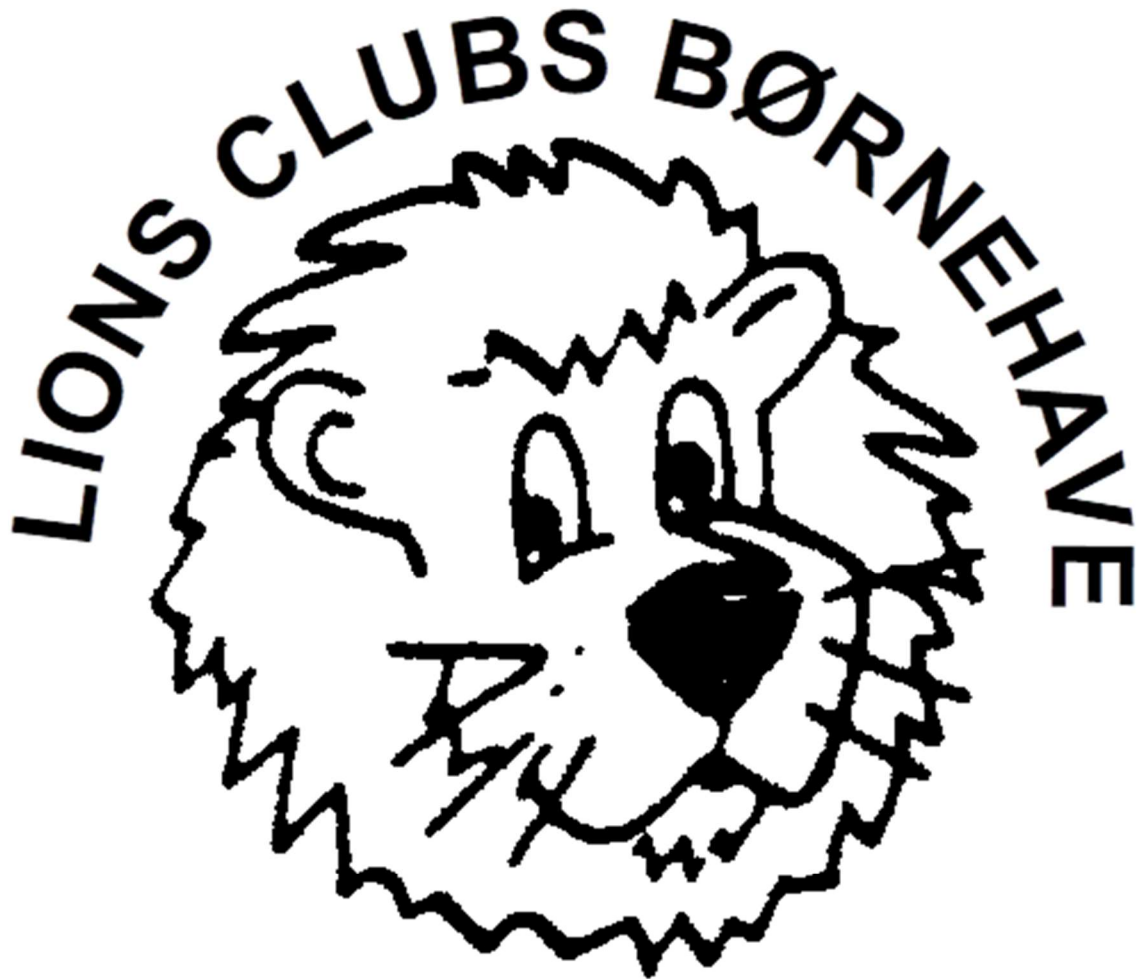


Welcome to



Lions Clubs Børnehavn
Bogfinken 5
6920 Videbæk
tel. 97 171920
Mail: lions.club.bh@rksk.dk

The board of the Kindergarten:

The kindergarten is a self-governing institution, established in 1973 by Lions Club – Videbæk.

The institutional board consists of 9 members.

3 members elected by Lions Club – Videbæk

6 members elected in the parental circle

In addition, the leader and the deputy head attends the meetings – but with no right to vote.

Rating

The Kindergarten is rated for 53 kids in the ages of 2,10 – 6 years.

