

# Welcome to Day Care in District Grenaa



OMRÅDE  
GRENAA



norddjurs  
kommune



## Welcome to the municipal Day Care in district Grenaa

We want to welcome you to the municipal Day Care in district Grenaa, Norddjurs Municipality. With this folder we want to give new parents useful information about the work of the Day Care.

In following you will find information about the municipal Day Care, practical information as well as addresses of the Day Care office and staff.

Feel free to contact us if you have questions about your child's start in the municipal Day Care.



## The municipal Day Care:

The municipal Day Care is a day care for children in the age of 0-3 years.

Every day care is open 48 hours a week, between 06.30am - 05.15pm.

The caretaking of your child must be within the opening hours of the single daycare.

## Visit:

When you are offered a place in day care we encourage you to contact the day care and arrange a visit. You will find the Day Care contact information in the offer you received from the Allocation Office.

Based on this visit we ask you to consider if you want this place for your child.

## Contact meeting:

If you want the place, you need to contact the Day Care Office and arrange a contact meeting with the day care listed in the offer from the Allocation Office. At the contact meeting we will talk about conditions regarding Day Care and your child.

## Day Care educational theories:

We know that the first years of living are essential for the life of the child. Therefore we must be very good at creating teaching- and development environments for the small children.

In the educational work with the well-being and development of the children we use educational teaching plans and well-being profiles in relation to the single child.

The work with the teaching-plan is centered on the 6 themes in the teaching-plan.

1. The child's versatile and personal development
2. The child's social development
3. The child's linguistic development
4. Body and motion
5. Nature and natural phenomena
6. Cultural expressions and values



We have ongoing focus on the child's well-being and use different tools while working with the subject. These will be presented on the contact-meeting.

For further information about the work and vision of the Day Care you will find a description of the profile of the Day Care on following link:

[Profil for Dagplejen i Område Grenaa](#)



## Infoba:

INFOBA is our Communications platform.

In connection with the startup of your child, you will be registered as users and will gain access to information and pictures from Day Care.

You will find this on the website: [www.infoba.dk](http://www.infoba.dk). Or from district Grenaa website: [Område Grenaa](#),

where you will find further information about our work as well as the policies of the Municipality of Norddjurs on the field of day care.

## The Daycare educators:

Daycare educators have supervisory duties in the home of the childminder. The supervision is a guarantee for educational quality and will ensure attention on your child's well-being and development.

Every childminder will normally be supervised six times a year. Additional supervision will be arranged if needed.

On supervision the childminder and daycare educators are in dialogue about the single child's well-being and development, as well as we will have focus on the children group as a whole.

Daycare educators will give guidance and advice to the childminders and will support in questions of doubt.

Our work with your child is based on a good collaboration between you, the childminder and the daycare educators.

After the contact meeting the childminder will be in charge of the daily contact and will collaborate with you about your child.

This collaboration is based on the professionalism of the childminder and the dialogue the childminder and daycare educator have about the single child and the children group.

Feel free to contact us at the Day Care office where we like to participate in conversations when needed.



## Playgroup:

Every childminder will attend an all-day playgroup once a week.

The playgroup is an important teaching and development environment for both children and childminders.

Childminders are included in teams for professional development in order to develop the quality of teaching in Day Care.

The weekday your child goes to the playgroup, you have to deliver and collect your child at the playgroup.

## Guestcare:

When your regular childminder is absent, fi. in case of illness or holiday, we offer guest care for your child.

We strive to offer you guest care with one of the childminders who is in the same team as your regular childminder. So your child will recognize the guest childminder from playgroup, where you normally also will meet her, when you deliver and collect your child.

**In many of the cases we will offer you guest care in our guesthouse at Vester Hasseldal 19, Grenaa.**

In the Guesthouse our permanent employed staff will take good care of your children when your regular childminder is absent.

Here the children and parents will come happy and enjoy the different experiences this community can offer.

By acute illness the childminder will call in as ill early in the morning.

The notification of illness will be to the Daycare Office, who then will phone all the concerned parents and offer guest care.

**It is therefore important that your phone is turned on from 06.am.**

In relation to planning we want to be informed as early as possible, if your child has days off or holiday. This is because childminders work in autonomous teams, where they together plan holiday, days-off as well as guest care for the children.

## Practical information:

### **Prams:**

When the child begins in Day Care, you need to bring a pram. This pram must be provided with mosquito net, Rain Cover, mattress, bedding and approved harness (Danish Institute for informative labelling).

