

*Welcome to
Karljohansvern Kindergarten!*



Contents:

- 1. Welcome**
 - 1.1 Address, telephone, e-mail
 - 1.2 Location
 - 1.3 Groups
 - 1.4 Opening hours
 - 1.5 The staff
 - 1.6 Planning days
- 2. Co-operation with parents**
 - 2.1 The Kindergarten Act
 - 2.2 Parents' Council
 - 2.3 Parents' Committee for Kindergartens in Horten(FUB)
 - 2.4 Day-to-day Contact
 - 2.5 User surveys
- 3. Confidentiality, duty to provide information and criminal record certificate**
- 4. Guidelines for digital tools**
- 5. Practical information**
 - 5.1 Daily schedule
 - 5.2 Drop-off and pick-up
 - 5.3 Illness and absence
 - 5.4 Holidays
 - 5.5 Clothes and equipment
 - 5.6 Celebrating birthdays
 - 5.7 Petty cash holding
- 6. Co-operation with other institutions and bodies**

1. Welcome!

“Huset”



Address: Øvre vei 5B, 3183 Horten

Tangloppa Tel: 40 91 28 84

Sjøstjerna Tel: 40 91 28 85

Krabbelure Tel: 40 91 28 86

Contact Administrator's assistant:

Mari.ortveit@horten.kommune.no

Tel: 40 91 28 67

“Brua”



Address: Oregata 1, 3183 Horten

Styrbord Tel: 40 91 28 69

Babord Tel: 40 91 28 68

Skuta Tel: 99 20 42 91

Contact Administrator:

Ronny.nesse@horten.kommune.no

Tel: 97 55 03 20

1.2 Location

Karljohansvern Kindergarten opened its doors on 29th September 1998. The Kindergarten has 3 departments at Øvre vei 5B ("Huset"), and 3 departments at Oregata 1 ("Bua"). Karljohansvern Kindergarten is ideally situated with woods, a beach, the town centre and several museums as nearest neighbours. We make active use of our immediate environment.

1.3 Groups:

We are a municipal Kindergarten and accept children from 0 to 6 years.

We have the following groups at "Huset":

- Krabbelure for children between 1-3 years
- Tangloppa for children between 2-3 years
- Sjøstjerna for children between 4-5 years

We have the following groups at "Bua":

- Skuta for children between 1-3 years
- Babord for children between 3-5 years
- Styrbord for children between 3-5 years

1.4 Opening hours

- We are open on all weekdays between 06:45 and 16:30. We are closed on Saturdays and Sundays.
- We are closed on Christmas Eve and for two days between Christmas and the New Year.
- On New Year's Eve we close at 12 noon.
- We are closed from Monday to Wednesday inclusive prior to Maundy Thursday at Easter.
- We close for 3 weeks holiday in July.

1.5 The staff

The Kindergarten has an Administrator and an Administrator's Assistant, both of whom are qualified pre-school teachers. In addition to these we also have a staff of three for each group. Each group has an educational leader, and the remaining staff members are skilled professionals and

assistants.

1.6 Planning days

Five planning days are allocated annually for courses, supplementary education and planning. The Kindergarten is closed on planning days. Planning days are organised and co-ordinated in co-operation with the schools and SFO to the degree this is possible. Planning days are notified in writing each year.

2. Co-operation with parents

2.1 The Kindergarten Act

All parents will receive a copy of the Municipality of Horten's rules and regulations for Kindergartens. The Administrator has the following documents that govern Kindergarten operation available at the Kindergarten:

- The Kindergarten Act with relevant regulations
- The Framework Plan for Kindergartens

The documents can be loaned out by request to the Administrator.

The Kindergarten Act Section 1 states that "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 all-round development. The Kindergarten shall be based on fundamental values in the Christian and humanist heritage and tradition, such as respect for human dignity and nature, on intellectual freedom, charity, forgiveness, equality and solidarity, values that also appear in different religions and beliefs and are rooted in human rights".