The groups are called: Løvestuen, Girafstuen and Elefantstuen.

Currently, there are 11 permanently employed pedagogical staffmembers – a substitute, a cleaning assistant and a caretaker of the grounds.

For periods of time, the Kindergarten receives students from the pedagogical seminar, people in jobtraining and other trainees.

Inclusion resources

The local authority of Ringkøbing-Skjern has some means that we can apply for to receive hours/money from.

This applies in cases in which a child is in bigger need of practical help and pedagogical stimulation than we as staff can fulfill in the daily work.

Applying for extra means for a child will always be done with cooperation with the parents.

Language assessment and speaking/hearing consultant

The Daycare Act gives the parents of every 3-year-old child in Denmark, the opportunity to have their children language tested. Every local authority decides on whether to accept or decline the offer. The local authority of Ringkøbing Skjern has accepted the offer, which means that the parents of the 3-year-old children is

offered a “language test” shortly after their child starts in kindergarten. If it appears that the child needs a lingual “focused or specific effort”, the kindergarten and the parents establishes a cooperation with the speaking/hearing consultant of the local authority to enhance the child’s lingual qualifications.

As something new, every 5-year-old will now also be offered a language test.

Occupational therapist

If a child has difficulties with its motor skills, sensory or similar difficulties, it is possible to have the occupational therapist of the local authority to come and take a look at the child as well as to provide ideas for training – exercises etc.

Psychologist

We can consult Pædagogisk Psykologisk Rådgivning, if there is any doubt about a child’s development. As an example, it can be tests that shows how the child is developing, observations in social contexts, etc. The kindergarten staff has the opportunity to avail themselves of counsel from a psychologist.

Pedagogical/psychological evaluation of a child will always take place in cooperation with the parents.

Open anonymous counselling:

Tel. 22 19 36 69

Open anonymous counselling is telephonic counselling, which means that parents themselves can address parental counselling directly over the phone. For further information, you can read the leaflet on the website.



The goal of the Kindergarten

In the daily work, we aspire to let the children experience a *community* in a safe and happy atmosphere, in which the child has the opportunity to develop in a learning and challenging environment.

We value the *play* and consider it important that the children are co-determined in their daily lives so they can become *independent and come to learn their own needs*.

We value a *good cooperation with the parents*, based on trust and respect of each other's opinions and wishes.

Through *interdisciplinary cooperation*, we want to accommodate children with special needs.

In order to give breeding ground for personal development, Lions Clubs Kindergarten aspire to be a workplace characterized by mutual trust and conversation between the staff.

Daily life

The kindergarten opens at 6.15 in the morning.

We receive the children at Girafstuen.

We offer breakfast until 7.30 - (oatmeal, rye bread, buns, cheese etc.) – the offer are for those who have not eaten from home or those who want peace and quiet to eat without having to “hurry”.

At about 7.30 o'clock the children goes with their primary adults to their own groups.

Every day around 8.30 we do a morning exercise in the groups, after which we grab a bite to eat from the packed lunch (a piece of bread and a snack).

Throughout the day, there are various activities around the house. The activities start about 9.00 am.

Should the child meet hereafter, the group may have gone on a trip “away from the kindergarten” and the child must be handed over to one of the two other groups in the house.

You as parents, will be informed about the established plans in the coming month in “Månedsbreve” in Aula. They will continuously be send to you. The activities that suddenly arise are also informed in Aula.

It is our goal to create such a calm, de-stressing and coherent everyday life as possible.

The children must have the conditions for being able to play without constantly being interrupted by an adult who has things planned for them. Hereby, they develop good qualities such as being able to:

- Concentrate and be immersed in an activity
- Take initiative and responsibility
- Make friends amongst the others

At around 11.15 we gather in our groups and sit in a circle. Here after we eat. It is possible to take a nap after lunch – talk about it at the startup meeting. At around 14 the children eat fruit - we have a parental-paid fruit-scheme (you get more information about this when the child starts in the kindergarten)

The kindergarten is characterized by the co-determination of the children and that the children have an influence on their everyday lives here.

The tasks of the adults in this regard is i.a.

