



# Kindergarten Parent Guidebook 2018

## Table of contents

1. Welcome to the Health Kindergarten Suðurvellir .....	2
---	---

2. Starting kindergarten - Adaptation .....	3
2.1 Kindergarten placement contract .....	3
2.2 Kindergarten fees .....	3
2.3 Information .....	4
2.4 Changing the placement period .....	4
2.5 Cancelling kindergarten enrollment .....	4
3. Various information.....	4
3.1 Sickness and staying indoors .....	4
3.2 Administration of medication .....	5
3.3 Dietary foods .....	5
3.4 Accidents .....	6
3.5 Teacher conference days.....	6
3.6 Summer holidays .....	6
3.7 Parent-teacher conferences .....	6
3.8 Parent-teacher interviews .....	7
3.9 Parents committee .....	7
3.10 Parents association .....	7
4. Clothes and other belongings .....	8
4.1 Extra clothes-Requirements .....	8
4.2 Labels/markings on clothes.....	8
4.3 Clothes and other belongings.....	8
4.4 Drying cabinet .....	9
5. Holidays/Festivity dates and traditions.....	9
5.1 Christmas traditions .....	9
5.2 Birthdays .....	10
5.3 Other events or spectacles .....	10
5.4 When children finish kindergarten .....	11
6. Special education.....	11

## **1. Welcome to the Health Kindergarten Suðurvellir**

As we heartily welcome the child and you the parents to the kindergarten we would like to bring to your attention some practical information about the kindergarten.

This information is not exhaustive so we encourage the parents to contact the staff regarding whatever questions that you may have or you think is unclear.

## **2. Starting kindergarten - Adaptation**

The adaptation process creates the foundation for the cooperation between the parents and the staff. Good cooperation and trust between parents and staff is the basis for the child feeling good at the kindergarten.

During the first day of adaptation the head of the unit gives the parents an adaptation schedule and decides on the timeline and dates of the adaptation process in consultation with the parents. The time criterion for the adaptation period is one week, but this may involve a shorter or a longer period, it all depends on the individual. You must bear in mind that you need to give the child enough time to adapt to a new environment in order to get to know the staff and the children.

The criterion applied by the kindergarten is that on the first day a parent will arrive for a one hour visit. The next day this period will then be prolonged and the parent will then leave for a short period. The following days the period that the child is at the kindergarten without its parents will then be prolonged gradually.

During the adaptation process the parents will get a good opportunity to become acquainted with the staff and the practices applied at the kindergarten.

### ***2.1 Kindergarten placement contract***

At the start of kindergarten attendance the parents will sign a placement contract that i.a. states the daily period of stay, purchase of meals and other. It is important that parents respect the agreed time periods because the work hours of the personnel are arranged with respect to the daily period of stay and the number of children during different periods of the day.

### ***2.2 Kindergarten fees***

The kindergarten fees must be pre-paid. The date of payment is on the first day of each month and the final due date is 14 days later.

If a child is not picked-up at the requisite time the parents pay an extra fee according to the rate-list. This extra fee is collected in arrears with the next month's kindergarten fees. The Vogar municipality rate-list can be found at <http://www.vogar.is>

### ***2.3 Information***

The kindergarten's website is our primary information medium and we encourage parents to check it regularly. There you can find the kindergarten course syllabus, programme of activities, school calendar where events during the kindergarten year are posted, gives you access to reports, publishes news of kindergarten work, other plans e.g. a response plan to bullying and other matters. The url is <http://www.sudurvellir.leikskolinn.is>

We also use e-mails and information blackboards in the kindergarten cloakrooms in order to bring information to the parents.

### ***2.4 Changing the placement period***

If parents wish to change the period of stay and/or the purchase of meals they should fill out the relevant application forms at the kindergarten director's office.

### ***2.5 Cancelling kindergarten enrollment***

Termination of kindergarten enrollment must be in writing on a designated form which is available at the kindergarten director's office.

The notice period given by parents/guardians is one month as of the 1st or the 15th day of each month.

If parents owe three months kindergarten fees the child's kindergarten enrollment will be cancelled with one month's notice.

## **3. Various information**

### ***3.1 Sickness and staying indoors***

We wish to remind parents that they must notify us in case of the sickness of a child. It is always preferable for us to know whether we should expect the child to attend kindergarten when preparing our work each day. It is also necessary with respect to our registering of the state of health of the child in the child's Health book. If a child gets sick at the kindergarten the parents will be called and it is expected that someone will fetch the child from the kindergarten.

