Worth knowing
about being a child and parents
in one of “Midtbyens Dagtilbuds” 11 institutions

5 nurseries (vuggestuer) and
6 integrated institutions (integrerede institutioner)
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Dear parents

Welcome to “Midtbyens Dagtilbud”.
I hope you will take the time to read this folder, we have tried to cover most of the subjects, that you need to know about, as new parents.

You can read about what you can expect from us, and what we expect from you as parents. Find the answers for some practical questions and get an impression of our values and “pædagogiske” goals.
In the back of the folder, you can see how we are organised.
You will find more specific material in your childs’ institution, that supplements what you read in our dagtilbuds folder - you can find further information on “BørneIntra” and on our website.

We hope you find the answers to all your questions, be wiser to who we are - and what you can expect as parents in Midtbyens Dagtilbud.
I encourage you always to ask, if you have doubts about anything or have any queries.

Good reading

Karin Faust Henriksen
Dagtilbudsleder

Dagtilbuddets values

- Credibility / Trustworthiness
- Respect
- Commitment / Involvement

Midtbyens Dagtilbud works with a teaching- and an understanding of development, that has its basis in Aarhus Kommunes three values.
Read more on www.midtbyensdagtilbud.dk
Midtbyens Dagtilbud must be a good place to be for children, parents and staff. A positive cooperation and open dialogue between parents and staff is essential so your child can get the most out of every day with the right conditions to thrive, learn and develop. It is therefore important, that we regularly follow up on our joint expectations of each other.

You can expect from us, that we tell you about our “pædagogiske” practice, and involve you, if there should be any situations with your child, that are puzzling or worrying that need a joint effort to solve.

Vice versa (on the other hand), we expect you as parents, to tell us, if you are in doubt about anything, or want to give us constructive criticism, that can help create a better day for all of us.

The daily chats, when you bring and collect your child, are an important part of our cooperation, and help your child to thrive. It means a lot, that you take part in your childs’ institutions life - for example by keeping yourself orientated, by reading what the staff write about everyday activities and by taking part in the meetings and conversations, we invite you to.
Parental cooperation and expectations

Our expectations to you as parents are:

- That you take part in your child’s day in the institution - for example, by taking part in meetings and other arrangements to the extent that is possible for you.

- That you back us up when there are planned activities, for example, by bringing your child before the activities start.

- That you support the “pædagogiske” activities we are working with - for example, by doing the same things at home, that we have focus on with your child in the institution (getting dressed on their own, eating by their self, toilet training etc.)

- That you contact the staff:
  - If you have any questions about the day, you can always contact any of the staff.
  - If you have questions about your child’s thriving in general and/or development, you should talk to the staff from your child’s group (stue).
  - You can always arrange a (meeting) conversation, if you wish.

- That you ask questions and tell us, if there is anything, you speculate, or wonder about - positive or negative.

- That you tell the staff, if there is anything at home, or happening in your family, that could affect your child’s day.
Communication

Your child’s group (stue), institution (afdeling) and dagtilbud will do their best, so you as a parent, feel that you are well informed and kept well oriented/kept up to date with what’s going on.

The daily dialogue is very important, but there’s often a lot going on, when bring and collect your child, so a lot of our daily communication happens via/through our joint intranet, “BørneIntra”

We always have a lot of focus on parental cooperation and communication, and you can therefore expect from us that:

- We will keep you up to date with what we are doing daily - and why
- We will always include you as parents, in things that involve your child
- We will listen, if there’s anything, that as a parent, you are puzzled or worried about
- We have respect for each others’ differences

“Samtaler”

There are planned conversations/meetings, during the course of your child’s time in the institution, where you as a parent and the “pædagog” that is closest to your child, meet to talk about your child.

Both you, and the child’s pædagoger, fill out electronically, a “dialoghjul” (dialogue wheel) a few times during the course of your child’s time in the institution. The dialogue wheel visualises and gives an overall view, of how far the staff are in their “pædagogiske” work, and what your experiences are as the child’s parents.

