



Härnösands  
kommun

# Welcome to Pre-school



An exciting time awaits as your child is about to start pre-school. Their time at pre-school should be secure, educational and fun. We hope that you and your child will enjoy your time with us!





En förskola i världsklass

## A world class pre-school

Within the Municipal pre-schools in Härnösand we have a vision of world class pre-schools.

Those of us working at pre-school:

- Work under the inspiration of Reggio Emilia's pedagogical philosophy. That means that we see children as competent and vital citizens of our communities that have something valuable to say. We value their differences and see them as assets in our organization.
- We help children to develop language abilities that extend beyond what is spoken. Especially focusing on the esthetic and empathetic attitudes that children use in learning about and exploring the world around them. We view digital tools as a language and work towards the development of children's competence in the digital world.
- We see diversity as enriching and the ability to speak other languages as a strength. We actively work together with children who speak a native language other than Swedish to develop their abilities in their native language as well as the Swedish language.
- We work actively in accordance with the Children's Convention.

När ditt barn börjar i förskolan

## When your child starts at pre-school

It can be an emotional time for both you and your child on the first day when you are going to be away from each other. That is why we make school introduction available to you. You will get the chance to ask questions and tell us about your child's needs. You will have the opportunity to explore and discover the environment at the pre-school and meet your child's teachers and new friends.



Inskolning

## School Introduction

At pre-school we use what we call 'Parent participation' in our pre-school introduction. What this means is that you or someone who knows the child well participate in the activities of the child's education and routines that take place during the introduction. You mean a lot to your child during these first days. You are their security as we build up our relationship with the child at the pre-school.

Together in peace and quiet, you and your child will learn about your new surroundings, get to know their teachers and the other children at the pre-school. You will get an understanding of the education we offer and become familiar with the teachers and other children in the group. The amount of time the introduction takes depends on your child's needs. Normally, you can expect it to take about a week and during that time you will be with us here at the pre-school.

We try to promote a secure relationship with you during the introduction by:

- during the introduction you take care of your child; change their diapers, help get them dressed, undressed etc.
- pedagogues are close at hand and will attend to the child when the opportunity presents itself.
- You are together with us as often as possible during the introduction up until the time when your child feels safe and secure with us. Your child doesn't need to learn to be left with us, we teach them how to be together with us.
- Together we decide when it is time to leave the child with us.

Måltiden – en del av lärandet

## Meal times – A component of learning

In pre-school, meals are a part of the care we provide as well as an opportunity for learning. Depending on the child's schedule, we offer breakfast, fruit snacks, lunch and an afternoon snack at specific times during the day. If your child has any special dietary requirements then you will need to report them using: e-tjänsten på [www.harnosand.se](http://www.harnosand.se)



Förskolornas öppettider

## Pre-school opening hours

We are open weekdays 06:30 at the earliest and close 18:30 at the latest. The hours that the pre-school is open is decided by the schedules that are left in for the children and vary according to the needs of individual children and the group. If it is necessary for you to make changes to your schedule and increase the time that the pre-school is open (within the range of 06:30-18:30) then you will need to discuss this with the pedagogues well in advance before any changes can be made. We require at least 14 days prior notice. If you are in need of childcare at other times you can apply for placement at the municipally run 'Nattis.'

Please report any temporary schedule changes on the teaching platform and speak with the staff at the pre-school.

Lämna och hämta

## Leaving off and picking up

- Leaving off and picking up your child should be done at the times agreed upon in the schedule. It is very important that you always contact the staff when leaving off and picking up your child.
- Always inform the pre-school if anyone else is going to be picking up your child.

Lägg in barnets schema i lärplattformen

## Fill out the child's schedule on the teaching platform

On the teaching platform you can fill out the schedule and report any absences for your child and read information from the pre-school.

If necessary, the school administration can post information to all guardians using the school platform.

If you need to change your schedule or extend the normal hours of the pre-school you must speak with the teachers well in advance before the scheduled times will take effect, at least 14 days advance notice is necessary.



Frånvarande

## Absence

If your child is going to be at home one day then we will need to know by 08.00 at the latest so we can plan for the day. Register your child as absent in the teaching platform or call the group that your child is in. Please notify us a day in advance of your child returning to the pre-school.

If your child is absent for a month or longer without any prior agreement then the child's placement will be taken away.

