



Welcome to Nykløveret

Information for new parents



Dear parents,

We know that starting at a (new) institution is a big step—whether it's your first, second, or third time.

We want to give you a warm welcome and make sure you are well informed, so we have prepared this document with practical information to help you and your child have a great time at the institution.

You are always welcome to contact the staff in your child's room if you have any questions.

Once again, a warm welcome to Nykløveret. We look forward to getting to know you and your child and to a good collaboration going forward.

Best wishes,

The staff at Nykløveret

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About Nykløveret

Nykløveret is an integrated childcare institution in Frederiksberg. We have approximately 39 nursery (vuggestue) children, 64 kindergarten (børnehave) children and 23 staff members, spread across 6 rooms on 3 floors:

- On the ground floor there are two nursery groups (Mariehønsene and Myrerne).
- On the 1st floor there is one nursery group and one kindergarten group (Sommerfuglene and Kindergarten/Børnehave 3).
- On the 2nd floor there are two kindergarten groups (Kindergarten/Børnehave 1 and Kindergarten/Børnehave 2).

Nykløveret follows the pedagogical approach called Marte Meo and has recently become Frederiksberg's first certified Marte Meo institution. Read more about Marte Meo here (in Danish):

<https://frb-nykloeveret.aula.dk/vores-dagtilbud/profil>.

Settling-in period

Starting nursery can be a big change for both you and your child. We will do everything we can to ensure you get off to a good start and enjoy your time in the nursery. When your child begins, there will always be a designated member of staff to look after you. It is important that you can be with your child during the first days and that you begin with short days so you can gradually get used to life at Nykløveret.

Over the following days it should be possible to slowly increase the time, and we need to be able to contact you. No two inductions are the same, and it varies how long a child takes to settle in. As a guideline, we ask that you allow at least two weeks: the first week where you are fully available, and the second week where your child can have short days.

In the first days we will talk about what a good drop-off looks like for your child and for you as a parent. We understand that saying goodbye can be difficult. It is important that we discuss anything that feels challenging, because your approach to Nykløveret affects your child. It is perfectly natural for your child to be upset when you say goodbye — that's okay. We will be there to comfort them. Once you have said goodbye, it is important that you leave so the farewell is not prolonged for your child. You are always welcome to call and check how your child is doing. We will, however, always contact you if we cannot comfort your child.

You must register on Aula.dk (https://frb-nykloeveret.aula.dk/sites/frb-nykloeveret.aula.dk/files/arkiv/Download_filer/Folder%20til%20foraeldre_4_jan.pdf). We recommend downloading the app to your mobile device; through the app you will be asked for consent to photos and videos.

If you are coming from another institution and will start directly in our kindergarten, you can call to arrange a settling-in period. We find that most children who are used to attending a childcare institution quickly adapt to our kindergarten. There will also be a designated staff member to support the settling-in at the start, and the children will soon become part of the larger group. We recommend one week of settling-in with slightly shorter days, plus an additional week when you remain available in case we assess that shorter days are still needed.

The first day in nursery

You should arrive at 9:45 unless another time has been agreed. To ensure your child is introduced to the new surroundings in manageable doses, you and the child are expected to stay for about an hour. You will be alone

in the room with the designated staff member who is guiding the settling-in, together with a few other children. There will be time to talk about your child and any individual needs we should take into account (sleep routines, eating habits, comforters/sleep toys, etc.).

You will be given information about Aula, where you will also need to complete your child's registration form.

Over the next few days we expect that you can gradually begin to step back. We will regularly talk with you about how things are going and what the next steps will be. You are welcome to stay at Nykløveret during the first days and briefly separate from your child from time to time. There is coffee on in the kitchen.

Dummies, comforters and similar items

If your child uses a dummy (pacifier) or a comforter, please bring these with you — ideally labelled with your child's name.

You are responsible for sterilising/skolding dummies yourself.

Outerwear and spare clothes

Your child will have a cloakroom and a basket in the bathroom. We expect the basket to always be stocked with spare clothes, and for the cloakroom to contain clothing appropriate for the season.

REMEMBER to put names in clothing and shoes.

When you arrive at Nykløveret

Code

To enter Nykløveret you must enter a code on the keypad by the door. The staff will give you the code. The same code is used on the iPad in the entrance if the screen has locked due to inactivity.

Checking in

Every morning you must check your child in on Aula and note anything we should be aware of (for example if someone other than the parents will be collecting the child). You do not need to enter a planned pick-up time.

It is important to check your child in so Nykløveret always knows how many children are in the institution.

Shoe-free institution

We are a shoe-free institution — this is lovely for the children, who spend a lot of time on the floor. Shoes should be taken off in the hallway before going up the red stairs or into the ground-floor nursery. Please help your child do the same.

Hand hygiene

All studies show that good hand hygiene reduces illness.

All parents must use the hand sanitiser in the entrance. Please inform the office or kitchen if the dispenser is empty so it can be refilled.

Children must wash their hands when they arrive to the bathroom of their room.

When you leave Nykløveret

Checking out

Always remember to check your child out on the iPad in the entrance when you come to pick them up. It's important to check children out so Nykløveret always knows how many children are in the institution.

Hand hygiene

We recommend that children wash their hands before leaving Nykløveret to reduce the risk of bringing illnesses home.