### **Changing clothes:**

Your child needs to bring clothes to be able to play outside and inside. Therefore it is important for the child to have clothes for any kind of weather. Your childminder can guide you about this.

### **The child's illness:**

We do not accept ill children in day care. Your child is ill when it cannot participate in the daily routines in the home of the childminder.

We are aware of the child's normal condition which means that an ill child *not* always has fever.

A lot of children are affected much by having a cold and they should in some circumstances stay at home. When in doubt we encourage you to speak to your childminder. We follow the guidelines of the Health Board about "Contagious disease with children and youth".

We ask you to inform your childminder when your child is ill. We need to know this, as your childminder also is acting as guest childminder.

**As starting point the childminder must be able to give children medicine in case of chronic disease.**

## Food:

It is important for us to offer the children a healthy and varied diet.

Any children who come before 08.00am will be offered breakfast, if they do not have eaten at home.

Additionally, we serve morning meal, lunch and afternoon meal.

Should you have special wishes for your child's diet, because of allergy or other conditions, you must bring this food yourself.



## Duty of confidentiality:

All employees of the Municipality of Norddjurs have a duty of confidentiality. Childminders have, as all other employees, a duty to inform the municipality should a child live under conditions that would bring its health and development at risk.

## Transport of children in day care:

Many childminders experience great joy from taking children in day care on longer trips, where they drive by car, on bicycle or on cargobike. Driving by car will always happen in approved child car seats, as well as all children will wear helmets when they would be on a cargobike. Therefore in case your childminder would make use of car or bicycle we ask for your written permission to be able to do so. We will do this during the contact meeting.



## Closing days in Day Care:

Every year Day Care has a number of closing days. These are adopted in community with the parent board. You can learn about the specific days from our website, [Helligdage og Lukkedage](#).

## Board:

District Grenaa has a board which covers all day care within the district. Here you will find the Day Care represented by a parent representative and a daycare educator. There will be election for parent board once a year, where board members and substitutes are elected. This will be in connection with a parent meeting.



## Transition to Kindergarten:

We are very aware of the fact that the children should experience a pleasant transition from Day Care to Kindergarten.

That is why there is collaboration between Day Care and Kindergarten is very important.

Every once and a while the children and their childminder will visit the local Kindergarten.

In connection with a child reaching three years of age and will have to start in Kindergarten, the childminder will strive to pay a visit to the Kindergarten the child will start in, so that the child learns to know the Kindergarten.

We also want to encourage you as parents to take your child for a visit to the Kindergarten your child will be starting in. Here you will also be able to plan the startup and there is a possibility of meeting the staff of the Kindergarten.

## Free place:

According to current rules, there is a possibility of applying for an economic and social free place.

For this you can receive support from the Allocation Office.

## Sibling discount:

There is issued sibling discount for siblings who are in Day Care, Kindergarten or after school club.

You will pay for the most expensive place. Sibling discount is 50 % off from other places.



## Contact information:

In case of changes in the conditions, you have informed us about when your child was registered, the Day Care Office and Allocation Office need to know.

It is **important** that your information is correct, so we are able to reach you, should anything happen to your child, and in case of illness or absence from your childminder.

## Withdrawal:

Withdrawal from Day Care could be done on our website, [www.norddjurs.dk](http://www.norddjurs.dk) or in writing to the Allocation Office.

Withdrawal may be with 1 month warning from 1st or 15th in a month.

## Forsikring:

Municipality of Norddjurs does *not* have a personal accident insurance that covers children when they are in Day Care.

Therefore you need to draw a personal accident insurance yourself, to ensure your child in connection with any accident while in Day Care for including dental insurance.

We hope this information folder has issued good and useful information about municipal Day Care in district Grenaa.

If needed feel free to ask questions. Below you will find contact information.

With best regards,

Day Care district Grenaa.



## Our address is:

### District Grenaa - Our house:

Day Care district 0-6 years  
Chr. Winthers Vej 9  
8500 Grenaa

### Day Care Office opening hours:

Monday to Thursday kl. 01.00pm - 02.00pm and Friday 11.00am - 12.00am.  
Regarding guest day care you can phone every day kl. 6.00am - 8.00am.  
Tel.: 89 59 30 83

### Head of Department

Lise Svane  
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### Day Care educators:

#### Project manager

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