Föräldrainflytande

## Parental influence

- We offer school introduction discussions, follow-up discussions after the school introduction and we have developmental meetings one time per year.
- Together with you we meet daily when you leave off and pick up your child. This gives us the chance to cooperate in our efforts concerning your child.
- One time per year we invite you to attend a parental meeting.
- Pre-schools have a parental association where you have the ability to influence what happens at the pre-school.
- Together with you, we perform an evaluation of the different languages your child encounters. We follow up the evaluation yearly.





Allmän förskola

## Public Pre-school

Public pre-school is free of charge. All children have the right to public pre-school starting the Fall term the year the child turns 3 years. Available hours are from 8:30-13:30 Tuesday thru Thursday except for weeks with holidays. Public pre-school is not available during holidays. We follow the same schedule as the compulsory schools and you can find the scheduling at: [www.harnosand.se](http://www.harnosand.se)

När kan ditt barn vara i förskolan?

## When can your child be at pre-school?

- The main rule is that when you are free, so is your child. You cannot leave your child when you are on holiday or have vacation.
- Your child has the right to be at the pre-school during the hours when you are working or studying at school.
- If you are on parental leave or unemployed, your child can receive education at the preschool up to 15 hours per week. The 15 hours are free of charge starting from the fall term of the year that the child turns three. Children aged one to three will need to pay a fee. The available times are Tuesdays through Thursdays 8:30-13:30 but not during holidays. We follow the same school-year schedule as the grade schools.
- If you are on parental leave or seeking employment, it is possible to leave your child at the pre-school during holidays if you choose to pay a fee. If your child is from 1 to 3 years old you will pay a higher fee than if you don't choose holidays. You can register your choice in the electronic services (e-tjänsten). Available times during holidays are Tuesday thru Thursday 8.30-13.30. These times are not available during the month of July.
- If you are on parental leave or seeking employment and you choose to pay a fee so that you can leave your child at pre-school for 15 hours during holidays you still cannot leave the child when you have vacation or during the month of July. If you choose to pay the fee so your child can attend pre-school on holidays then you will not be able to change that for the following 12 months and you will be billed each month.
- If you are seeking asylum, your child has the right to attend public pre-school free of charge on weeks that aren't holidays. This is valid from the Fall term the same year your child turns 3, Tuesday thru Thursday 8.30-13.30



The pre-school can request proof of attendance from employers, educational providers or through your union's unemployment benefits (A-kassa), for children's legal guardians if needed. Children having special needs in their development or children that have specific requirements as a result of their family situation will be offered activities through the pre-school according to their needs.

Planerings-och fortbildningsdagar

## **Planning and supplemental education days**

We schedule planning and supplemental education days four times a year so that our staff has the opportunity to increase their collective competency. If your child can't be off during that time, we can offer pre-school activities but only with temporary staff available. Our organization can cooperate with other departments. If it is necessary for you to have placement on these days then you must give us at least 14 days advance notice.

Vårdnadshavares semester och juli månad

## **Vacation days for guardians and the month of July**

During vacation and during longer holiday periods it is possible for us to coordinate between different organizations.

When guardians are on vacation then their children should be as well. Exceptions can be made for certain circumstances after discussing it with the principal but not during the month of July. These exceptions are limited to five vacation days per guardian per year.

During the month of July our organization is only available to guardians who are employed or studying. During those weeks it is necessary for you to leave in proof of employment or studies. Those seeking employment cannot apply for placement in the organization during the month of July but will have the right to immediate placement if they become employed or if they start studying.

Avgift

## **Fees**

Each month you will be required to pay a fee. The amount of the fee is based upon your income but is limited to a maximum amount. If you do not report an income, you will be charged the maximum fee.



Uppsägning

## **Notification of cancellation**

Notification of cancellation for placement must be done at least two months prior to when the child gives up their placement. We require that you pay a fee during the period of cancellation, even if the child is not present. For children who are starting pre-school then placement will be cancelled on the 1st of July unless the guardian notifies us of cancellation earlier. If you are in need of placement care for your child after the 1st of July then you must apply for daycare placement through the digital service or 'e-tjänsten'.

Sjukdomar

## Illness

It is the general well-being of the child that determines whether the child should be at the pre-school or not. Pre-school can be fast-paced and it can be more demanding for your child to be at the pre-school than at home.

When leaving off your child, be sure that your child is healthy and capable of getting through the day.

The pre-school is where healthy children meet with their healthy friends. We all have to do our best to prevent the spread of infectious illnesses.