Daily outdoor activities is part of the kindergarten work. However following great illness you can ask that the child be kept indoors for two days, or that the outdoor activities are shortened, i.e. that the child will be the last to go outside and the first to go back inside.

On the other hand indoors activities are not being offered in order to prevent illness, e.g. if a child has a cold and/or coughing but is otherwise healthy.

### ***3.2 Administration of medication***

In collaboration with HSS – Heilsustofnun Suðurnesja, the following working procedure has been drawn up concerning medication at the kindergarten.

Medication during kindergarten hours should for the most part be unnecessary as only in exceptional instances should medical drugs be administered more frequently than twice or thrice per day. Antibiotics which children take for a short period should not have to be given at the kindergarten. According to physicians it is enough to administer such drugs with half a glass of milk in the morning, when returning home from the kindergarten and/or prior to going to bed.

Exceptions from this could be asthma-, allergy- and hyper-activity medicine. Also if the child's period of stay is of that length that it becomes difficult to give the child antibiotics twice at home prior to sleep after the kindergarten is over.

Parents who file a request for the child to be given medication during stay at the kindergarten need to present written instructions from a medical doctor. The parents also need to fill out a form stating why the child needs to have the medicine, the name and title of the medicine and the dosage. Parent and kindergarten director/substitute will sign.

Drugs and medicine is stored in a locker at the kindergarten. The department manager of the child supervises drug administration.

### ***3.3 Dietary foods***

The following working procedures have been drawn up at the kindergarten concerning dietary foods.

Parents who file a request that the child be given dietary foods because of food allergy or food intolerance need to present a written instruction from a physician.

However the kindergarten will accommodate the wishes of the parents from other reasons such as for religious grounds and also when the reasons for the allergy are unclear and there is testing going on by removing certain foods.

Parents must always fill out a form with clear and detailed information about why the dietary food should diverge from normal food, i.e. allergens/reason.

It is also necessary to state the allergic reactions/symptoms of the food allergy. A parent and the kindergarten director/substitute will sign.

In case of serious food allergy the parents are encouraged to bring with them dietary food for the child.

### ***3.4 Accidents***

In case of an accident a call will be made to 112 requesting an ambulance, the parents will be called and they will be informed about the accident.

In case of minor injury the parents are informed and they take a decision about whether to transport the child to the emergency room.

In the work schedule of the kindergarten you can read more about the procedures if children have accidents.

### ***3.5 Teacher conference days***

There are five teacher conference days during the kindergarten school year. The kindergarten will be closed and the staff will be engaged in continuous education, organisation and evaluation of school work. It is possible to correlate the time schedule for the teacher conference days as much as possible with the teacher conference days of the Stóru-Vogaskóli school.

Teacher conference days are advertised in the school calendar at the beginning of the school year and there will be a reminder concerning this on the kindergarten website as they are coming up.

### ***3.6 Summer holidays***

The kindergarten is closed for four weeks and four days in the summer period, summer holidays normally run from the beginning of July until August.

### ***3.7 Parent-teacher conferences***

At the beginning of their school attendance the parents of new kindergarten children are invited to an introductory meeting on the work and activities of the kindergarten and the parents are given an opportunity to inspect the kindergarten and the department where their child will be attending.

A parent-teacher conference is held in September of each year where there will be given an account of the main points of emphasis during the school year and instruction will be given concerning various issues regarding the upbringing and teaching of young children. In addition the parents' association of the kindergarten will hold its general meeting at this meeting and the parents' committee will be elected.

### ***3.8 Parent-teacher interviews***

There are two scheduled parent-teacher interviews held every kindergarten school year, i.e. one in the autumn and another in the spring. During these interviews a teacher will review the registrations in the child's Health book. The Health book of the child contains filled in record sheet concerning the development and various data about the child.

This registration enables the teachers to follow the developmental progress of the child and it is also a tool to inform parents about the child's status in the kindergarten. Data that is registered is i.a. the medical condition of the child, height and weight, nourishment and self-help, life skills, physical movement, art creation and in order to monitor the language acquisition of children we use the Tras survey list for early registration of language skills. This registration is made twice a year.

We point out to parents that in addition to this they are welcome to request an interview.