The dialogue wheel gives a picture of your child’s resources and competences with regards to the six teaching plans themes, and is a good starting point to talk about your how your child is thriving, learning and developing.

You can always arrange a meeting with the staff in your child’s group (stue), or with your institution’s “pædagogiske” leader, if you need it.
Guidelines for children with a part time module

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 "BørneIntra"
  > 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**

<table>
<thead>
<tr>
<th>When to enter the meeting times in your child's weekly schedule</th>
<th>The period for meeting times</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st January at the latest</td>
<td>Child's meeting times for 1st - 15th February</td>
</tr>
<tr>
<td>15th January at the latest</td>
<td>Child's meeting times for 16th - 28th February</td>
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**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.
BørneIntra is our platform for joint communication, where all parents have access to the same information. It can be trips out of the institution, invitations to arrangements for parents, newsletters, photos and short stories about what children have been doing during the day.

It is also possible to communicate with the other parents in your child's institution via/on BørneIntra.

We try to make our communication as specific as we can - and we encourage you to, as far as possible, check daily, if there is anything that is relevant for you or your child.

Think of it the same way as a newspaper, where you leaf through/scroll, orientate yourselves, and choose. There are different needs, some want a lot of information, others less - you choose how much of it you want to go into depth with.

With BørneIntra, we hope that we can cover the majority of your needs.

APP
You can get the BørneIntra-APP on your cellphone. On the APP, you can see amongst other things, information, messages, photos - you can text attendance times, days off and holidays for your child.

You will experience, that some documents, can only be opened, when you log-in on your institution's website.

- Search for the APP on “KMD BørneIntra >Dagtilbud Aarhus”
- Use the same code/password for telephone, computer and tablet.

The APP unfortunately can not be used on Window telephones.

Daily notification of news from BørneIntra
You can receive a notification in your mailbox every evening. You can see what has been posted on BørneIntra in the last 24 hours, and choose what you want to see more of. You can also adjust your telephone to shows messages (pushes) on your screen, as soon as there is something new from BørneIntra.
Come-go-screen

A part of BørneIntra is the “Komme-gå-skærm” (come-go-screen), which hangs in the entrance to your child's institution.

The come-go-module is an important work tool for the staff, who use the “lists” to see, which children have come, what time they will be collected and who has the day off.

You must “click” your child in and out, when you bring your child - and again when you collect your child.

It is also possible to write a short message to the staff, which they can see on their institutions-computer in their group (stue).

**It is important that you remember to click in and out, so we can see which children are in the building, here and now.**

Good transitions

Already in the early years of its life, your child will go through new changes. We call these changes ‘transitions’ - they are the periods where everything is new, where there as yet, are no close relationships/contacts, in the new environment. In all transitions - from home to vuggestue (nursery) - to børnehave (kindergarten) - to school, we want to give your child the security needed to move forward and cope in the new world.

**In Midtbyens Dagtilbud we emphasise the importance of:**

- The child having his/her history with them
- The child's personality is known and seen
- The child experiences things it recognises
- The parents experiencing a consistency for their child
- The parents and staff getting to know each other
- That there is room to find things puzzling and to ask questions
- That there is plenty of time and awareness, in the periods when the world is new

You can read more about the specific transitions in our small pamphlets.
Education, development and learning

Our vision is, that all children shall develop to be happy, healthy and with self esteem. We see education, development and learning as sides of the same thing, where children:

- Are curious with courage for life
- Want to learn and learn more - through amongst other things, bodily movement
- Have strong ties to both adults and other children - including learning to deal with the conflicts that occur

We focus all the time on creating personally robust, capable and creative children, that be as skilled as they can and are capable of meeting the challenges of the future.

“Livsmestring” coping with life, through cognitive and non-cognitive skills and competences are essential, so children:

- Know their own strengths and limits so they can take part and decline, and say “pyt” “never mind!”
- Have self control - can control their impulses, be consistent and put aside their own needs
- Can cope with changes
- Can create and build
- Are prepared to negotiate

Pædagogiske læreplaner (teaching programs)

In the daily work with children, the focal points are the six teaching program themes, which help support childrens play, learning and development in a good environment for them. There is a law for the teaching programs, which we work from in institutions and in schools - from the child is 0-18 years old.

