

# Welcome to Preschool



# The time has come!

Your child is starting preschool. One of life's milestones and an exciting time for both you and your child. You probably have numerous questions. Please feel free to talk to one of us working at the preschool if there's anything you're wondering about.

We are here to make sure that your child's time at preschool is as safe, educational and fun as possible.

We hope that you and your child will be happy here with us. –  
Welcome to preschool in the City of Borås!



## **Induction**

Induction to the preschool takes place in consultation with parents/guardians and is tailored to the needs of your child. The induction period can take anywhere between 3 and 14 days.

## **Mission statement**

All work in the preschool is based on the preschool curriculum. Preschool shall lay the foundations for lifelong learning. Activities at the preschool shall be fun, safe and educational for all children who attend. The preschool shall provide children with sound pedagogical activities through the combination of care, nurturing and teaching. The duty of the preschool is to ensure that each child is afforded the opportunity to develop according to their own needs. This is accomplished together with the child's parents/guardians.

Play is an important aspect of a child's development and learning. At the preschool, play is purposefully used to promote development and learning.

## **Opening hours and schedules**

The preschool's opening hours are adapted to meet the needs of children. Opening hours and staff working hours are planned according to children's schedules. Provided you inform us of a schedule change two weeks prior to the change taking effect, we guarantee that the preschool's opening hours will be adapted to suit your needs. Schedule changes can be registered via the e-service for preschools and after-school centres at [boras.se/sjalvservice](https://boras.se/sjalvservice)

Attendance times are based on the working hours/studies of parents/guardians. If you are seeking employment or are on parental leave, your child is able to attend preschool for 15 hours per week.

If you require childcare before 05:30 am or after 18:30 pm, during evenings and/or weekends, you can apply for placement at a 24/7 preschool.

## Teacher/staff planning days

Five days each year are dedicated to organisational planning, in-service training and similar activities for preschool teachers and staff. Preschools are entitled to close for four internal development days per year. In the event care is needed during the closed days, the Preschool Administration will make a referral to another preschool.

## Holidays

A summer preschool will be open for four weeks in the summer. If you are not on leave from work during this time, your child may be able to attend the summer preschool. For further information on when your child is entitled to childcare, such as during parental leave, holidays or unemployment, please refer to "Preschool Rules and Terms and Conditions" at [boras.se/forskola](https://boras.se/forskola)

## Fees

The cost of your child's placement is based on income and attendance. Payment is made 12 months per year in accordance with your child's regular schedule. You are able to provide income and schedule information via the e-service for preschools and after-school centres at [boras.se/sjalvservice](https://boras.se/sjalvservice) For unabridged rules regarding fees, please visit [boras.se/forskola](https://boras.se/forskola)

## Drop off and pick up

- Drop off and pick up should follow the schedule provided. It is imperative that you make contact with a staff member whenever you drop off or pick up your child.
- You must always inform the preschool if someone else will be picking up your child.
- Inform the preschool of temporary schedule changes.
- Always inform the preschool if your child will be absent and when your child is expected to return.
- If a relative who is a minor will be picking up your child from preschool, a consent form must be completed and submitted by the parents/guardians.



**Remember!**

- Always provide information about where and how we can reach you while your child is at the preschool.
- We go outside in all kinds of weather. Children need a change of clothes as well as boots and rain clothing. Please read our recommendations on page 14.
- It is important that your child's clothing is labelled with their name.
- Avoid clothes with strings/cords and non-removable hoods, since these may become entangled in playground equipment.

**Food and mealtimes**

Three meals are served during the day: breakfast, lunch, and an afternoon snack. Our food menu promotes a varied diet. It is composed to provide 75% of a child's daily nutritional requirements, if they eat all three meals. Water and organic milk are served at lunch. Special meals are provided for children with specific dietary requirements. Due to allergies, all preschools are nut-free. All preschools in the City of Borås are KRAV certified. This means that at least 25% of the food served is organic and that kitchens do not purchase genetically modified (GMO) foodstuffs or endangered, red list fish. The kitchens also strive to cook as much food as possible from raw ingredients.

## **In the event of illness**

Numerous viruses and bacteria exist all around us. Small children are particularly vulnerable because their immune systems are not yet fully developed. The preschool has adopted recommendations from HYFS (Hygiensjuksköterska i förskolan – Hygiene Nurse at Preschools) when it comes to hygiene and advice regarding illnesses. If you are at home taking care of a sick child, a healthy sibling is permitted to attend preschool. If there is an outbreak of gastroenteritis (stomach bug), the preschool attempts to limit the spread of the infection by requiring siblings of sick children to stay home as well.