- To give the child age-wise and developmental options
- To have time to listen to the child and understand it
- To motivate the child into actions that further develops the child

Children's participation does not mean that they are self-determining. The kindergarten has certain rules, norms and social forms of conduct to be followed. The adult is the managing one in the relation to the child.

Our daily pedagogy is not measured in how many "nice things and products" the child can show or bring home. We measure in the fact that the child, the parents and the staff are doing well and that the kindergarten thrives and develops.

At the end of the day, from ca. 3.30 pm to 4.45 pm the last children and adults from all 3 groups gather in one of the group rooms.

Opening hours

Mondays – Thursdays
Fridays

6.15 am – 4.45 pm
6.15 am – 3.45 pm

Closing days

The kindergarten is closed:

- In the days between Christmas and New Year.
- On the Friday after Kr. Himmelfartsdag (Ascension Day)
- On Grundlovsdag (the Constitution day)

See also the board approved "Ferievedtægt"/"Holiday regulation" and "Ferieplan"/"Holiday plan" for the current year – as well as the comments hereto.

Holiday scheme

In school holidays and on other "days off", a care-taking arrangement is set up in cooperation with other institutions in the area.

Days off

If the child is ill, vacationing or having days off, we would like you to report it on Aula.

The fact that we wish you to announce the absence of your child, has an importance on the fact that we do not have to "wait" for the child when an activity out of the house is taking place.

The good friends/companions of the child "do not have to wait either".

We have days of "caretaking for signed-up children". First and foremost, the reason for this is to exploit the staff resources in the best way – (that the number of staff members suits the number of children).

Disease

We call attention to the fact that the kindergarten does not accept sick or unwell children. When in doubt, we follow the guidelines of the Danish Health Authority on "infectious diseases among children" and the "Guidelines for children's diseases", which is produced and approved by the board of the kindergarten.

Guidelines for childhood diseases

The kindergarten refers to the guideline "Infectious diseases among children" – the measures are set by the Danish Health Authority and are valid for schools and day care facilities.

The main rule of the kindergarten is *not to accept unwell children in the kindergarten*. This rule is for the sake of the sick child itself and to reduce the spread of the disease.

In case of illness and lice, the child must be brought home immediately. The reason is: *"the infection risk is reduced when the child is kept in another room than the other children. The child must be checked on frequently"*. We do not find it sensible to isolate the child from the others and we do not have the staff resources to do so.

The Danish Health Authority has established rules for when the child is allowed to attend the day care again after illness. In most cases, the child is accepted in the kindergarten when it is well. The child is well when it can participate in the activities it is used to without requiring special care.

The board has approved the following rules regarding children's diseases:



Children's diseases

Dealing medicine

The staff is not trained to observe and treat sick children. Therefore, medication in the institution should be minimized.

If the kindergarten have to give medicin to a child, the medicin must be in the original package with the child's name on it and with precise instruction.

Fever

The parents are contacted and the child must be brought home.

Vomiting

In case of vomiting, the parents are contacted and the child must be brought home.

If the child has been vomiting in the night and appears to be well in the morning, the child is allowed in the kindergarten.

"We'll see how it goes" and contacts the parent if the child gets sick and unwell.

Lice

The parents are contacted and the child must be brought home.

The child is allowed in the kindergarten when treatment is initiated, possibly already the same day.

Treatment means that the child's hair for example is washed in lice-shampoo and/or combed with a fine-toothed comb and that the child's clothing has been changed.

Scarlet fever

The child is allowed in kindergarten again when it is fever-free and has been taking penicillin for 2 days.

Hand-foot and mouth disease

The child is allowed in kindergarten when it is fever-free and the outbreak seems to be abating.



Impetigo

Under any *suspicion* of impetigo, the parents are



contacted and the child must be brought home.

The child must be supervised by a doctor since it is difficult to distinguish between common cold sore and impetigo.

The child is allowed in the kindergarten on the third day of a started treatment, as long as the sores have dried and the scaps have come off.

Chicken pox

The child is not allowed in the kindergarten since the disease is very infectious. The child is allowed again when no new blisters have appeared in 2 days and the blisters have dried.

inflammation of the eye/ear infection

The parents are contacted and the child must be supervised by a doctor since it is difficult to determine whether the pus/flux is the infectious or non-infectious type.

