



## Information about Hortensbarnehagen

### The content of the kindergarten:

The kindergarten works based on a holistic learning perspective where care, formation, play and learning are closely linked. The *foundation* for lifelong learning in all areas is laid here. Learning is primarily accomplished through play and interaction with other children and adults. Through good care and letting the children partake and try things out for themselves, they develop confidence, independence and self-esteem. The children develop social skills through interaction with others. They learn to understand the feelings of themselves and others, conflict resolution, respect and tolerance for each other. Communication and language are crucial skills in this process.

We emphasize developing good relationships in an inclusive community. This is the basis for confidence, happiness and friendship. Through play, exploration and wondering together, children learn about themselves, others and the world around them. The children take part in their own learning. Our topics and projects are based on the interests of the children.



The kindergarten content and tasks are determined by the Kindergarten Act and the Framework Plan for Kindergartens. Kindergartens choose different working methods to achieve their goals. More information can be obtained from the kindergarten staff and via the annual plan, periodic/monthly plans, parent meetings and parent talks.

### Plans, legislation and regulations

#### The Kindergarten Act with regulations on a framework plan for kindergartens

In the Act Relating to Kindergartens (the Kindergarten Act), Parliament prescribes a regulatory framework for the content and tasks of kindergartens. The Regulations on a Framework Plan for the Content and Tasks of Kindergartens (the Framework Plan) sets out supplementary provisions on the content and tasks of kindergartens.

#### Kindergarten Act Section 1

"The Kindergarten shall, in collaboration and close understanding with the home, safeguard the children's need for care and play, and promote learning and formation as a basis for an allround development. (...) The Kindergartens shall meet the children with trust and respect, and acknowledge the intrinsic value of childhood. They shall contribute to well-being and joy in play and learning, and shall be a challenging and safe place for community life and

friendship. The Kindergarten shall promote democracy and equality and counteract all forms of discrimination." (Government of Norway, 2018).

### **Framework Plan for Kindergartens**

The Framework Plan for Kindergartens emphasizes the intrinsic value of childhood. Kindergartens, together with the home, shall meet the children's need for play and care, and promote formative development and learning. All children shall be treated according to their needs. All kindergartens shall promote democracy, mutual respect, diversity, equality, sustainable development, life skills and good health.

### **Annual plan**

Each year, kindergartens develop an annual plan based on the framework plan and municipal guidelines. The annual plan is a work tool for staff and provides information to parents.

### **Statutes**

All kindergartens have statutes, which are the contract between the kindergarten and the parents. Private kindergartens have their own statutes.

### **Practical information:**

#### **Opening hours for the municipal kindergartens:**

Weekdays 6:45 – 16:30

#### **Municipal kindergartens are closed on the following days:**

Saturdays/Sundays

Closed in week 28, 29, 30

Christmas Eve and two days in Christmas

Closes at noon on New Year's Eve

Closed Monday through Wednesday before Easter

The kindergarten is closed 5 times during the year for planning days

Kindergartens are closed on all "red days" or moveable holidays.

Private kindergartens may have other provisions in their statutes.

Each kindergarten has its daily rhythm, creating predictable days for the children. This can vary from kindergarten to kindergarten. Information about the daily rhythm in your kindergarten will be provided on the first day.

If you will deliver your child later than 9:30 or pick it up before 14:00, it's important to notify us due to possible excursions out of the kindergarten. Always tell someone in the staff when you deliver or pick up your child so that we always know who is present. We must be notified if your child will be picked up by someone else.



The kindergarten closes at 16:30, and the children must be picked up before closing.

### New in kindergarten

Research on the attachment of small children to other children and adults shows that good collaboration between parents and staff in the early days of kindergarten is important. You're welcome to visit us before the first day. Children must be accompanied by their parents during the initial days. Together we'll make a personal plan for your child's first few days. You should dedicate at least 3 days for your child's adaptation to kindergarten.

### The staff

All kindergartens have a head teacher, one or more assistant head teachers, kindergarten teachers, skilled workers and assistants.

The staff works by a shift system, staff density being greatest in the middle of the day when more children are present.

### Illness

Sick children should not be in kindergarten. Please let us know when your child is ill. If your child becomes ill in the kindergarten, we will contact you.

We follow the guidelines for sick children developed by the Norwegian Institute of Public Health ([www.fhi.no](http://www.fhi.no)).