Information sharing

Aula

Most information is communicated via our internal platform Aula. It's therefore important that you register for the system and keep it up to date.

This is also where you can follow your child's daily life through photos and text.

The weekly menu plan is also shared on Aula.

Notice boards

On each floor there is a weekly planning board. It's important for our cooperation that you check the boards, as they can contain important information about upcoming events (for example toy day, Plant-and-flower day, swimming day when swimwear and a towel should be brought, or birthdays).

Always ask if you're unsure about anything.

Meetings and events

A yearly calendar is displayed by the entrance where you can find dates for meetings and events at Nykløveret. We normally post notices on Aula and put up printed posters as the meeting/event approaches.

Parent meetings: We hold two parent meetings each year and strongly encourage you to prioritise and actively participate. They give you insight into life at Nykløveret and help strengthen the good cooperation between you and us.

Open playground: The parents' council organises an open playground twice a year, usually on a Sunday. It's a great opportunity to play and chat together. Siblings are welcome.

Christmas party: We hold a Christmas party one afternoon at the start of December. The party usually begins at 15:00 and we ask that you arrive from the start. It's a cosy afternoon with æbleskiver, Christmas songs and the Tigers/Tigerne perform Lucia.

Morning sing-along: Every Friday there is a morning sing-along in the common room on the ground floor from 08:05–08:15. If you can, we encourage parents to join this pleasant activity.

Plant-and-flower day: Typically held one day in the spring, on Plant-and-flower day every child should bring a plant to be planted in the flower boxes on the playground. The children enjoy 'following' their plant as it grows.

Photography: We are fortunate that Frandsen Fotografi offers photography of our children, both group/class photos taken during institution hours and portrait photos taken at the weekend. Notices will be posted so you can sign up for portrait photos if you wish.

Parents-staff meetings

When your child has been at Nykløveret for 3–6 months, we will invite you to a meeting to discuss how the start has gone, how your child is settling in, and any matters you wish to raise with us.

We will also contact you if we need a meeting, and you are welcome to do the same.

Illness

If your child is unwell, please remember to notify us via Aula. Report as early as possible, preferably before 7:00, so the kitchen staff can plan how many meals to prepare.

If your child becomes unwell while at Nykløveret, we will contact you and ask you to collect your child. It is therefore important that we can always reach you.

Remember to update your phone number in Aula if it changes.

Sick children must not be in the institution, and a child with a contagious illness may only return once they are no longer contagious. A child is considered well when they can take part in their usual activities without needing special care.

Keep your child at home until they are well. We always recommend being fever-free for 24 hours at home and otherwise in good general condition before returning to the institution.

Vomiting/diarrhoea: Children must stay at home until 24 hours AFTER their stomach has returned to normal, as there is otherwise a high risk of spreading infection in the institution.

Holidays and days off

During the summer, autumn, winter and Easter breaks you will be asked via Aula when your child will be on holiday.

To make best use of staff resources and food budget, it's important for us to know how many children will be attending, allowing staff to take holiday at times when there are fewer children.

Remember that your child needs a holiday just like adults do. Even though Nykløveret is a lovely place, being in a childcare setting can be tiring. Your child needs a break to recharge, so we encourage you to take your 5–6 weeks of annual leave together with your child.

Please stick to planned holidays, as changes affect staff and their holiday planning.

Opening hours and closed days

Opening hours at Nykløveret:

- Monday–Thursday 07:00 – 17:00
- Friday 07:30 – 16:30

Nykløveret is generally closed on the following days:

- Monday–Wednesday before the Easter holiday
- The Friday after Ascension Day
- The period between Christmas and New Year

Alternative childcare is offered at another institution on Frederiksberg. Staff from Nykløveret usually accompany the children — often one of our temporary staff.

We will send you a notice a couple of months before the closed days so you can sign up for alternative care if you need it.

Birthdays

In collaboration with the parents' council, Nykløveret has developed guidelines and recommendations regarding children's birthdays. At Nykløveret we love celebrating the children's birthdays — it's a special day for the child and a cosy activity for the whole group. Below you can read about the options for celebrating birthdays within the institution.

Birthday at Nykløveret

We can celebrate your child's birthday in their room, and the child is very welcome to bring something edible to share. This could be buns, fruit or other healthy treats.

If you choose to hold the birthday at Nykløveret, we are happy to help — please agree with the room staff what you will bring and share with the other children.

Invite the whole group to a private party

Birthdays are special. The children look forward to their birthday and talk about it at the institution. Therefore, we recommend inviting the whole group if you are holding a private party. Many parents have found it helpful to join up with other families who have children with birthdays around the same time, or to meet in parks/playgrounds to celebrate.

In the nursery, Nykløveret will as a rule celebrate the child's birthday within the institution.

Food and mealtime policy

If you wish to hold a birthday at the institution or have guests at home, please remember to check Nykløveret's food and mealtime policy:

https://frb-nykloeveret.aula.dk/sites/frb-nykloeveret.aula.dk/files/arkiv/Download_filer/Mad-%20og%20m%C3%A5ltidspolitik%20Nykl%C3%B8veret.pdf

Also remember to ask the room staff if any children have allergies or special diets (for example lactose intolerance, gluten intolerance, specific religious dietary requirements, or if there are vegetarians or vegans).