



Nordre Follo
kommune

Starting kindergarten

Information for parents with
children starting kindergarten



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Dear Parents,

Welcome to kindergarten start!

The kindergartens in Nordre Follo municipality are working to ensure that all children feel a sense of belonging, and they can play and learn. We value secure and good relationships, and we look forward to meeting all new children and parents.

All activities in the kindergarten is based on the Kindergarten Act and the framework plan. The kindergarten's societal mandate is described in Chapter 1:

“To meet children's needs for care and play, and to promote learning and formation as a basis for comprehensive development. Care, play, learning, and formation should be seen in context.”

Parents should have genuine involvement and influence, and we will facilitate this by involving you in councils and committees in the kindergartens. We facilitate conversations and relevant information will be distributed and made easily accessible.

In this booklet, we present the kindergarten offer in the municipal kindergartens in Nordre Follo. You can find more information about the kindergartens on the municipality's website. Here you will find an overview of laws and regulations that the kindergartens follow.

See nordrefollo.kommune.no/tjenester/barnehage

Welcome to us in Nordre Follo municipality!

Best regards,

Irene Eriksen Holmøy

Municipal Director of Kindergarten

Before Kindergarten Start

Nordre Follo municipality aims to give all children a good start in kindergarten. The kindergartens have focus on a safe transition from home to kindergarten and therefore have a specific plan for transitions. The pedagogical leader is responsible for assigning a connection person to each child. The kindergartens work a lot in groups to ensure that new and existing children are taken care of, adapting to and meeting their needs.

Before starting kindergarten, the kindergarten have to contact the family to arrange the start up date and adaptation process. The adaptation for the child and parents relies on open communication and dialogue. It is about building familiarity, security and strong bonds with the caregiver, and establishing relationships with other children.

The kindergarten organizes a visit day for parents and the children who will be starting. The kindergarten offers parents a start-up conversation to ensure that we meet the child's needs in a good way.

Collaboration with the home

A good cooperation between home and kindergarten is essential for the child's well-being. The most important contact between the kindergarten and parents is the daily interaction during drop-off and pick-up of the child.

One of the focus areas in the municipality is parents as a resource. This means that kindergartens invite parents to participate in activities involving their own and other children, so they can be a resource alongside the kindergarten.

Parent-Teacher meetings

The kindergartens offer one to two parent-teacher meetings during the kindergarten year. New parents also have a start-up meeting. More conversations are possible if needed.

Parent meetings and events

The kindergartens arrange one to two parent meetings during the kindergarten year. Meetings are used to provide general information relevant to everyone, or to discuss various topics such as the kindergarten environment and focus areas.

It is common for kindergartens to invite parents to various events throughout the year.

Consent

As parents, you will be asked for consent to use photos, videos, audio recordings, podcasts, transportation, sharing of contact lists, distributing iodine tablets in case of a nuclear incident, and more. Consent is voluntary.

[More information about consent](#)

Councils and Committees

To ensure cooperation with the children's homes, each kindergarten must have a parent council and a cooperation committee.

Parent Council

The parent council consists of all parents of the children in the kindergarten and aims to promote their common interests and contribute to good cooperation between the kindergarten and the parent group.

Cooperation Committee

The cooperation committee (SU) is responsible for maintaining cooperation between the kindergarten and the homes. The committee consists of parents and employees in the kindergarten, ensuring equal representation from each group. The kindergarten owner ensures that important matters are presented to the parent council and the cooperation committee.

Focus Areas

Nordre Follo Municipality has five priority areas for the municipal sector for Early Childhood Education and Learning. You can read more about these in the Financial and Action Plan - [Økonomi- og handlingsplanen](#). The municipal kindergartens share a common language development initiative, *"Confident in Language, Confident in the World"*, in addition to their own goals and focus areas. More information can be found in the kindergarten's annual plan. Involvement of parents/guardians will be important to ensure a coherent relationship between the home and the kindergarten.