If your child becomes ill at the pre-school, we will call you and ask you to come and pick up your child. It is the staff's responsibility to decide if a child is healthy enough to participate in the activities of the school.



Magsjuka

## Stomach flu

The child must stay at home at least 48 hours after showing the last symptoms of illness. Be aware that one symptom can be that the child refuses to eat. We would also like to ask that you keep your child home if any of their siblings has the stomach flu.

Feber

## Fever

The child must remain at home at least one day without fever before returning to the pre-school.

Ögoninflammation

## Conjunctivitis (Pink-Eye)

The child should remain at home as long as the eye is sticky and inflamed.

Medicin

## Medicine

We do not administer medication unless we have come to an agreement regarding the administration of medications in acute situations such as asthma or allergies.

For more information go to [1177.se](http://1177.se)



# Clothing at the pre-school



Here is a listing of the clothing that we would like to have available at the pre-school so that we are able to be outdoors with the children. The children's clothes should be tagged with their name.



Fall and Spring	Winter	Summer
Insulated boots	Winter Boots (Well insulated)	Sneakers/running shoes
Lighter hats or caps	Thicker winter hat	Sun hat or cap
Thinner gloves	2 pairs of warm gloves	Boots without insulation
Insulated, water-proof gloves	Winter scarves	Short sleeve and long-sleeved sweaters.
Fleece-lined clothing	Overall	Sun protecting lotion
Rain gear, preferably insulated	Thermal socks e.g. wool	Rain gear
Water-proof pull over pants	Warm sweaters	Thinner jackets
Pull-over jacket		

Your child will also need extra clothing at the pre-school.

2 of the following:	Long-sleeve sweaters
2 of the following:	Sweaters with short arms
3 of the following:	Pants
3 pairs	Socks
3 of the following:	Underwear or panties for children who are not wearing diapers.





Bra att veta

## Good to know

- You are not required to bring diapers for your child. Diapers are available for your child while they are attending pre-school.
- Children that are registered at the pre-school are insured against accidents. You can find more information about accident insurance coverage on the Municipality's home page.
- In order for your child to have an enjoyable start at the pre-school they should be accustomed to eating solid foods before they start their school introduction.
- The pre-school celebrates all of the children's birthdays by singing songs and telling stories. We don't celebrate with any edible foods.
- We try to reduce the amount of sugar served at our organization, but it occasionally happens that we serve something like ice cream in conjunction with a holiday or party. Please inform the staff if you don't want your child eating these kinds of dishes.
- We do not want children bringing sweets or other foods to the pre-school.
- There should never be baked goods or other foods that contain nuts, peanuts, almonds, sesame seeds or anything that may contain trace amounts of nuts. This is because some people may be highly allergic.

Anmälningsskyldighet

## Obligation to report

All personnel in pre-school have an obligation to report according to Ch. 14 section 1§ of the Social Service Laws. What that means is that all personnel are responsible by law to report any suspicions or concerns they may have for a child whose well-being may be at risk. This is done in the best interest of the child as well as the family so that they can receive the help and support they may need. The pre-school staff is not responsible for evaluating whether or not the concerns or suspicions are justified. That is the responsibility of Social Services.



Sekretess

## Confidentiality

A code of confidentiality is followed within the pre-school according to Ch. 23 section 1§ Public access and confidentiality laws. No one working within the pre-school can talk about individual, personal matters, unless it is clear that the individual or persons closely related will not be harmed by the telling of such information.

Aga - fysiskt/psykiskt våld är olagligt

## Corporal punishment – Physical/psychological violence is illegal

The use of violence is not permissible. Within families this is considered especially serious. It could be, for example, violence against children, wives, husbands or partners. Violence can be a push, kick or a slap to the face. It could also be threatening to harm a person or inflicting emotional trauma on another person.

Styrdokumentet: Skollag och Läroplan (Lpfö-18)

## Policy: The Education Act and Curriculum (Lpfö-18)

The Education Act regulates the rights and responsibilities that children and their guardians have, among other things.

The curriculum stipulates what values the pre-school has its foundation in and the educational options the child has a right to during their time at the pre-school.



All pre-schools must follow their policy. Pre-school is a voluntary form of education that is not compulsory. Children have the right to an education in pre-school and are also offered the care they need when their guardians are at work or studying.



You and your child are most  
welcome to our pre-school.

*We look forward to meeting you!*



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