9am, the staff will probably already be engaged in activities, and may not be able to help your child get stuck in with the activities immediately, so it is best to drop off before 9am.

Lunch is at 11am, followed by outdoor play, puzzles, games, and outdoor toys are available during this time.

At 2pm, we eat our afternoon snack (fruit and bread).

The Kindergarten closes at 4.45pm everyday except for Thursdays, where we're open a little later, until 5pm.

Our staff take care of the digital check-in and check-out of children, but please be sure to say 'goodbye' in person when you leave, so we can see that you've picked up your child.

AULA:

The intranet we use is aula.dk. There's a section for prospective parents and anyone looking for more detailed information, including an introduction to the institution, a list of our policies, and other general information.

We recommend that you have a look at it in advance, as there is easy access information that may not be available elsewhere.

When your child starts at Børneuniverset you will be able to register and log in to our private domain using MitID. This is where you'll be able to send and receive messages, register pick up times and see the calendar, among other things. You can easily download the app.

Parent-teacher meetings:

Before your child starts, you are invited to a informal meeting with some of the teachers. After your child has been with us for about 6-9 months, you will be invited to another meeting to discuss how they have settled in.

We offer another meeting to all parents about 6 months before you child is due to start school, to discuss their well being, how ready they are to start school, and other relevant topics. If you need help or advice with anything, you are welcome to request a meeting with us at any time.

Keeping in touch from day to day:

The staff will keep you updated and informed about important events, general information and meetings etc on Aura, and sometimes by text message too. Each group has its' own phone number (listed at the top of this leaflet) where you can call or text us. We write a little update everyday on Aura about the which activities the children have taken part in.

We appreciate it (and recommend) that you register on Aura when your child is on holiday, has day off, needs to arrive late because of a appointment with the doctor or dentist, or isn't coming in at all because they are unwell.

If there's an accident and your child is hurt we'll call you.

Activities:

Every week the schedule includes structured activities (typically in the morning) which are tailored to different age groups and their abilities. For example, there is rhythm and music for the youngest group, creative workshops for the middle group, and school preparation for the oldest children, including language stimulation.

Once a day we have a gathering for all the children in each classroom. We usually sing together, read poetry and make up rhymes, play language games, and/or have a chat about relevant topics.

Toy day:

Hver fredag er legetøjsdag i børnehaven, dvs. at børnene gerne må medbringe ét stykke legetøj hjemmefra. Legetøjet skal ikke være større, end at det kan være i en rygsæk og børnene skal selv kunne bære det. Det er børnenes eget ansvar at passe på legetøjet, derfor er det en god ide med navn på legetøjet. Vi frabeder os masker og andre uhyggelige ting, da det især kan gøre de nyeste børn utrygge.

Personalet bruger ikke tid på at lede efter legetøjet.

Illness:

Every Friday is "toy day" in the kindergarten, which means every child may bring one toy from home. The toy should be small enough to fit in a backpack, and the children are responsible for taking care of it, and learning to share. Please avoid bringing masks or scary items, as these can be unsettling for new children. We recommend putting a name sticker on your toys too, as our staff don't have time to look for lost toys.

Hygeine and disposable shoes:

To try and prevent infections spreading, all children have to wash their hands when they're dropped off, and they should also do so with you, when you pick them up. There are blue disposable shoes available for you to put on over your own shoes when you come into the building.



Mealtimes:

Food is served approximately every 3 hours.

At 9am they're a mid morning snack, typically crackers or something similar.

At 11am the children have lunch and at 2pm there is afternoon snack, normally fruit and rye bread with toppings.

A detailed menu is available on Aura every week.

In our kindergarten the afternoon snack isn't included in the overall price (whereas in the playgroup it is) so the parental committee sorts out the snack system. Each year one parent coordinates the payment for the 2pm snacks from all the parents, and orders the right amount of fruit. You'll receive a message about how and when to pay when your child starts. It's optional, and if you don't want to pay for the 2pm snacks then you need to give your child a piece of eco fruit to take with them everyday, which will be shared out among all the children with the other fruits.



Holidays:

We recommend at your child has several breaks from kindergarten throughout the year.

All children need to have a break to process all the new information that they are bombarded with everyday. Kindergarten isn't just as place when we look after them and keep them safe and healthy, its also a huge learning experience for them every single day, and requires a lot of physical and mental energy. Children process and digest all the new information best when they have a break from it all once in a while.

Parents often notice huge jumps in their child's development, (for example their speech, motor skills, social skills and maturity) when children are allowed the time and space to digest all the new things they learn.



Water bottle:

Your child may bring their water bottle with them, please make sure it's labelled with their name, and remember to take it home to wash and refill when you pick them up.

Nappies/diapers:

Nappies are provided (funding through through the local council) until your child turns 3. When they turn 3, you have to provide them yourself. Most children will therefore be using nappies you bring from home when they start in our kindergarten.



Clothing in kindergarten:

Your child should be dressed in appropriate clothing and footwear for the time of year, and if you want to your child may have a pair of slippers for indoor use, which they keep in the cloakroom. Each child should also keep have a full set of spare clothes stored in a box with their name on in the cloakroom. All clothing should be labeled with the child's name to make it easier for everyone if it gets lost or 'borrowed' by mistake. A good tip is also to have a little symbol/picture on the label that your child can recognise themselves.

If they have an accident and their clothes are wet or dirty, we'll leave it in a clear plastic bag on their shelf in the cloakroom, and you must remember to take it home and replace it the next day with a clean set. Children should also bring a small backpack that they can carry themselves, and learn to look after. They'll need it for taking their drawings / arts and crafts home, and transporting dirty/clean clothes as needed.

We recommend that you keep an extra set of waterproofs and wellies in the cloakroom. The children play outside all year round, so they'll need the appropriate clothing to keep them warm and dry. We don't have any extra clothing for them to use if they're missing something, so it's important that the parents keep an eye on their clothes in the cloakroom and replace / upgrade as needed.

For more detailed information, please visit Frb-boerneuniverset.aula.dk