Parents are referred to the department manager in case of problems.

### ***3.9 Parents committee***

A parents committee has been established at the kindergarten. The parents committee works with the kindergarten director and is a link to other parents. The purpose of the parent's committee is to give formal reports to the pre-school and education committee about the school curriculum and other plans regarding the activity of the kindergarten. The committee is intended to monitor the execution of the school curriculum and other plans at the kindergarten.

The parents committee has the right to make comments concerning any major changes in the work of the kindergarten.

The election of the parents committee takes place at the parents meeting in September each year.

### ***3.10 Parents association***

A parents association has been established at the kindergarten. Its members are the parents and guardians of the children in the kindergarten and at the start of the child's stay at the kindergarten the parents are asked if they agree to enter the association.

The board of the parents association consists of at least four representatives in addition to the assistant director who acts as the kindergarten link.



The objective of the parents association is to ensure the welfare of the children in the best manner by strengthening the ties between parents themselves and with the personnel at the kindergarten.

The tasks of the parents association are diverse and the association has sponsored various events such as Christmas plays, shows at the kindergarten summer festival, the taking of photos for graduate children and a trip to the countryside.

The parents association sends out Giro slips for the membership fees twice every year to the parents' online bank.

## ***4. Clothes and other belongings***

### ***4.1 Extra clothes-Requirements***

The cloakrooms in the kindergarten have no bags, above the children's boxes there are baskets with the names of the children and you put the extra clothes of your child into these baskets, i.e. underwear, trousers, a pullover, t-shirt and socks. The parents are responsible for their child always having clean extra clothes in the basket. It is a good rule to go over the boxes every day and empty them on Fridays so they can be cleaned.

### ***4.2 Labels/markings on clothes***

It is very important that parents put labels/markings on all the clothes of the child. We point your attention to the following websites where you can buy labels/markings for clothes:

<http://www.rogn.is> – <https://www.navnelapper.no/> –  
<https://www.labelyourself.co.uk> - <https://www.mynametags.com>

### ***4.3 Clothes and other belongings***

We point out to parents that the kindergarten does not assume responsibility for the clothes and other belongings of the child, e.g. bicycles and toys.

We do not prevent children from bringing a toy from home to the kindergarten because this can provide a feeling of security for the child, e.g. to bring its teddy bear. But the criterium we apply is one single toy and that this one toy can be placed in the child's box. For security reasons we want to point out that the toy may not contain batteries, have any sharp edges or emit high and shrill sounds.

Parents are asked to note that when the children are at the kindergarten the children need to wear everyday clothes that are suitable as work clothes.

Please do not dress the children in Sunday clothes that you care for. It is normal that children get dirty e.g. during lunch breaks, on field trips, in outdoor areas or in the art cabin. The kindergarten can unfortunately not guarantee that clothes are clean or not torn by the end of the day.

However the kindergarten becomes responsible if e.g. wet paint from the outdoor kindergarten equipment gets into the children's clothes during the kindergarten hours, or if damage to the clothes can be traced to mistakes made by the personnel.

#### ***4.4 Drying cabinet***

We wish to point out to parents that drying cabinets are only intended to be used by the staff as sometimes it is necessary to dry the children's clothes following field trips in the morning so that the children will be able to go outside in the afternoon. When a child is picked up the parents take wet and dirty clothes back home with them.

## **5. Holidays/Festivity dates and traditions**

### ***5.1 Christmas traditions***

Christmas matins: Come December all the children start singing the Christmas matins after the breakfast.

Gingerbread baking: It is always something to look forward to for the children when they bake the gingerbread. There is a pleasant smell all over the kindergarten and everyone can smell that Christmas is coming.

Morning coffee for parents: One morning during the Advent the parents are invited to come and receive breakfast with their child. The kindergarten endeavours to create a peaceful and pleasant feeling of Advent during this morning hour.

A Christmas play: The kindergarten parents' association has invited the children to a Christmas play during the Advent.

Christmas handicrafts and decorations: The children take part in decorating their kindergarten before Christmas and this gives an opportunity to them to do handicrafts in all kinds of ways.

Christmas presents: One thinks of daddy and mommy before Christmas. Frequently a number of the children's groupwork classes during the month of December are dedicated to making Christmas presents for them.

