

WELCOME TO SØRÅSTEIGEN BARNEHAGE

Information about Søråsteigen barnehage.

Søråsteigen barnehage is a municipal kindergarten with 100 places for children aged 1-6 years. The kindergarten is divided into 5 groups. It opened in 1970, and moved into brand new premises in 2007.

Address and phone number to the kindergarten: Skoleveien 14, 1430 Ås
Tlf. 64 96 27 00

E-mail: sorasteigen.barnehage@as.kommune.no

Opening hours:

The kindergarten year runs from 1 August, and the kindergarten is open all year except weeks 28-30.

Opening hours are from 7:15 A.M. – 16:45 P.M.

The children must be picked up before 16:45 P.M. A charge of kr 200 will be incurred if parents fail to do so. Please inform us if you will be late.

The kindergarten is closed 5 days each year due to planning, as well as Christmas Eve and New Year's Eve. We close at 12:00 P.M. the Wednesday before Maundy Thursday each year.

During Christmas and Easter, all the municipal kindergartens cooperate, and one kindergarten in the centre of Ås and one in Nordby will be open.

All children must have 5 weeks of holiday in the course of the kindergarten year.

Staff

The kindergarten has 22.6 permanent positions:

1 principal
10 kindergarten teachers
11 assistants
1 secretary (60 % position)

In addition, the kindergarten may employ special needs teachers or assistants for children who need extra support, apprentices, students or people in work training/work practice.

Transition

It is important that the parents are prepared to spend time with the children in the kindergarten the first days. The foundation for the cooperation between the kindergarten and the parents is also laid during this time.

The first period in the kindergarten entails great changes for the children. They meet a number of new people in a short time, and there are many new impressions for them to digest.

It varies how long the children need to get used to their new situation, although 3-5 days is normal in our experience. Most employees has the right to 3 days off work (paid) when their children start

kindergarten for the first time. After the child starts, the staff and the parent will decide at the end of each day whether the parent need to stay with the child another day.

Delivery and pickup

The daily contact between the parents and the kindergarten staff is important, we exchange information about the child and get to know each other. We hope that you will allow some extra time when you drop off the children in the morning and pick them up in the afternoon, so we have time to talk a bit, and the child can finish their playing. Please keep an eye out for information on the screen or on the board.

If anyone other than a parent is picking up your child, the parents must inform the staff.

Early in the morning and late in the afternoon, there is only one person with each group. We therefore have limited time for conversation with the parents, as the children always have first priority. You also need to help the child to dress/undress, and remember to put on shoes/slippers for inside use. Please maintain the child's shelf orderly. Make sure you inform us when you arrive and when you leave. We want all children to wait inside the fence until you are ready to leave.

Meals

Children who did not have breakfast at home, may eat a sandwich brought from home in the kindergarten. Most children will do this in the common room. Breakfast must be finished by 9:00, when other activities begin.

Lunch for the children is around 11:30.
The children will get fruit around 14:30-15:00.

Please inform the staff in case there are any foods your child should not eat.

The food allowance (kr 300 per month) covers lunch, milk and fruit.
We do not serve food in July, please bring food from home.

Professional secrecy / Criminal Record Certificate

All staff must sign a document confirming that they are bound to observe professional secrecy concerning all information about the children and their home situations that they learn through their work. All staff must have valid Criminal Record Certificates.

Birthdays

We celebrate children's birthdays by singing and putting up flags in the group areas. We also normally have extra fruit for the children.

Voluntary work

Fau and the kindergarten organize voluntary work in the kindergarten twice a year. In the spring, parents of children on groups Frøya, Balder and Embla should meet, and in the autumn, Odin and Sleipner. We normally rake, sweep and clean the outside area, so parents might bring rakes, brooms and perhaps a wheelbarrow.

Clothing

The children must have clothes suitable for indoor and outdoor activities for each season of the year. We normally spend some time outside every day.

THINGS TO LEAVE IN THE KINDERGARTEN:

- shoes/slippers for indoor use
- minimum one set of extra clothing (from top to toe)
- raingear and rubber boots
- outdoor clothing / wool clothes (winter)

The parents should make sure that everything is in their right places in the shelves. **ALL CLOTHES MUST BE MARKED WITH THE CHILD'S NAME!**

The kindergarten's insurance does not cover private equipment such as clothes, toys, skiing equipment, sleighs etc.

Lost and found

All clothes should be marked, however this is not always the case. Clothes without names are left in the common room every Friday, and items not picked up will be sent away or marked with the name of the kindergarten to be used as extra clothes.

Illness / time away from the kindergarten

The staff must be informed as early as possible if your child will spend time away from the kindergarten.

Children who throws up or has a fever, a strong cold, diarrhoea, an eye infection or other contagious illnesses must be kept at home out of consideration for other children and staff. Illnesses spread easily in kindergartens. In case of contagious diseases, the staff must be informed, so other parents can be informed if necessary.

The staff will contact the parents if children show symptoms of illness during kindergarten time. (Please inform the staff if you cannot be reached at the usual phone number.)

See also the separate information brochure regarding illness and children's health.

Medication

If the child needs medication during kindergarten hours, this must be administered by the staff. The parents must present a written document with the name of the medication, time and method of administration, dosage amount and how the medication should be stored. If possible, we prefer if you arrange the child's medication so administration during kindergarten hours is not necessary. A separate form is found in the kindergarten.

Insurance

All children are insured against accidents. The insurance is valid on the kindergarten premises, on trips planned and supervised by the staff, on the way directly from home to the kindergarten or from the kindergarten to the home. The form is found on our web pages. Please contact the staff if anything is unclear or you need help to fill in the form.

Quitting the kindergarten

If a child is quitting the kindergarten, the period of notice is one month counting from the 1st each month. The period of notice must be paid for even if the child quits with immediate effect. The notice to quit must be delivered in writing directly to the kindergarten.

Payment

Payment is based on the parents' income. Income over kr 200 000 entails the highest rate. The food allowance is paid separately.

The form containing information about the parents' income must be delivered twice a year (December and May) keeping to the date agreed upon, otherwise the highest rate will apply.

Documentation must be delivered with the form. If the income changes during the year, parents must inform the staff. Payment is for 11 months, July is free of charge.

Information

Plans and information will be distributed through our web page. In every group area, there is a board with information for parents/caregivers. Please keep an eye out for new information there. Read the notes on the board and try to keep deadlines. If anyone other than a parent picks up the child, they are responsible to give any new information to the parents.

Cooperation with the parents

In the course of the year, all parents are invited to a parent-staff conference, where we share experiences and information about the child. Please contact the staff if you wish to discuss something in between conferences. Once or twice a year, the staff and all the parents meet to share information and discuss the day-to-day practice of the kindergarten. You are welcome to address any topic of your concern. Mutual respect and cooperation is crucial for us to provide a good environment for your children.

The parent association/FAU

The parent association consists of all the parents of children in the kindergarten, and they choose representatives for the FAU. The FAU constitutes itself, and organize meetings when it is necessary. FAU traditionally organizes a Christmas party and a national day party on 17 May. The president and vice president of FAU are the parents' representatives on the liaison committee of the kindergarten.

The liaison committee (SU)

The liaison committee (SU) consists of 2 parent representatives and 2 staff representatives with substitutes. The kindergarten principal functions as a secretary. The liaison committee constitutes itself, normally the president of the liaison committee is one of the parent representatives.

We welcome all children and parents to Søråsteigen barnehage!