Kindergarten Opening Hours and Information

The opening hours of the municipality's full-day kindergartens are 9 hours and 45 minutes. As a general rule, the kindergarten is open Monday to Friday from 07:15 to 17:00. Kindergartens may have varying opening hours within the time frame of 07:00 to 17:00.

SU determines the opening hours of each kindergarten within the framework. See the kindergarten's website for the chosen opening hours.

Digital Communication – IST Home

The municipality uses [IST Home](#) for information flow and contact with parents. Sensitive information is provided by phone or orally. This applies to everyone who sends messages in the app, both kindergarten employees and guardians.

IST Home is an app you download from the App Store or Google Play. The app makes it easy to exchange information, register attendance plans and pick-up agreements, report absences, respond to forms, and book conversations.

Drop-off and Pick-up

Notify the kindergarten when the child is absent due to illness, taking time off, or if you will be arriving later one day. This makes it easier for the staff to plan the day in the kindergarten.

It is important to notify if someone other than the parents will be picking up the children. The same applies if the person picking up the child cannot arrive before closing time.

If you pick up late, you must pay a fee per started half-hour. The fee is set by the municipal council each year and is intended to cover the salary of employees who have to work overtime.

Illness

Poor general condition, fever, vomiting, diarrhea, and childhood diseases are some of the reasons why a child should stay home from kindergarten.

To limit illness, we follow the Norwegian Institute of Public Health's (FHI) recommendations on when children must stay home. Note that children should wait 48 hours after diarrhea/vomiting before returning to kindergarten.

[When should children stay home from childcare? - NIPH](#)

The child's general condition must be good enough to participate in kindergarten activities, both outdoors and indoors. We engage in dialogue with parents who have children with chronic illnesses such as asthma and allergies.

If the child becomes ill during the day, the kindergarten will contact the parents.

Medication

If your child needs medication at the kindergarten, you have to fill out an agreement and a specific form, which you will receive from the department in the kindergarten. We have forms for regular medication and emergency medication.

Dentist

The county municipality administers the public dental service. Children and youth from 0 to 18 years receive free dental treatment. You can find more information about the service on the [Akershus County website](#).

Accident Insurance

The municipality has insured children in municipal kindergartens. The information brochure contains an overview of the contents of the insurance. Contact the kindergarten if you have any questions or need advice. The children's belongings are not insured by the municipality.

[Barneulykkesforsikring \(PDF\)](#)

Clothing and Equipment

Children must have suitable clothing and footwear adapted to the weather and seasons. They should always have two complete changes of clothes in the kindergarten. Children who will sleep outside need a stroller with an appropriate harness, rain cover, and mosquito net/insect net.

The staff in the kindergartens have good knowledge of what children need in terms of clothing and equipment, and many kindergartens have their own equipment lists.

It is wise to label children's toys, equipment, and clothes with the child's name. This reduces the chance of clothes and equipment getting lost.

Food and meals

The kindergartens have developed guidelines for food and meals that follow the dietary recommendations from the Directorate of Health. You can find the guidelines on the municipality's website. [Om barnehagetilbudet](#). The kindergartens provide three meals during the day and serve milk/water and fruit/vegetables.

Each kindergarten has its own routines for meals, which are described in the kindergarten's annual plan.

Adapted Food

Children with cultural preferences, food allergies, or illnesses receive adapted food upon agreement. Remember to provide a medical certificate to the kindergarten director for food allergies.

Birthdays

The kindergartens celebrate children's birthdays in various ways, ensuring the birthday child feels special and everyone is included in the celebration. Birthday celebrations are mentioned in the guidelines for food service guidelines.

Holidays and Days Off

During the kindergarten year, the child must have at least 20 days of vacation. Three of these weeks must be consecutive. Children who are starting school must take their vacation before August 1st. In addition, the kindergarten has five planning days. Planning days and other days when the kindergarten is closed are NOT registered as vacation days.

The days between Christmas and New Year, the Easter holiday period and in weeks 28 and 29, the kindergartens are closed. In week 30, there is an offer of summer open kindergarten. This means that those who need an offer in week 30 can get it in a different kindergarten than they usually attend. At least one employee from each kindergarten will be working that week so that the children meet a familiar and trusted adult. The municipal director, in collaboration with the leaders, decides which kindergarten is appropriate to use and ensures a good offer. Other kindergartens will be closed.