A solemn occasion by the Christmas tree: The kindergarten Christmas party is held around the middle of December each year for the children and the personnel at the kindergarten. Everyone walks around the Christmas tree singing Christmas carols. That day the children are given a festive meal according to Icelandic national tradition; hangikjöt – smoked lamb with all the trimmings.

### ***5.2 Birthdays***

The kindergarten arranges the birthday celebration for the child in the kindergarten. The birthday child is in the spotlight on the birthday. We start by flying the flag to mark the day, at noon we sing the birthday song and finally the birthday child is presented with a birthday card which the children in the department/group have decorated. The birthdays of children who have their birthdays during the summer holiday are celebrated after the holidays.

Please do not place birthday invitation cards in the children's boxes.

### ***5.3 Other events or spectacles***

Þorrablót midvinter feast: paying homage to the Þorri is an old Icelandic custom that we wish to pass on to the children. There is a Þorrablót held here at the kindergarten soon after the Þorri period comes. There is an enjoyable tradition that has been developed to invite the senior citizens in Vogar to visit us on that day. The choir of the oldest children at the kindergarten sings for the guests and we show and tell the children about various old utensils. After this all are invited to diverse Þorra foods.

Bolludagur – Bun Monday: Here at the kindergarten the children are given buns on the Bun Monday and that day there is also meat/fish balls for lunch.

Sprengidagur - Shrove Tuesday: Here at the kindergarten we have salted meat and beans for lunch on that day and everyone eats as they wish, or until they explode!

Ash wednesday: We hold an Ash Wednesday party where we offer face-painting and then the cat is beaten out of the barrel. In conclusion everyone gets some candy that may have been found in the barrel. Everyone may wear fancy clothes, either a pyjama, mask or just some strange and funny garment.

Other events: Every year a kindergarten school calendar is published with information about other events. The school calendar can be seen on the

kindergarten website and it is also put on the wall in the cloakrooms of the departments.

#### ***5.4 When children finish kindergarten***

In the spring of every year there is a graduation trip with the oldest children. At the end of May the parents of the graduation children are invited to be present at the graduation ceremony at the kindergarten.

There has been some tendency by parents to bring with them refreshments when children graduate, lollipops or other candy, but because this does not conform to our focus we kindly decline any refreshments.

### **6. Special education**

The kindergarten has a director of special education who supervises the special education programme and who is responsible for the organising, execution and reconsideration of special education. The director of special education manages the communication with the parents, specialists and consultants who are involved in the issue. Personalised curricula are prepared by the department manager in cooperation with the director of special education and the parents.

The procedure policy of the Health kindergarten Suðurvellir for special education. If any deviation in a child is suspected due to physical, social and/or psychological difficulties the procedure will be as follows:

- Parents, teachers and other staff send a referral to a kindergarten consultation team. Forms can be obtained from the director of special education who also receives referrals.
- When a parent sends a referral the director of special education reviews the procedure with a parent.
- The director of special education informs the parents when the case of their child will be discussed for the first time by the consultation team in the relevant kindergarten school year, or when a new case emerges and it is clearly not a continuation of a case that was already started.
- If a request for special assistance has to be sent then the department manager and the director of special education will assist each other with filling out jointly a referral to a specialist service because of a child at school and the expected accompanying lists, all according to what is suitable for the study that is to be conducted.

- When the documentary paperwork is ready the director of special education summons the parents for a meeting where they will go over all the documents and the parents will sign at the conclusion.
- At the meeting for the presentation of the findings the following will attend: The kindergarten director, the director of special education, the department manager and the parents.

### **In conclusion**

A good relationship and cooperation between parents and staff is the basis for the child feeling good about attending kindergarten. The kindergarten encourages the parents to participate in the cooperative activities that are taking place at any given time and parents are invited to attend a variety of events at the kindergarten all year round. Aside from this parents are always welcome to visit the kindergarten.

With kind regards and wishing for a good and enjoyable cooperation,

The staff at Suðurvellir Health Kindergarten.

Kindergarten telephone number is 440-6240  
Kindergarten Director 440-6241  
Kindergarten Assistant Director 440-6246

Telephone numbers of departments:

Lágibjalli 440-6244

Lyngbjalli 440-6247

Háibjalli 440-6248

Director of Special education 440-6246

Kitchen 440-6245

Kindergarten E-mail: [leikskoli@vogar.is](mailto:leikskoli@vogar.is)

Website: <http://www.sudurvellir.leikskolinn.is>