

Welcome to:

# Bording kindergarten



Finding the way....

**Borgergade, Sportsvej and Højgade  
October 2015**

Dear \_\_\_\_\_

With this folder we say.....

**Welcome to you and your family.**

## What is Bording kindergarten?

Bording kindergarten is a kindergarten with approx. 135 children separated in 3 different houses.

At **Borgergade 25**, we have room for approx. 60 children.

The children are in 3 different groups and are in different age groups between (2 and 6 years old). These are the Hedgehogs, the Owls and the Ladybirds.

At **Sportsvej 41**, we have room for approx. 60 children in 2 groups also in different ages between (2 and 6 years old) and are called the Grasshoppers and the Forest Ants.

At **Højgade 4**, we have room for approx. 30 children also in different age groups between (2 and 6 years old) and are called the Moles.

From the different activities, we have got 3 busses available and they are a big part for our kindergarten teachers and our experience pedagogies on trips.

## Opening hours

Our opening hours are:

Monday to Thursday      6:30 am to 5:00 pm (17:00)

Friday                      3:30 am to 3:30 pm (15:30)

In the summerholidays we are closed for 3 weeks (weeks 28-29 and 30) and this incl. the day after Kr. Himmelfartsdag and the days between Christmas and the New Year. On these days we look after the children if nessersary because of the Danish working laws.

December 24<sup>th</sup> and Grundlovsdag we are completely closed.

## Addresses and telephone numbers

Bording Børnehave  
Borgergade 25  
7441 Bording

Office	9960 4957
Hedgehogs	9960 4659
Owls	9960 4960
Ladybirds	9960 4961



Bording Børnehave  
Sportsvej 41  
7441 Bording

Bording Børnehave  
Højgade 4  
7441 Bording

Grasshoppers	3069 0855
Forest Ants	3069 0801

Office	9960 4965
Moles	9960 4966

Head of Bording Børnehave

Stig Skovbo  
Office on Sportsvej  
Phone nr. 40 38 59 31  
E-mail [stsko@ikast-brande.dk](mailto:stsko@ikast-brande.dk)

Team leader

Lene Thun  
Phone nr. 21 99 59 60  
E-mail [lethu@ikast-brande.dk](mailto:lethu@ikast-brande.dk)

## Parentsboard!

Through the parentsboard the parents have an opportunity to have the influence of the childrens everyday life in the kindergarten. The parentsboard is luckily not the only way to communicate between the parents and the staff. The important part is the communication everyday and this is why the board works with subjects which relate to more overriding things.

You are always welcome to contact the parentsboard.

**Torben Dyhl Hjort/ Dicte at Borgergade (Chairman)**

**Ditte Louisa Lørup Post/ Anna at Højgade (Second chairwoman)**

**Christina Greibe Malik / William at Borgergade**

**Karine Ravn/ Betram at Sportsvej**

**Anne Hansen/ Karla at Borgergade**

### Supplikants - who are present

**Maja Dausll/ Shila at Højgade**

**Mikkel Knudsen/ Alvin at Højgade**

**Cecilie Kjærsgaard/ Ellen at Sportsvej**

### Members of staff are

**Gitte Svendsen/from Højgade**

**Else Sørensen/from Sportsvej**

**Mette Thyme/from Borgergade**

Stig Skovbo will be present at every meeting.

The addresses, e-mails and phone numbers from the board you can find them on our homepage

[www.iks.dk/bordingbornehave](http://www.iks.dk/bordingbornehave)

## **Messages from us to you**

One of our methods is to inform you with our message boards in the 3 houses. These message boards are in your child/children groups. We would like to encourage you to study the messages thoroughly when you arrive. Every house has a monthly plan which we also want you to read every month.

## **Breakfast**

Our opinion is that meals are important to the families being together. We also know that it is important for some children to eat their breakfast in the kindergarten and this is why breakfast get together is a natural thing between the children and the staff. The breakfast will be served from opening time until 7:30am. The board has breakfast cereals which are healthy and don't have a lot of sugar. We would like to recommend that they eat breakfast with us and eat what we offer them for breakfast.

## **Bicycles**

Bicycles are allowed. It is fun to have your own bicycle with you, but remember to ask the staff first. When you ride on your own bicycle remember always to use your helmet.

## **Birthdays**

When the children have a birthday we celebrate them either in the kindergarten or at home. At Borgergade we only celebrate 1 birthday at their house in the child's kindergarten life. If there are sweetbags served at the party it is not allowed to bring them back to the kindergarten.

## **Sweets**

Sweets are not allowed.

## **Bringing and fetching your child**

When you bring or fetch your child it is very important that you have contact to the staff. It is here that you give and receive information to each other the same day. The way you bring your child is individual and it is up to the parents and staff to judge together how you do so. If the child is to be fetched by someone else it has to be arranged as early as possible as we **do not** hand over the child to foreigners.

## **My institution (Min institution)**

When you bring/fetch your child you have to log your child in/out on the tv screen just inside the door. Here you can write who fetches your child and inform about holidays, playdates, vaccinations ect.

## **Illness and accidents**

The children have to be well enough to take part in activities when they come. We know that it can be difficult to be sure that the child is well enough in the mornings and therefore we will contact you if the child isn't well.

If your child has an accident, we always contact you. We will want to be informed to illness and why the child is not present.

## **Insurance**

The council has no insurances for the children in daycare. Here you have to use your own insurance.

## **To and from the kindergarten**

The kindergarten is not responsible for children behavior in traffic, to and from, the kindergarten.

## **Messages**

If your child is ill/has the day off or is being fetched by someone else please let us know by using My institution. It is important to us if there are situations about the child that we have to be aware of (From illness in the family to new additions to the family)

## **Parentmeetings**

Every year we have a parents meeting in the evening at the kindergarten.

After the first 6 months and when the child has settled with us.

The next one will be when the child has its 4<sup>th</sup> birthday and the last one before the child is getting ready for school.

Remember that you always are welcome to have a meeting with us if needed.

## **Change of address**

If you move house or a you get a new surname - telephone number or a new job it is very important to let us know.

## **Clothes**

The children must have appropriate clothes on so that they can unfold outdoors and indoors. They need to have changing clothes with them, rain clothes, wellington boots, slippers ect. Remember to put the childs name in all his or hers belongings.

For safety reasons coats with strings and scarfs are strictly forbidden.

## **Travelling on our busses**

Before we drive with your child we must have your permission.

The permission is given on "min institution" (my institution).

## **Photographs**

In the kindergarten we take a lot of pictures during activities and on trips. These pictures must be have your permission to be displayed and to be used on our webpage.

The permission is given on "min institution" (my institution).

## **Toys**

The children are allowed to bring toys but it is their own responsibility. Ask the staff for more information.

## **Registration and resignation**

The children in nursery are automatically offered a place in a kindergarten when they reach the required age limit. We try to grant your wishes as best as we can.

We are quite good, but we can't guarantee that everyone gets there 1<sup>st</sup> wish.

**The resignation** must happen on the 1<sup>st</sup> or 15<sup>th</sup> of the month and with 1 months warning.

If you want a free place (friplads) we ask you to contact the staff.

Useful telephone numbers of our business partners

### **SFO (DUF) Bording school**

Office 99 60 49 70

### **Bording school**

Office 99 60 49 00

**Health care** 99 60 49 12

### **Dentist**

Bording 99 60 49 10

Ikast 99 60 46 15

**We look forward to your cooperation with you and you child.**

**Kindly regards,  
Bording Kindergarten**

**[www.bordingbornehave.ikast-brande.dk](http://www.bordingbornehave.ikast-brande.dk)**