[Holidays and days off](#)

Payment

When you accept a kindergarten place, you are obliged to pay for the offer. The price is determined through the annual state budget.

Reduced Parental Payment

Families with low income can apply for reduced parental payment. Guardians/parents must/have to apply using a separate form for each kindergarten year.

[Read more](#)

About Municipal Kindergartens in Nordre Follo

The kindergartens are organized into eight geographical zones. Each kindergarten has a daily leader, a director with personnel and professional responsibility. One of the leaders also has overall responsibility and is the operations manager for the kindergartens in the zone.

The director has overall responsibility for professional, pedagogical, and administrative management in the kindergarten. Each department has a pedagogical leader who is responsible for the pedagogical offer in the department.

In addition, the departments have skilled workers and kindergarten teachers. The number of employees in each department depends on the number of children in the department.

Police Certificate

Those who will work in the kindergarten must present a satisfactory police certificate. The municipality can also require a police certificate for other persons who regularly stay in the kindergarten.

Confidentiality

Everyone who works in a kindergarten has a duty of confidentiality. This means that employees are obliged to ensure that they do not share information they receive about someone's personal circumstances with others.

The duty of confidentiality also applies to parent representatives in the kindergarten's councils, parent contacts, and parents who are involved in the kindergarten's activities, for example, on trips. The duty of confidentiality also applies after parents have left the service or position.

Duty to Report to Child Welfare Services

There are certain limitations to the duty of confidentiality. This applies to reporting to child welfare services, cf. the Kindergarten Act §46:

"Anyone who performs services or work under this law, must be aware of conditions that may lead to measures by the the child welfare service."

"Anyone who performs services or work under this law, must without being hindered by confidentiality, report to the child welfare service without undue delay."

Children's Records

When a child starts kindergarten, digital records are created in which we store documents relating to the child. Parents/guardians have the right of access to the records.

Governing Documents

All kindergartens must comply with national laws and curricula. Municipal kindergartens have joint statutes, which can be found on the Nordre Follo Municipality website under *Laws, Governance Tools and Consent*. [Lover, styringsverktøy, samtykke](#).

All kindergartens have an annual plan, an «Årsplan».

Kindergarten's Partners

Inform the kindergarten if your child has special difficulties or if you think the child may need accommodation or extra help. The help should contribute to learning and allow the child to develop their skills in language, social interaction and play, cognitive function, motor skills, and concentration.

The enhanced kindergarten program has staff who work in the kindergartens to support children with additional needs. The Child and Adolescent Psychiatric Outpatient Clinic (BUP) is a specialist health service that can be provided to children between 0-18 years.

PPT

Together with parents, the kindergarten can report to the Pedagogical Psychological Service (PPT) about children who seem to need special help. PPT is part of the municipal support system. Here, among others, speech therapists and pedagogical psychological advisors with education as psychologists, special educators, or other social science and social work backgrounds work.

Child, Youth, and Family Services

This service works on health promotion and prevention with an emphasis on early intervention and coordinated services. The health station collaborates with the kindergarten both at the child's start in kindergarten and throughout the kindergarten period. Each kindergarten has a contact health nurse they collaborate with. The kindergarten also collaborates with physiotherapists, vision educators, occupational therapists, and Hjelper'n as needed.

Child Welfare service

The child welfare service shall contribute to ensuring that children and young people have safe upbringing conditions. They shall initiate measures if the child has special needs due to conditions at home, their own behavior, or other circumstances.

School

The kindergartens collaborate with schools and after-school programs (SFO) in the transition between kindergarten and school for the oldest children.

Do you want to Know More?

You can find information about each kindergarten on the municipality's website. Here you will also find contact information for the kindergarten's management. Additionally, you will find general information about the kindergartens in Nordre Follo municipality and links to other useful information.

www.nordrefollo.kommune.no

