

General for all units:

Our website: Børnehuset Støberigade and Skovbo <https://Stoeberigade-kk.aula.dk>

AULA – what do we use AULA for:

As a parent in our institution, you will become familiar with AULA.

You must fill in the necessary information about your child on AULA and, if relevant, give permissions for photos, transportation, and similar matters.

We check your child in in the morning when your child arrives and out in the afternoon when your child goes home. Even though you check your child in upon arrival and out when you leave, please remember to say hello and goodbye to one of us staff members working here.

We write a diary 2-3 times a week on AULA. Here you can follow your child's everyday life either through text and/or photos of your child.

We send invitations and practical information via AULA.

Changed contact information:

If you as a parent or your relatives change contact information, please update it in AULA and inform us.

Parent board:

In the hallway leading to the nursery, you will find our shared parent board. Here you will find, among other things, an overview of the year's closing days and other valuable information. In this area, you will also find photos of our staff, language boards, and the annual wheel.

Conversations, TOPI, language, and resource forum:

- A conversation is offered 3-6 months after your child has started and then once a year. The conversation lasts 20-30 minutes. If needed, you can always come and request a conversation.
- Every six months, each child receives a well-being assessment. We use TOPI as a tool. We always follow up with a conversation if needed.
- LANGUAGE: In the nursery, we work with the language ladder. In kindergarten, children are language evaluated when they are 5 years old.

• Partners:

At Støberigade, we have an affiliated resource team.

The resource team consists of a psychologist, speech and hearing therapist, social worker, support educators, health nurse, and occupational therapist.

Questions:

If you are in doubt or curious about anything, or if you simply want to know how your child's day has been, please feel free to come and ask.

Annual wheel:

Throughout the year, we work with pedagogical activities based on our annual wheel, which is rooted in the curriculum themes of the City of Copenhagen (The Strengthened Curriculum).

Traditions:

We celebrate Shrovetide, Easter, Halloween, and Christmas together with the children.

We hold a graduation party in the spring for the children who are starting school.

The kitchen prepares food in accordance with the year's traditions.

During the year, you as parents will be invited to a Christmas party in December as well as a summer/autumn party.

All food:

All food is homemade and prepared from 90-100% organic ingredients in accordance with the Official Dietary Guidelines. We send out the weekly menu in AULA and also upload photos of the meals, which you can use as a starting point for dialogue with your child.

Morning	Bread, fruit, water
Lunch	See menu on Aula
Afternoon	Bread, fruit, milk/water

We can adjust the food if your child has special needs. In case of allergies, a medical certificate from a specialist is required – see kk.dk and search for “børnemad”.

Sick children:

Report illness through Aula or by sending a text message.

Please inform the staff if your child has lice, pinworms, chickenpox, or any other contagious condition.

We want to inform parents about contagious diseases so everyone can be aware, but of course, we always do so anonymously.

We will contact you if your child is injured, has a fever, or is very upset.

If you are unsure whether your child is unwell or just had a rough morning, please talk to the staff at drop-off – then we will pay extra attention.

If your child, for example, seems unwell or warm and behaves differently than usual, we will call you so your child can come home and rest in a calm environment.

Never send your child to the institution on painkillers – it is tough to be around so many other children when feeling unwell. We follow the recommendations of the Danish Health Authority.

Medication:

If your child has asthmatic bronchitis or needs medication for, for example, an acute allergic reaction, we can administer it at the institution with a medical certificate and an introduction to the use of the medication.

We are not allowed to give your child antibiotics, painkillers, or other medication. Nor are we allowed to apply medical creams or ointments.

For the sake of children with allergies and for hygiene reasons, your child may not bring food from home – neither at drop-off nor pick-up. Therefore, your child may also not have food, sweets, or medicine in their backpack.

Closing days and holidays:

Holidays and days off should be registered in AULA.

There are a total of nine closing days in the cluster each year. These are scheduled annually at times when it is expected that the fewest children need care. This is planned in consultation with the parent council and is finally decided by the parent board.

There is no alternative care on June 5th (Constitution Day) and December 24th (Christmas Eve).

If you need alternative care on other closing days, please inform the manager well in advance – preferably a month before.

The manager will ensure that there are familiar adults to look after your child.

Alternative care is offered when you are unable to be with your child yourself, for example, due to work.

For three weeks in July, care will be provided within the cluster, but not necessarily at Støberigade. There will be fewer, but familiar, adults to look after your child.

You will be asked to indicate whether you are taking holiday with your child in specific weeks, focusing on summer holiday, autumn holiday, the days before Christmas, and winter holiday.

Holidays follow the school holiday calendar.

- We do this because:

- From experience, we know that more children take holidays if there are school-aged siblings in the family.
- There are often more staff members who wish to take vacation during these weeks, as they themselves have schoolchildren or grandchildren.
- We want to save on substitute hours and give as many staff members time off as possible. It is a matter of economy, which means better staffing during other periods when there is greater need.

Summer and sun:

When Spring arrives and the sun is out, you as a parent should apply sunscreen to your child in the morning. We will apply sunscreen to your child again at midday.

Parent meetings:

We hold two parent meetings a year. One takes place in the spring and the other in the autumn.

Parent council/board:

At the parent meeting in the autumn, you have the opportunity to be elected to the parent council. In the parent council, you gain insight into finances, child perspectives, the various policies set by the City of Copenhagen, and an understanding of the structure and framework for the different parts of the cluster.

Your input as a parent is important, and when you get involved and contribute with knowledge, opinions, and direction, you help create meaningful connections in the children's lives.

If you want to know more about being part of the parent council/board: City of Copenhagen's welcome brochure by Jacob Næsager, Mayor for Children and Youth.

There are six meetings a year/as needed. The parent council meets from 16:30 to 18:00.

As a parent, you can contact representatives from the parent council if you have questions or suggestions for topics to be discussed. On the parent board, you can see who a member of the parent council is.