Staff should not normally give medication to children in the kindergarten.

### Clothing & gear

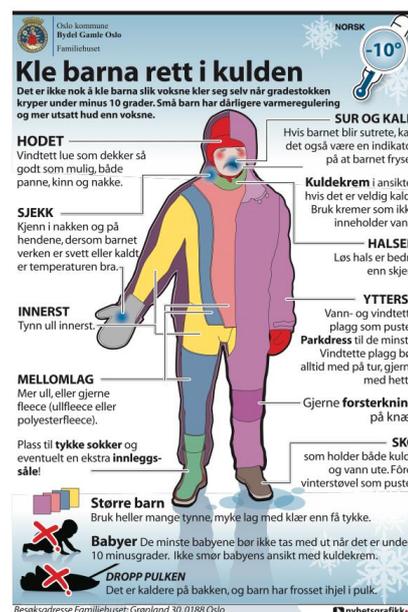
It's important that children have appropriate clothes for the season at all times. We are outdoors every day, all year, whatever the weather. Ask the kindergarten staff if you need information on which clothes your child needs. All clothing and gear must be marked with your child's name.

You can find tips for correct clothing in cold weather at <http://morsmal.no/no/foreldre-norsk/2382-kle-barna-riktig-i-vinterkulda>

You can find lots of nice and lightly used clothes and gear at [www.finn.no](http://www.finn.no) and various sales and trading sites on Facebook.

### Birthday celebrations

All kindergartens celebrate children's birthdays, with songs, flags, balloons and a crown. Please contact the kindergarten if you want more details about birthday celebrations. Kindergartens do not serve cakes.



### **Development of cultural identity and celebration of holidays**

The kindergarten has an important role as an arena for the development of cultural identity. In kindergartens there are children with backgrounds from several different cultures, religions and beliefs. It's important that all children feel included and receive assurance of their identity in kindergarten. The kindergarten should also help children develop tolerance and respect for each other. Celebrating the holidays and traditions of the various cultures represented among the children is an important method in this work. You can read more about this in the brochure developed by Karljohansvern



kindergarten: [https://www.horten.kommune.no/f/p1/iabe63f98-3795-4b6d-a6b6-253c16f0a965/hoeytidshefte\\_norsk\\_ferdig.pdf](https://www.horten.kommune.no/f/p1/iabe63f98-3795-4b6d-a6b6-253c16f0a965/hoeytidshefte_norsk_ferdig.pdf)

### **Meals**

Parents pay dietary allowances. The kindergarten takes into account each child's allergies and specific food requirements. It's therefore important that you inform the kindergarten of this at the start. The kindergarten serves lunch every day. Children may also have breakfast and afternoon meals. All kindergartens focus on a healthy diet, and serve fruits and vegetables every day.



### **Confidentiality**

All employees in the kindergarten are bound by confidentiality. This ensures that information relating to parents and children will never be accessible to unauthorized persons.

### **Police certificate**

Anyone employed by the kindergarten must provide a satisfactory police certificate before starting. The boards will also consider whether other people who regularly visit the kindergarten need to provide this certificate.

### **Reduced parental payment**

You can apply for a reduction or exemption of the parental payment if the cost of the kindergarten place exceeds 6% of your household's total gross income. You can apply for a reduction or exemption of the parental payment for 20 hours per week for two, three, four or five year olds. The reduction is calculated based on your household's total gross income. Please send the application to the kindergarten commissioner.



[https://www.horten.kommune.no/\\_f/p1/i2051ea25-1602-4558-9644-f7f678a94daf/soknadsskjema-betalingsmoderasjoner-i-barnehagen-2019.pdf](https://www.horten.kommune.no/_f/p1/i2051ea25-1602-4558-9644-f7f678a94daf/soknadsskjema-betalingsmoderasjoner-i-barnehagen-2019.pdf)

### **Changing address/phone/email**

You enter changes to your address, phone or email by going to Your Page at Horten.kommune.no (<https://horteng2.ist-asp.com/NO00701-pub/login.htm>) and logging in with your ID or BankID. Please also inform the kindergarten to ensure that we always have current contact information in case we need to contact you during the day.

### **Permissions, consent and reservations**

The kindergarten needs the permissions and consent of parents to, for example, travel with public and private means of transport, take photos and record videos of the child, etc. You will be given a form to fill out regarding this when kindergarten starts.