The child is allowed back in kindergarten when it is well and the doctor estimates no risk of infection.

Slapped cheek disease

The child is allowed to attend kindergarten when it is fever-free and well.

If parents suspect that their child has slapped cheek disease they must inform the kindergarten for the sake of pregnant parents/staff members.



Reception of new children

To start in kindergarten is a big chance for most children (and parents as well) and both happiness, expectations and insecurities can be expressed.

The staff is aware of this and we consider it a great task that the child feels comfortable with us.

Before the child begins its time in kindergarten, the child and its parents will be invited to visit the kindergarten. This leaves an opportunity to take a look at the place, talk to the adults in the groups and more. On the first visit, we set aside about an hour for a talk about the place.

We recommend that the child experiences kindergarten-life, by being here for 1-2 hours without the parents before the “real” startup. We also experience, that if parents have some days off work or shorter working days in the first period of time after the child starts in kindergarten, the child finds joy in shorter days.

Parents may experience some kind of “cultural change”. There are more adults to relate to, the bag is no longer packed and ready to take home. The clothes and belongings of the child may not always be exactly on the room and so on.

It is important that the child’s clothing, footwear and things are clearly labeled with the child’s name.

In addition to that, we expect you to clear and tidy up the child’s wardrobe on a daily basis, put all the stuff up on the wardrobe to make the floor free. Then the cleaning assistant can do their job

The cleaning assistant wishes the child’s wardrobe to be completely emptied every Friday.

Delivery and pick-up

When the child arrives in the morning we expect you to walk with your child into its group and greet “good morning”.

When you come to get your child in the afternoon, it is a requirement that you come to one of the groups and say “goodbye” to one of the staff members.

If the child is brought home by another adult than the parents, you must inform the kindergarten about this beforehand.



Food

The children is required to bring a drinking bottle with water and food for lunch. We eat from the lunchpack in the morning (around 8.30 am) and at lunchtime. In the morning the children eat a single

piece of bread and a snack and the rest is saved for lunchtime.

Remember name on the lunchbox.

In the afternoon we serve fruit and bread to the kids who is signed up for the fruitscheme.

The kindergarten has a “diet policy”. You can read more about this on the website of the kindergarten.

In the period of time between 6.15 am to 7.30 am the kindergarten offers breakfast. We offer a variety of foods so it is unseen that the children bring along food from home.

Clothing

The child needs practical clothing - something they can move in and something that can withstand play both inside and outside.

The child must bring plenty of spare clothes. There must be extra underwear and socks.

For use in the playground: skiwear – rainwear and boots

Fingergloves are not requested – regular mittens are easier for the child.

We recommend you to bring thermos clothing and rainweir on wet seasons. The “waterspot” outside may sometimes make the children wet and sandy but their clothes is easy to clean again.

The kindergarten owns one drying cabinets for the purpose to keep the childrens clothing dry, so they have the opportunity to go outside on the playground more than once a day.

The use of the drying cabinets is reserved for the staff.

It is the responsibility of the parents that the children’s outwear and footwear are dry and ready to use the next day.

Clearly mark the child’s footwear and outwear with name.

Strings must – for safety reasons – not be found in the children’s outwear. It is not allowed to use Scarfs in the kindergarten.

Announcements

Every message for the kindergarten from home should be given either in person, in writing or by telephone by an adult.

We are strongly opposed to children walking to and from kindergarten by themselves.

Of i.a. insurance reasons we point out ***that we do not send children home from here by themselves.***

Remember to update your address, phone number and working place on Aula, so we quickly can contact you in case of disease or other things.

Aula

We want to orientate you as much as possible about, what happens in the kindergarten . Daily we write in Aula :

OPSLAG = nice to know BESKEDER : need to know

We expect you to check Aula daily – just like we check Aula daily

We make "Månedsbreve" which allows you the opportunity to keep up with what going on, of planned activities. Similarly, important "house dates" and informations to the entire kindergarten. The notes are attached to the message boards, just as they are posted in Aula.

Birthdays

We celebrate the birthday of a child by "hoisting" the Flag, lighting candles, sing and yell "hooray".



We can bake a cake here in the kindergarten with the child.

