



Klostermarkens Børnehus  
Bispegade 1, 4100 Ringsted  
Tlf:57628100

## **Welcome material for new children and parents in the nursery**

Dear family.

Welcome to Klostermarkens Børnehus

We want to give all the small, new children a good experience and we can only do that with you.

That is why we have designed this little writing so that you can quietly and calmly inform yourself about our rhythms, expectations and practical details. We know that the nursery is most often the toddler's first step away from the family and we therefore have a great understanding that it can be difficult to hand over to completely unknown adults.

When starting in a nursery, there are many new impressions that the child must learn to deal with.

To create security and incipient recognizability, we therefore like you to visit with your child a few times before - usually once a week for approx. 8 weeks before start. Here we will talk a little about the child's needs and normal daily rhythms. We call this early start-up.

**Start-up:**

With us, we take into account the individual child's needs, so that we follow the child's natural sleep and eating rhythm. It is therefore important that you tell the staff how your normal everyday life is with regard to this. You will be called for a start-up interview with an educator from the living room and the manager. Here we will inquire into important knowledge about your child, family and network.



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We expect you to set aside a minimum of two weeks to start up your child in the nursery. Children are different. So some need a slightly longer start-up while others become more comfortable with the new surroundings.

We help each other and agree individually when your child is ready for a full everyday life with us.

The first day:

By agreement with the staff, you will be received on the first day in the nursery by one of the room's employees. As a rule, this day is quite short and one parent is with the child all the time.

The first week:

Gradually, the child will be left more and more to the staff and the parents will stay more and more in the background. Most often it is a matter of you sitting in the kitchen or walking a little from the institution. Depending on the child, you can mutually agree when your child is ready to eat with, and can also start sleeping in the institution. It is always an individual process which is agreed with the nursery staff.

When you have to hand in your child, the staff of course helps to say goodbye. Even if your child gets upset, it is very important that he / she sees that you are going, and will not later look for you in vain. It is a completely natural reaction to be upset, and you must know that we comfort the child so that you can leave safely. You can of course always call us and make sure that the child is well again.



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#### What to bring:

- One packed lunch with healthy and nutritious food.
- One packed lunch with fruit and some bread for both morning and afternoon. There is space in the fridge in the kitchen for the packed lunches.
- Your child needs change of name with name in. Remember to check the size of the clothes regularly as the children grow out of it quickly.
- 2 pacifiers and / or pacifier / sleeping animal.
- Indoor shoes / slippers.
- Summer hat or hat depending on the season. Remember there must be no strings in.
- Sensible footwear for outdoor use.
- Outerwear that suits the season.
- Possibly. pram with harness and bedding for the first time before the child is ready to sleep in one of the institution's cribs.
- If you want to leave a stroller in the institution to pick up the child, park it outside the door by the bike rack.

#### Other informations:

- If the child becomes ill or has an accident at the institution, the parents are contacted immediately. It is therefore important that your contact information is updated so that we can always reach you. You must also make sure that the master card and consent are filled in at AULA.



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- In the house we have a diaper arrangement that you can sign up for. You do this in the living room your child starts in.
- In addition to the start-up interview, we offer an interview when the child is approx. 2 years and a handover interview before the child starts in kindergarten. In addition, you always have the opportunity to request an interview if needed. We will also call for an interview if we find it necessary in relation to the child's well-being.
- We would like to know if there are important events / changes in the family, as it can have great significance for your child

## Everyday life in the nursery:

- The nursery strives for the children to come out every day.
- In the summer, the child should be smeared in sunscreen from home in the morning. We lubricate again in the afternoon with the institution's allergy - friendly sunscreen.
- The institution is open Monday-Thursday at 6: 30-17: 00 and Friday 6: 30-16: 00.
- We would like you to drop off your child before 8:50, when we hold a meeting in the living rooms at 9: 00-9: 30.
- Collection takes place no later than 5 minutes before closing time, as the staff must have time to close.



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– We strive to tell you how the day went for your child. We post photos on AULA a couple of times a week so you can see them with your child and talk about what they have done in the nursery.

– It is important that you and the child say goodbye to the staff when picking up your child, so we know that you have received relevant information about the child and that the child has gone home for this day.

– If the child is ill or for other reasons can not be in the nursery, you must write it in AULA before kl. 9.00. You are very welcome to write under remarks what the child is doing wrong in relation to any. infection.

– We always call you if your child is lethargic or ill.

– Holidays and holidays should be communicated to the staff as early as possible. It is important for the planning of everyday life. You must also write this in AULA.

We look forward to a good cooperation.

Yours sincerely

The staff in the nursery