



SKÖVDE

## Information to new parents and guardians

Welcome to this Municipality of Skövde preschool. Irrespective of which preschool your child comes to be placed in, we have put together in this letter information intended to increase parental participation in the acclimatization process and to make clear the rules and fundamental principles that apply in Skövde's municipal preschools.

**Acclimatization** is the name we give to the period when the child begins preschool. The acclimatization period varies between preschools but is estimated to take one to two weeks. Acclimatization means that the child, together with the parent, gets to know the preschool, the staff and the other children. During the acclimatization period you as parent will acquire insight into your child's days at preschool and knowledge of how preschool functions as well as the opportunity to talk about the child's interests, experiences and needs. As a parent you should take part in the acclimatization.

**Hours open –** Preschools in Skövde are usually open between 6.30 am and 6.30 pm.

**Timetable planning –** It is important that the timetable you hand in showing your child's times is correct and that you collect and leave your child at the time decided. If your working hours change, the child's timetable will also change. Always inform the staff of changes in set times. The timetable means working time/study time + travelling time.

Preschool children are entitled to 15 hours of preschool per week in accordance with a set timetable when a parent is on parental leave for a sibling or is looking for employment.

**Public preschool –** with effect from the autumn of the year when the child reaches the age of three years, the child has a right to public preschool. This means that the child is entitled to preschool free of charge for 15 hours per week. This is applied for by the parent.

**Planning days – on** four days per year the preschool is closed for planning and in-service training of staff. Notice of the day on which the preschool will be closed is given at least two months in advance.

**Amalgamation –** during holiday periods, summer and Christmas, preschools work together. This means that the preschool that your child attends may be closed and that you have to leave your child at a different preschool during this period. Staff whom the children know will go with them to the new preschool.

**Fetching and leaving –** When you fetch and leave your child it is important to make contact with the staff, so that the staff see that you have come and can welcome the child or say goodbye. Always inform the staff if somebody else is fetching or leaving your child. Staff are not allowed to let anyone else take charge of your child unless you, the parent or guardian, have agreed to/given notice of this.

**Illness –** When your child is unwell, it should stay at home. Always phone the preschool when your child is unwell. Ring also and give notice on the day before the child is to come back after illness. It is important for the child to be healthy again before coming back, in order to manage a day at preschool and also to reduce the spread of infection. If the child has a temperature it is important to have one day free from fever at home.

If there is an upset stomach/vomiting/diarrhoea, the child should be free from symptoms for at least 2 days, i.e. 48 hours, before coming back to preschool. In view of the high risk of infection children of siblings who have upset stomachs should also be at home.

**An ordinary day at preschool – actual times vary between preschools.**

6.30 a.m. Preschool opens. Until breakfast the child can play, draw etc.

8.00 a.m. Breakfast.

Between breakfast and lunch the child is offered various activities like play, music, creative activity. In the later part of the morning some of the activities take place outdoors. The children are offered fruit.

12.00 noon. Lunch.

At lunchtime there is a quieter period when the children can sleep or listen to a story. After the rest period the children are offered activities indoors or outdoors until it is time for a snack between meals.

3 p.m. Snack between meals, usually milk and a sandwich.

After the snack until the children go home, they are offered indoor or outdoor activities.

6.30 p.m. Preschool closes.

**Time outdoors** – At preschool the children are outdoors every day. This means that your child needs clothes that are appropriate to the weather, such as rainwear, wellington boots, warm jackets, pull-on trousers or sunhat. Your child should also have **extra clothes** (trousers, sweater, stockings, underwear) to change into if the clothes become wet or dirty.

**Rest** – around lunchtime some sort of rest is offered. Older children, aged 3 to 5, are offered a quiet period with reading aloud. Younger children, aged 1-3, can rest/sleep for a while on a mattress indoors or in a pushchair outside. At many preschools the children sleep outdoors in their own pram all year round.

**Food** – At preschool the children are offered breakfast, lunch and snacks between meals. There is no charge for the meals. If a special diet is needed, the preschool should be informed.