A cake (decorated with candy, flags and candles) and drinks cost 50 DKK. Instead of baking a cake in the kindergarten, you are very welcome to bring a cake from home. It is also an opportunity to come yourself and serve some "light dishes"

For practical reasons, the parents choose between – (not "both and" but "either or")

- That the kindergarten staff bake a cake with the child - or
- That parents come themselves and serve a dish/cake for the birthdayparty in the kindergarten.
- The parents delivers a cake, and we serve it

In the kindergarten's "diet policy" there are guidelines for birthdays in the kindergarten and at home. We strongly encourage that you conform to these guidelines.

It is a good experience for the children when we are invited home to birthday parties.

Since it is not every day of the week we can “get away from the house”, the day of the birthday party must be arranged well ahead of time with the staff in the child’s group. We recommend that the child’s 3 years birthday is celebrated **in** the kindergarten. For birthdays in the kindergarten or at home, the children of the birthday-child’s group give a mutual gift.

Toys

The children are allowed to bring toys with them from home. We point out however, that *this is at your own risk!* Other children may play with it. Label the toy with the child’s name. We urge you to limit the *amount* of toys your child brings with it from home + limit the *size* of the toy. *It is not allowed to bring electronic devices with build-in camera* – such as Nintendo DSI and cast-off phones with camera.

Safety instructions of the Kindergarten

The playground

Maximum 5 children are allowed to be on the Kindergarten’s playground without an adult and there must be minimum 2 children on the playground without an adult (a child is not allowed to be on its own on the playground).



The adult who is in charge of sending children out on the playground, is responsible for sending an adult with them if the number of children surpass 5.

The adult to be the first to let children out on the playground, is responsible for having security checked the playground beforehand.

The children are not allowed to be on the playground while machines such as the lawnmower or the road sweeper are around.

For safety reasons, we take the right to remove/cut strings from off the children’s outdoor wear.

Bike helmets are not allowed to be used on the playground, since the use of toys alongside the use of helmets do not fulfill the safety goals.

A safety control of the playground takes place when needed.

The basement

Maximum 5 children and minimum 2 children are allowed to stay in the basement without an adult.

The doors to the laundry room and the storage room must be locked.



Trips away from the house

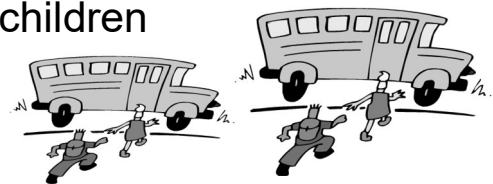
As a general rule, the following applies:

The group of children – max. 27 children, must be accompanied with at least 3 adults.

1 adult is allowed to accompany max. 5 children

2 adults is allowed to accompany max.

20 children



2 adults may accompany max. 25 children if it is the pre-school group.

When travelling to areas with "little or no contact to the outside world", the staff brings a phone.

It applies to every trip away from the house that the group pedagogues have the main responsibility.

The main staff and staff members in temporary employment (in duration of a year or more) is allowed to drive the children in their own car. This requires permission from the parents.

Insurance

We point out that the local authority does not take out a children accident insurance or liability insurance.

That is why you need to check whether your child is covered by its own accident insurance or liability insurance or not.

- See pamphlets about children and insurance on the website.

**The rules are set by the Board of the kindergarten
At a board meeting on October 2, 2023**

Parents cooperation

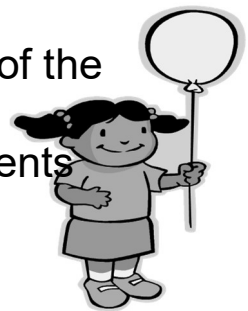
We wish that you consider the kindergarten as a place you can come to for a talk. We will be open and responsive to criticism, credit, good ideas etc. The Kindergarten hosts parents' events as required.

A good cooperation between parents and staff helps to create a safe and good environment for the child.

Family events

The kindergarten hosts parties where the "entire" family of the Child may be invited (children, siblings and parents).

At other festive occasions it may be the child's grandparents Who get an invite.



Parent/kindergarten teacher meeting

The parents of new children will after a period of time be offered to come and talk about the child's start-up in kindergarten and the well-being of the child.