It helps to maintain consistency in our work with children, having focus on the six themes which are:

- All round personal development
- Social competences
- Speech development
- Body and movement
- Nature and natural phenomena
- Cultural expression and values

We include the six themes in the childrens day - and the teaching programs are in both the daily routines and in planned activities.

The teaching programs are also a good tool to use in conversations about your child, where both you and we can give our meaning on how things are going with your child. The six teaching programs are also the basis of the “parental satisfaction survey”, which you as parents answer, every other year. You can read more on website.
Holidays and joint/mixed childcare

You must write your child’s holiday and days off in the attendance calendar via/on BørneIntra - in plenty of time please.

It is important for us to know, how many children there are in the institution in which periods, so we can plan the day, staff work times and their holidays.

It affects especially our expensive “vikartimer” (relief workers), if for example fewer children come, compared to how many are registered to come.

Joint/mixed childcare

A lot of children have their holidays at the same time. In these periods the children that need childcare, are looked after in one of our institutions, while the other ones are closed. The institutions take turns at being open.

We try do our best, so there are staff from all the institutions for the majority of the time, that institution is open.

- The three days up to Easter
- The Friday after “Kr. Himmelfartsdag” (Ascension Day)
- Summer holiday weeks 29 and 30
- Days around Christmas and the new year

It helps the staff a lot, if you notify your child’s days off, holidays and sick days on BørneIntra, as soon as possible.

All these functions can be done in your child’s attendance calendar - from your computer, tablet and telephone.
Photo and film

A lot of pictures are taken of children, both when they are in the institution, and when we are on trips elsewhere. We use the pictures tell about life in our institutions and to document our work. These are the rules, briefly, that:

Staff members can post portrait pictures and situational pictures of children on BørneIntra without permission from the parents. Everything else has to have parental permission (on the website and the social media)

Parents are allowed to take pictures and films of their own children in the institution. If there are other children in the pictures, are they only allowed to be posted on the social media (Facebook, Twitter, Instagram etc.), when you have been given permission by the childrens parents.

We encourage parents to have good ethics and think, when you take pictures of your children and their friends.

Food and meals

Midtbyens Dagtilbud follows Aarhus Kommunes food policy, its purpose is to ensure the nutritional quality of the food, children receive in the dagtilbud. All Midtbyens institutions have an ecological food regime, where children every day get at healthy, nutritional and varied lunch.

The majority of the food is made in our own kitchens, though a few institutions have their food delivered by a catering company.

Every other year (every 2 years), there is a vote, where the parents decide, whether they want to carry on with the food arrangement.

You can read more about food and meals on our website and get guidance about your childs particular institution.
Local development plan (LUP)

In our “dagtilbuget” we endeavour to have a high quality in the “pædagogiske work, so we can make sure, that all children get the best conditions to learn, thrive and development.

Amongst other things we prepare every other year, a local development plan (LUP), where we have special focus on chosen themes.

These themes/focus areas, are chosen from the satisfaction survey that parents take part in every second year.

That means, that we get together and look at, which areas require special attention, so that all the institutions work with the same areas the next two years.

The chosen areas can be something specific in our work with children (for example, the transition between institutions, speech development and the importance of an early start in small childrens development), it can be the staffs working environment, communication and parental cooperation.

All with the target that children develop, learn and thrive the best that is possible.

The results of the parental satisfaction survey and status-development are used among other things, to evaluate our efforts and our goals/targets in our dagtilbud.

Respect for limits

Børn og Unge-forvaltningen (management for children and youths) in Aarhus Kommune, work all the time to prevent abuse to children and youths, and we as “dagtilbud” have to orientate you about the rules. At the same time it is important for us to emphasise, that it is very rare, that we have to use kommunens instructions.

As parents you should react, if your child tells you about experiences, that make you worried, about your childs limits have been crossed by an adult or by another child. You can contact the “pædagogiske” leader of your childs institution, if you are worried about your child.