Pursuant to the Kindergarten Act Section 2, the Ministry stipulates a framework plan for Kindergartens. The framework plan shall provide guidelines for the Kindergarten's content and tasks. The framework plan states that amongst other things the Kindergarten shall:

- Provide the children with knowledge of key and topical areas
- Support the children's natural curiosity, creativity and thirst for knowledge

- Create challenges based on the children's interests, knowledge, skills and ability.

2.2 Parents' Council and Co-ordinating Committee

In order to secure the best possible co-operation with the children's homes, every Kindergarten shall have a Parents' Council and Co-ordinating Committee. The basis for co-operation with and the influence of parents in the Kindergarten is laid down in the Kindergarten Act Sections 1, 2, 4 and 15.

The Parents' Council's task is to promote the interests of parents and to contribute to that co-operation between the Kindergarten and the parents creates a good Kindergarten environment. The Parents' Council shall be informed of and shall have the right to comment on matters that are of import to the relationship between the parents and the Kindergarten.

The Co-ordinating Committee shall function as an advisory, contact generating and co-ordinating organ. The Parents' Council and the employees shall elect representatives to the Kindergarten's Co-ordinating Committee.

2.3 The Joint Co-ordinating Committee for Kindergartens in Horten (FUB)

The Joint Co-ordinating Committee for Kindergartens in Horten (FUB) was established in the spring of 2014, and is an independent advisory organ for and with parents and guardians who have children in Kindergartens in Horten. FUB's objective is to preserve and protect the interests of parents and children in matters relating to Kindergartens in the municipality, and shall be a formal arena for co-operation and dialogue with parents and guardians, the Kindergartens, Kindergarten authorities and politician in the Municipality of Horten. Find out more about FUB at: <http://www.fubhg.no/> and FUB Horten: <https://www.facebook.com/fubhorten/>

2.4 Day-to-day contact and co-operation

Emphasis will be placed on formal and informal gatherings for parents during the year, and will encompass the following:

- Parent meetings
- Individual conversations with parents. The Kindergarten offers a minimum of two individual conversations with parents annually.
- Day-to-day contact on drop-off and pick-up of the child/children.
- Various arrangements at the Kindergarten.

2.5 User surveys

Regular user surveys are carried out. Questionnaires are sent to all parents with children in Kindergartens in Horten. On completion of the survey we invite the Parent Council's Working Committee to study the results, discuss what has been revealed and which measures if any we should initiate.

3. Confidentiality, duty to provide information and criminal record certificate

The Public Administration Act Section 13 has the following provision on confidentiality:

“ It is the duty of any person rendering services to, or working for, an administrative agency, to prevent others from gaining access to, or obtaining knowledge of, any matter disclosed to him in the course of his or her duties concerning any person's personal affairs”. All employees in kindergartens; students, school pupils and others who work with children must sign a declaration of confidentiality prior to commencing work with us.

The Kindergarten Act Sections 21 and 22 deal with the Kindergarten's duty to provide information to the Social Services and the Child Welfare Service. Kindergarten employees have a mandatory obligation to report any knowledge they may gain of circumstances that give due cause for concern or the implementation of measures. The Kindergarten will in most cases notify the parents in advance of any such note of concern. In

addition to its obligation to provide information, the Kindergarten also has a mandatory duty to provide information to the Social Services and the Child Welfare Service if these bodies so request this. This mandatory obligation is incorporated in the Act on Social Services Section 8-5 and the Act on Child Welfare Services Section 6-4.

The Kindergarten Act Section 19 instructs all persons employed in Kindergartens to present a satisfactory criminal record certificate prior to taking up their positions. The municipality can also demand a criminal record certificate from others who are regular visitors or often present in the Kindergarten.

4. Guidelines for digital tools

Photographs we take in the Kindergarten shall be for a specific purpose. There is a difference between the photographs taken of their children by parents in a private environment and the photographs we take in the public arena that is the Kindergarten.

We must avoid images that present a child in an unfavourable manner. Images published on the Internet shall be of a lower resolution than those to be printed. We always show to and ask parents or guardians prior to publishing any photographs and/or drawings on the Internet. – What is the objective in publishing the image in question? We only use images where the child or children are not easily recognisable.