Furthermore, the parents of coming preschool-children will be offered a conversation before school admissions. A conversation between parents and the kindergarten teacher is also always possible in addition to these offers and at any time the parents need or wish one.

We point out that the Kindergarten staff are governed by both confidentiality and duty to report.

Facebook

Lions Clubs kindergarten has a Facebook page where we upload pictures of the children and the daily life in the kindergarten – with accept from the parents.

Meetings – the staff

The staff from every group meets about 2 times a month for a one hour group meeting. At these meetings the pedagogic of the group, the children and planned activities are discussed.

Once a month from 4.45 pm to 7.45 pm, a staff meeting for all staff members takes place. At this meeting the future activities for the entire kindergarten is planned and we have pedagogical presentations and discussions. Sometimes we bring in people from the outside to inspire us.



Personal data card

In many cases it is important that we have different information about the child and about you as parents. Therefore, before starting in kindergarten, we request you to fill in everything on Aula. It is also important that you respond to the different permissions, since it is important for us to know about them.

Custody

In those cases where the biological parents of the child are not cohabitant, is it very important for the kindergarten to know who we are allowed to hand over the child to at pickup in the afternoon.

Therefore, will we at the first visit ask seperated parents to inform the staff about this. It is also possible to hand over a copy of an potential “contact agreement”.

Withdrawal

The child is withdrawn electronically on the website of the local authority.



The board of the Kindergarten

Lions Club rep. <i>President</i>	Anders Randbæk	5150 3905
Lions Club rep.	Kaj Kristensen	4020 2088
Lions Clubs rep.	Poul Poulsen	2112 6222
Forældrerep.	Gitte Madsen	3029 2369
Forældrerep.	Line Sixhøj	2288 0279
Forældrerep. Vice chairman	Rene Eistrup	6015 5714
Forældrerep.	Lane Jensen	5153 0976
Forældrerep.	Cecilie Olsen	2835 6046
Forældrerep.	Majken Aalbæk Larsen	6014 5624

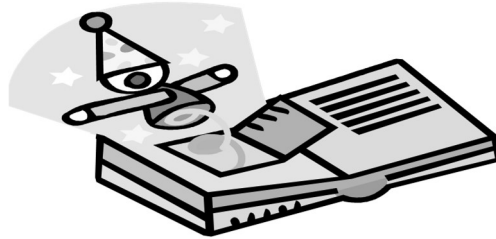


The work of the parents' representatives

The parents for the Board of the kindergarten are selected for a time period of 2 years or as long as they have a child in the institution.

New parents are selected for the board in the autumn – and join the board on the 1st of October.

The board takes care of the overall administrative and pedagogical obligations. Sometimes they also accomplish more practical tasks. The parents in the Board represent the rest of the parental circle and works as a link to the remaining board and staff group.



The Act of Day Care

The kindergarten's daily life and work are covered by the Act of Day Care, which is a law that became effective on the 1st of August 2007.

Amendment per 1st of July 2010.

Amendment per 1st of July 2018.

Among other things, the act outline that we should work with the following:

- The strengthened pedagogical curriculum
- Speech evaluation
- Children's environmental appraisal
- Coherence and continuity in the child's life

More information about how we specifically work with "the strengthened pedagogical curriculum" in our kindergarten, is available on the website.



Permanent Staff at Lions Club's Kindergarten

Manager	Anna Thora Lindekilde
Souschef	Mie Borg Møller
Pedagog	Gitte Jørgensen
Assistant	Helene Clausen
Pedagog	Susanne Skovlyst
Pedagog	Mette Mikkelsen
Assistant	Rigmor Juhl
Assistant	Cecilie Andersen
Pedagog	Mia Nielsen
Pedagog	Sofie Pedersen
Assistant	Tina Andersen
Substitute	Anette Hansen
Cleaning	Mette Munk
Janitor	Johannes Nielsen

PACKING LIST :

- Extra clothes – PLENTY – REMEMBER TO CHECK
- Rainwear – rubber boots
- Thermo clothing
- Winther clothes / hat / mittens(not gloves) / warm boots
- Lunch box with name
- Cup with name
- Pacifier / teddy bear / blanket
- Diapers

IMPORTANT WITH NAME IN OUTERWEAR AND FOODWEAR