If a member of staff in an institution is worried about, the possibility that a child is a victim of abuse or in another way has the need for help, we react on it. That means, that we as a member of staff, shall always inform “Familiecentret in Børn and Unge” (The family center for children and youths) if we are concerned about your child. We are not allowed to have an informal chat or tell parents, if there is a concern about abuse.
This is how we are organised

Midtbyens Dagtilbud consists of 11 institutions, almost 650 children and 185 members of staff. Each institution works with the same values and “pædagogiske” principles - and at the same time has their own identity and differences.

Leadership in the dagtilbud

The leadership team consists of the “dagtilbudsleader,” and the 10 institutions pædagogiske leaders (two of the institutions have a joint leader). It is the leader team, that together set the overall lines/rules for the whole dagtilbud, while the pædagogiske leaders are in charge of the everyday leadership in their institutions.

The “dagtilbudsleader” has the overall responsibility for the economy and the working environment - and for, the political decisions are carried out in practice.
She is also the leader of all the “pædagogiske” leaders.

The parent council and the parent management board.

Each institution has a parent council, that is close to the “pædagogiske” work and daily practice in the individual institution - and together with the members of staff take part in the planning and holding of different arrangements in the institution.

There is chosen a representative from each parent council to be a part of the dagtilbuds management board. There is also a staff and a leader representative. The management board works with the overall principles and policies for the dagtilbud, for example the food arrangement, that parents vote on. The management board is also oriented on the dagtilbuds economy.

Members of staff

Midtbyens Dagtilbud has a staff committee with representatives from each institution. The committee amongst other things selects the guidelines for the work environment and staff relationships, they discuss actual topics and make sure, that there is professional development.
The staff committee is the link to the dagtilbuds members of staff and communicates, the things that are relevant for the daily work.

Local district Samsøgade

Midtbyens Dagtilbud is a part of Samsøgades School district, which we work closely with. Dagtilbuddet and the school share their administration and it is situated in Samsøgades School.
The local district is a part of the Randersvej area, geographically placed from the town centre (midtbyen) to Trige / Spørring.
In this area there are 7 “dagtilbud” and 6 schools, they all have one area leader (områdechef).
The area leader answers to the administrations leader in “Børn og Unge”, one of the six magistrates in Aarhus Kommune. There is a councilor for each of the six magistrates.
Dagtilbuddets institutions

INTEGRATED INSTITUTIONS (0-6 YEARS)

Beboernes Børnehus
Sølystgade 30
8000 Aarhus C
Beboernesbørnehus.dk

Børnehuset Villekulla
Falstersgade 35
8000 Aarhus C
Børnehusetvillekulla.dk

Vokseværket
Østboulevarden 9-11
8000 Aarhus C
Vokseværketmidtbyen.dk

Nørrestenbro
Knudrisgade 7
8000 Aarhus C
Nørrestenbro.dk

Skattekisten
Knudrisgade 7B
8000 Aarhus C
Skattekistenmidtbyen.dk

Kolbøtten
Thunøgade 11
8000 Aarhus C
Kolbøttenthunøgade.dk

(temporarily Kantorvænget 35)

NURSERIES (0-3 YEARS)

Vuggestuen Mindegade
Mindegade 8
8000 Aarhus C
Vuggestuenmindegade.dk

Vuggestuen Ny Vimmerby
Falstersgade 17
8000 Aarhus C
Nyvimmerby.dk

Vuggestuen Småland
Langelandsgade 62
8000 Aarhus C
Vuggestuensmåland.dk

Vuggestuen Storkereden
Nørre Boulevard 1 A
8000 Aarhus C
Vuggestuenstorkereden.dk

Vuggestuen Graven
Graven 19
8000 Aarhus C
Vuggestuengraven.dk

Opening times for all institutions
Monday to Thursday 6.30 - 17.00
Friday 6.30 - 16.30
Midtbyens Dagtilbud
Administrationsbygningen
Samsøgades Skole
Ny Munkegade 17
8000 Aarhus C
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