### **Sleeping**

Most children sleeping in the kindergarten sleep in their pram outside. Indoors sleeping can be arranged by agreement. The staff will inform you of what gear is needed for sleeping outside in each season. Kindertgartens have good procedures for keeping the children safe, whether they are sleeping outdoors or indoors.

Children sleeping outside must bring their pram, duvet / pram sack / blanket, clothes to sleep in, mosquito nets and rain cover.

A guide about "Rest, tranquility and sleep" in Hortensbarnehagen has been developed for parents and staff.



### **Collaboration with parents**

Kindertgartens will work closely with parents. There will be several opportunities for dialog where parents can help influence their children's day in kindergarten. Staff and parents have a shared responsibility for bringing up any issues to each other. Parents should experience receiving support and have influence over their own child. The collaboration should be based on mutual openness and trust.

### **Daily contact:**

When the child is delivered and picked up, information is exchanged between parents and staff. Some information will also be provided digitally.

**Parent talks:**

Parents are offered at least 2 parent talks a year, and additional talks can be agreed on as needed. The pedagogical leader, together with the parents, determines whether there is a need to include the head teacher or others in the talk. This may include a health nurse, child welfare service or pedagogical psychological service (PPT).

**Use of an interpreter:**

In the collaboration for the child's best interests, it's necessary that guardians and staff communicate well and understand each other. The pedagogical leader, in collaboration with the guardians, determines whether an interpreter is needed in meetings and talks. Booking an interpreter is the responsibility of the kindergarten.

**Parent meetings:**

During the year, one or more evening meetings for parents will be held.

**Parent Council:**

The Parent Council, consisting of all the parents of the children in the kindergarten, will promote common interests for the parents and ensure that the collaboration between parents and staff creates a good environment in kindergarten. The Parent Council elects representatives to the Cooperation Committee (SU) and the Parents' Working Committee (FAU).

**Cooperation Committee (SU):**

The Cooperation Committee consists of an equal number of representatives from the parents and the staff. The head teacher calls the meeting and writes minutes. The Committee will deal with matters important for kindergarten content and the collaboration with parents. SU will determine the annual plan for pedagogical activity.

**Parents' Working Committee (FAU):**

FAU consists of at least one guardian from each department. They can contribute in the collaboration between kindergarten and parents. FAU can also organize social gatherings for children, parents and staff throughout the year.

**Parent survey:**

Horten municipality uses the parent survey from the Directorate for Education (Udir.no), which is distributed digitally every year. It's available in several languages.

**Collaboration with other agencies**



If you're worried about your child, you may ask for a talk with the pedagogical leader or head teacher. Kindertans collaborate with several professional bodies, such as pedagogical psychological service (PPT), public health center, child welfare service, Familiehuset and the school. Collaboration for each individual child is always based on the consent of the parents.

### **Collaboration with the school where the child will start**

Horten municipality has developed procedures for the transition from kindergarten to school.

In the last parent talk of kindergarten, the pedagogical leader and the parents fill out a transfer form for school. When needed, the head teacher will call a transfer meeting in collaboration with the parents and the school.

### **Links for minority language parents with children in Hortensbarnehagen:**

- Resource booklet about the home–kindergarten collaboration:  
[https://www.horten.kommune.no/f/p1/iabe63f98-3795-4b6d-a6b6-253c16f0a965/hoeytidshäfte\\_norsk\\_ferdig.pdf](https://www.horten.kommune.no/f/p1/iabe63f98-3795-4b6d-a6b6-253c16f0a965/hoeytidshäfte_norsk_ferdig.pdf)
- Horten municipality's booklet about children with several languages: "How do minority language children learn Norwegian in kindergarten?" -  
[https://www.horten.kommune.no/f/p1/i60420d03-3f0a-4a58-92a8-db06bcf3bf9a/ressursheftet\\_barn\\_med\\_flere\\_spraak.pdf](https://www.horten.kommune.no/f/p1/i60420d03-3f0a-4a58-92a8-db06bcf3bf9a/ressursheftet_barn_med_flere_spraak.pdf)
- The multilingual library: <https://dfb.nb.no/>
- Films about Hortensbarnehagen: <https://www.youtube.com/watch?v=B5efpFOOiKg>
- <http://morsmal.no/no/>