

Guidelines for children with a part time module in Midtbyens Dagtilbud

Information for parents

Choosing a part time module is a choice you make as parents. In doing so, you also choose not to have the flexibility of a full time module with regards to your child's meeting times. We therefore expect you to familiarize yourselves with, and understand, what a part time module means in practice.

We have therefore outlined the most important things:

- Your child can be in the institution up to 30 hrs a week, or 60 hrs shared over 2 weeks.
- You must enter your child's meeting times (come& go) in the child's weekly schedule on "BørnelIntra"
 - Meeting times must be noted for at least 2 weeks at a time
 - If the meeting times are always the same, you only need to enter them once.The system will automatically register future meeting times
 - If the times vary from one period to the next, you must enter the times for each period with at least a month's notice *)
- As a rule, times cannot be changed once a period has started. Only in special situations, & always after agreement with the "pædagogiske" leader, can the times be changed.

**) Examples for when you must enter the meeting times in your child's weekly schedule*

1st January at the latest - Child's meeting times for 1st-15th February
15th January at the latest - Child's meeting times for 16th-28th February

The following things are included as part of your child's meeting time

- The time your child is in the institution
- The time you spend with your child in the institution, when you bring & collect him/her
- "Helligdage" (Bank Holidays), when dagtilbuddet (all institutions) are closed (6 hours pr. day)

Your child cannot "save" hours from a day off, sickness or holiday & use them at a later date.

The following things are NOT included

- Parent meetings & conversations, when your child isn't being looked after in the institution
- Parent events, meetings/lectures in the evening, Working Saturdays etc.

Changing Module

You must give 2 months notice, if you wish to change your child's module from full time to part time. If you wish to change from part time to full time, it can be done with shorter notice - and always after agreement with the "pædagogiske" leader of your child's institution (afdeling)

Institutions' expectations to parents

We expect parents to keep to the noted meeting times, and the above mentioned notice when changing module.

We use the times to, amongst other things, plan the staff's working times, so the number of staff complies with the number of children.

Our Dagtilbudsleder will contact parents, in the event of consistent misuse of the rules for the part time module.