



## To parents at Mulesvingen kindergarten

### Information about daily operations, practical arrangements and co-operation with homes

Your child will soon be attending Mulesvingen barnehage. To provide you with some information before they start, we have made this letter. Most of the information is of practical character but does concern the co-operation between Mulesvingen and you - the parents. We believe that by attending to the practical aspects of attending kindergarten we have a good starting point for caring for all our children.

#### Information about organisation

Our kindergarten is divided into three bases - Blue, Red and Green base. Each base has one or two groups of children. Each group is lead by a pedagogical leader and has two to three other employees who are kindergarten teachers, child and youth workers or assistants. Your child will belong to one of these groups. When your child starts, one of the group's employees will be their assigned person. In this way we ensure that there is one person who works with your child who knows them extra well and who you will become well acquainted with. As time passes your child and you will become acquainted with more of the employees working with your child.

Children who have attended kindergarten before might have an easier time bonding with new children and employees than those unfamiliar with kindergarten life. Younger children often need more time to bond with new people. How quickly your child adjusts to their new environment can't be known in advance. Dialogue and co-operation about your child's best interests is therefore important.

#### Arrival and reception

All children have their own place in the common wardrobe right inside the main entrance. As staff can't receive you in the wardrobe it is important that you follow your children to the base and make sure that they are received by the staff there.

**Important:** if there is anything you feel is missing about the reception in the morning and see that there is something we can do differently, please talk to your pedagogical leader.

#### Arrival and breakfast

Our kindergarten opens at 7.30 and closes at 16.30.

The children who are to have breakfast in kindergarten can do this between 08.00 and 08.45. Breakfast is brought from home.

#### If your child isn't coming - or is arriving late

We want for you, as early as possible, to let us know if your child isn't coming to kindergarten or is arriving later than usual. This information is easily added to Vigilo. It is important for the staff to have an overview of the number of children attending because of activities taking place during the day. We would also like to be able to tell the other children whether that and why their friends are not attending when they aren't. The children care for each other and this is a good way for us to promote your child's affiliation to the group.

## Kindergarten's phone numbers:

### Red base:

Cell number Lillemølle: 94 52 56 51

### Blue base:

55 56 73 36

Cell number Fjellveien 40 81 35 85

Cell number Festergrund 40 81 09 77

### Green base:

55 56 73 35

Cell number Pyttergend: 40 81 09 76

Cell number Tippetue: 94 52 56 50

Manager:

Aina O.Bjorvatn 55 56 73 30

Pedagogical consultant:

Laila Leirvik 55 56 73 31

Kindergarten's e-mail address: [mulesvingen.barnehage@bergen.kommune.no](mailto:mulesvingen.barnehage@bergen.kommune.no)

Manager's e-mail address: [Aina.Bjorvatn@bergen.kommune.no](mailto:Aina.Bjorvatn@bergen.kommune.no) (from august 2023)

## Vigilo

Digital communication between municipal kindergartens and schools in Bergen happens on the digital platform Vigilo. Through Vigilo personal information is safe and the platform is effective as all written communication is gathered in one place, replacing e-mails, pamphlets and SMS messages.

At Bergen municipality's website [www.bergen.kommune.no](http://www.bergen.kommune.no) you can read more about Vigilo, how to get it started, how it works and about how your personal information is protected.

## Being outside, tidying up and saying goodbye

When our days are ended outside on our playground, this is where you'll pick your child up. Especially during spring and summer we spend a lot of time outside. Where ever we are our wish is, both of practical and social reasons, that your children contribute in tidying up before they go home. Therefore: when you pick them up, please help us in this measure by helping your children putting a toy or two in its place. During pick up-time staff are often busy in activities with the children or speaking to parents about their child's day. It is therefore also important that you make sure that the staff in your child's group or base knows that your child is leaving. In this way we ensure that we get to say goodbye and that you receive any relevant information before you go.

## Clothes and equipment for being outside

We spend a lot of time outside and might go outside several times a day. It is therefore important that the children have clothes appropriate for whatever weather we're having. They must be able to feel both warm and dry, and have freedom of motion.

Bring a couple of changes for inside use so that they can change into dry or clean clothes if they are wet or dirty. Whenever you take dirty clothes home for washing, please bring the equivalent back the next day. Rain and winter clothing are the children's "main attire" for outside use during fall, winter and spring. These have to be checked regularly. Please take them home when they need a wash and check that they don't have holes and do have bands to stretch under the shoes/rain boots. As we can't make sure wet clothing dries up during the night, we kindly ask you to take wet clothing for outside use home to have it dried or bring a replacement the next morning. We appreciate your help in keeping the wardrobe organized.

Below is an overview of essential equipment for kindergarten:

Always	Summer	Winter	The youngest children
Rain clothing, rain mittens/gloves and rain boots	Sunscreen, labelled with child's name	Extra warm clothing to have under raingear, such as woolen or fleece overall	Diapers and zinc ointment
Slippers/shoes for inside use	Shorts	Extra hat, mittens/gloves and socks	Pacifiers and/or plushie, if needed
An extra set of outside-clothes appropriate to the weather	Sneakers or sandals	Warm, waterproof winter boots	Stroller with sleeping bag for sleeping in
Bottle for drinking water, which you take home and clean daily			

Both concerning tidying up and checking your child's outside clothing, we recommend estimating some extra time for picking up your child.