Photographs taken under the auspices of the Kindergarten cannot be published in any other media than the Kindergarten's home pages (i.e. not on private home pages, Facebook and so forth). It says in the Convention of the Rights of the Child under Article 16 that we are responsible for evaluating which images of children we will show and/or hang up.

If you would like more details of our guidelines please feel free to contact us!

Links:

The Copyright Act – The Penal Code Section 246 – The Personal Data Act Section 11

Clara – The Norwegian Data Protection Authority – Pamphlet on ICT in the Kindergarten

The Norwegian Data Protection Authority's guidelines pamphlet on images of children on the Internet

5. Practical information

5.1 Daily schedule

We operate a fixed daily schedule in the Kindergarten. The schedule creates a sense of stability and security for children.

- The Kindergarten opens at 06:45

- **Breakfast** – The children can have breakfast in the kitchen as they arrive or when they feel hungry. The children take breakfast with them from home and drinks are supplied by the Kindergarten. Breakfast finishes at 08:30.

- **Play and activities** indoors and outdoors. We split into groups and commence play, projects and activities.

- **Gathering** at about 10:30 with singing, drama, reading out loud, projects, various activities and so forth.

- **Lunch is from about 11:00**. We want the children to experience the mealtime as relaxed and enjoyable. We serve a hot meal once a week, with cold lunches on the other days including sandwiches, drinks and vegetables.

- **Play and activities** in and outdoors or a **sleep or rest period** for those that need this after lunch.

- **Mid-afternoon meal at 14:30**. The Kindergarten serves crisp bread and fruit.

- **Indoor and outdoor playtime**. Several members of staff and some children return home during this period.

- The Kindergarten closes at 16:30.

(The staff's workday ends at 16:30)

It is important that all parents are fully aware of the monthly plan of activities so that we can avoid situations such as that we have left the Kindergarten on a walk or trip before parents arrive.

5.2 Drop-off and pick-up

The child or children shall be taken into the Kindergarten every day. The drop-off and pick-up arrangement enables a good level of co-operation between the Kindergarten and parents.

The child or children must not be taken out of the Kindergarten without a member of staff first being informed. Parents must notify a member of staff if someone else is to pick up the child.

5.3 Illness and absence

A child must not attend the Kindergarten when suffering from fever, diarrhoea, vomiting or obviously poor general health. We request that all parents also refer to the regulations in the Municipal Regulations. The Kindergarten must be notified if a child is ill or absent for other reasons. We adhere to the guidelines recommended by the Norwegian Institute of Public Health, and ask that you read the brochure available at www.fhi.no under "*Når bør barn være hjemme fra Barnehagen*".

5.4 Holidays

We close for holidays for a total of 4 weeks annually. Holidays are arranged with 3 weeks in July and a total of 5 working days in connection with Christmas and Easter.

5.5 Clothes and equipment

All children must have clothing and equipment suitable for the season. An extra change of clothes should be kept at the Kindergarten. Each child has its own clothes locker and a space for rainwear and boots. **All clothes must be marked with the child's name.**

The Kindergarten has first aid equipment available at all times.

5.6 Celebrating birthdays

The Kindergarten organises birthday celebrations that are the same for all the children. The birthday child can participate in the preparations for his or her own birthday. The child is given a special crown, and we arrange a celebration with the child at the centre.

5.7 Petty cash reserve

Every year during the meeting with the Parents' Council in the autumn we discuss and decide on whether we shall have a petty cash reserve to cover trips for the children and the amount to be held. The monies are used for short trips where we use a Maxi-Taxi, bus, go to a theatre or similar activities.

6. Co-operation with other institutions and bodies

In order to ensure that children and parents have the best and most comprehensive services that are in the best interests of the child and its development, it is necessary that the Kindergarten co-operates with other municipal institutions and services. These may include the PPS, Health Centre, Child Welfare Service, Familiehuset and the schools. Co-operation with other institutions and bodies concerning an individual child is always initiated after agreement has been reached with the parent(s) or guardian(s).

We are the partner Kindergarten for the University College in Vestfold, and welcome students from the Kindergarten teacher educational course for practice twice annually.