#### Labelling clothing and equipment

As there are many children sharing the wardrobe, it is important that clothing, shoes and other personal items are labelled with the children's names. This especially applies to slippers, shoes and rubber boots, underwear, bottles and other items (these are typical items that several children may have the same of) - but if possible all clothing and equipment. There are several providers of name tags on the internet, but a pen or waterproof marker also works perfectly. Clothing that seemingly «doesn't have an owner» is gathered in a box in the wardrobe - please have a look once in a while.

#### Slippers/indoor shoes

The children should wear slippers or other shoes for indoor use. This is so that they don't become wet from water or snow in the wardrobe, so that they keep their feet warm and so that - in case the fire alarm goes off, they don't have to go outside wearing only their socks.

#### Adults and outside shoes

To maintain a clean environment for the children we ask you to take off your shoes or use shoe covers when following your child to their group.

#### Sleeping in kindergarten

Kindergarten and parents co-operate closely in regard to children's sleep in kindergarten. The children attending Blue base (Festergrend and Fjellveien) sleep in our bedroom on mattresses where duvets, pillows and bedsheets are provided. There are two employees watching over the children while they sleep.

The children attending Red base (Lillemølle) sleep in their own strollers under a roof outside. There is always an employee with them. Parents provide a stroller, a sleeping bag and a bug cover. During winter a warmer sleeping bag is required. If needed your strollers can be kept in kindergarten during the night.

## **Meals**

We eat three meals a day in kindergarten - breakfast (optional), lunch and fruits. Lunch is provided by kindergarten, while you bring breakfast and fruits. Kindergarten provides milk and water for the meals. Sometimes a warm lunch will be served. Please let us know if your child needs special considerations when it comes to food.

## **Sugar intake in kindergarten**

Currently, there is a lot of focus on children's dietary patterns, and reducing children's sugar consumption is a national goal. In kindergarten we want and are obliged to contribute when national goals are set. We therefore only serve hot chocolate or «saft» at special occasions. When we go on walks, we'll bring water. The children are also urged to drink water throughout the day. When it is someone's birthday in kindergarten, we celebrate this without cake or other sweets.

## **Opening hours**

We open at 7.30. The main entrance doesn't open until then. At 16.30 we close, and at this time all children have been picked up and the employee's working day is over. If you're late for pick-up please call and let us know. In this way we're able to tell your child you're coming and find something to do while we wait. There are always two employees present if children are picked up too late.

## **Holidays**

We need information about whether your child is coming to kindergarten during Christmas, Easter and the summer holidays. Then we can plan for how many staff members we need present on the basis of how many children are coming. Therefore, you will be asked to register whether your child will be attending kindergarten during these times, which is easily done in Vigilo. Our kindergarten is usually closed during the three last weeks of July.

## **Injuries in kindergarten**

Our kindergarten has its own HMS (Health, Environment and Safety) system. There are forms for injury or damage. The forms will be filled out on the same day that the injury or damage occurred. You'll receive a copy and the original will be kept in your child's file and later used in the systematic HMS work. If we think that your child is in need of medical attention, we will immediately contact you.

If we think that your child needs medical attention, we will contact you. Together we will assess how to move forward.

## **Esurance**

Your children are ensured during their time in kindergarten. You will be given more information about what this entails after you start.

## **Illness**

Our kindergarten adheres to our government's health official's guidelines for when children can be in kindergarten - and when they can't.

The children's general condition must be the center of assessments.

Some illnesses are very contagious, such as vomiting and diarrhea. In such cases it is necessary that the children are kept away from kindergarten for as long as they are contagious.

## **Distribution of medicine**

There are specific instructions and routines for storing and distributing medication in our kindergarten. This is only to happen after a written agreement between the kindergarten and the parents have been made, which also applies for acute medication. Ask the staff to be

provided with such a form if there is need for the child to receive medication while they are in kindergarten.

Medication is to be stored according to instructions and outside of children's reach.

### **Information about illness**

In some cases, it is necessary to inform other parents about diseases/pests in kindergarten, such as lice, pink eye, or impetigo. In such situations, all parents will receive the same information. In each case it is considered whether information should go out specifically to the parents connected with the group or base there is an outbreak in, or to the whole kindergarten.

### **Parking**

Our kindergarten has its own parking spaces. These are reserved for parents bringing/picking up children and employees. Parents may only use the kindergarten's parking spaces in conference with management. Parking in the kindergarten's parking spaces for other reasons than bringing and picking up your child is at your own risk.

### **Contact information**

Everyone must fill in a form with phone numbers, addresses and information about which persons we are to contact concerning your child. This form is handed to you when you start. Please let us know if for example you change your number, address or contact persons.

### **Consent**

We need your consent to take pictures, record sound or make videos of your children when they are in kindergarten. Below are links to information and forms you can fill out concerning pictures, film and sound recordings:

[Elektronisk samtykkeskjema bilder/film og lyd](#)

[Informasjon om samtykke til bilde, film og lydopptak i barnehagen](#)

We wish all new parents welcome to Mulesvingen kindergarten. We're looking forward to co-operating with you about the best for your child.

Bergen, june 2023

Regards,  
Mulesvingen barnehage