## **Guidelines for when children should stay home**

- When your child has a fever, it is recommended that your child stays at home until the fever subsides and does not return for 24 hours.
- When your child no longer has a fever but is so tired or lethargic that they cannot cope with normal preschool activities.
- When your child has a communicable illness, such as tonsillitis or impetigo, which is untreated or if antibiotics have been administered for less than two days.
- A stomach bug with vomiting and/or diarrhoea. Your child can return to preschool once they have been eating normally and have not vomited or had diarrhoea for at least 48 hours.

## **Allergies**

Due to allergies, nuts are completely forbidden at the preschool. Also avoid perfumes and strong scents as staff and children may be hypersensitive.

## **Nappies and comfort items**

Parents/guardians are required to supply nappies for their child during preschool, as well as cuddly toys, blankets, dummies and similar.

For more information about children and illnesses, visit [vgregion.se/hyfs](http://vgregion.se/hyfs) or read the brochure titled “When Your Child is Sick”, which is available from the preschool.



## **Cooperation with parents/guardians**

We strive for close cooperation between parents/guardians and the preschool. This cooperation can take various forms and aims to increase the influence and participation of parents/guardians at the preschool. Throughout the year, you will be invited to take part in discussions on your child's development, and you are welcome to request additional meetings if necessary. Daily contact with staff when dropping off and picking up your child is a good opportunity to check how your child is doing and how their day has been.

If you have any suggestions or viewpoints regarding the preschool, please do not hesitate to speak with a staff member. You can also contact the principal of the preschool or submit suggestions and viewpoints to Borås Preschool Education Administration via [boras.se/forskola](https://boras.se/forskola)

Once a year, all parents/guardians are invited to take part in the School Climate Survey, which is used to determine how parents/guardians perceive the preschool's organisation and to determine if the children are happy. The School Climate Survey plays an important role in the development of our organisation, and we encourage all parents/guardians to take the time to respond.

## **Barnhälsa (Children's Health)**

Preschools in the City of Borås are able to make use of Barnhälsa's team of special education teachers and psychologists. They work in a proactive and preventive capacity and implement measures for individual children, entire groups of children and at organisational level. Barnhälsa works with the Centre for Multilingual Learning (CFL), IFO Children and Adolescents, paediatric clinics (BVC) and family clinics.

## **Mandatory reporting**

Preschool staff are required by law to report any suspicions that a child may be in danger in terms of abuse or neglect, for example. Preschool staff are also required to disclose information that may be relevant to investigations conducted by the social services.

## **Duty of confidentiality**

All staff working at the preschool are bound by a duty of confidentiality. At the beginning of their employment, all staff are required to sign a declaration of confidentiality. This also applies to substitute teachers and interns.

## **Insurance**

Children are insured against accidents on the way to and from preschool and while they are at preschool. The insurance also covers field trips. If an accident occurs, it is the responsibility of the parents/guardians to report the injury to the insurance company. Further information and contact details can be found at [boras.se](https://boras.se) under the [Education and Preschool menu](#).

## **Contact details of parents/guardians**

It is imperative that the preschool always has up-to-date contact details of parents/guardians in case of an emergency. Provide or update your contact details via the e-service at [boras.se/sjalvservice](https://boras.se/sjalvservice)

## **Termination of placement**

If your child will no longer be attending the preschool, there is a termination period of 30 days. Register the placement termination with the Preschool Education Administration via the e-service at [boras.se/sjalvservice](https://boras.se/sjalvservice) Also inform the preschool and/or the principal.

## **Ping Pong**

The Ping Pong learning platform allows you to follow your child's development and education. Ping Pong is a digital message board

where the preschool uploads pictures, monthly letters and other important information for parents/guardians.

Learn more about Ping Pong and create an account via [boras.se/sjalvservice](https://boras.se/sjalvservice)

## **Self Service**

You can access the City of Borås' e-services via [boras.se/sjalvservice](https://boras.se/sjalvservice)  
E-services enable you to, for example:

- Apply for or terminate a preschool placement
- Make schedule changes
- Update your contact details
- Submit income information
- Log in to Ping Pong

When using the e-services, you receive quicker responses to your queries, you get a better overview of the information you have provided, and the preschool has access to the most up-to-date information.

## **Photography**

Only staff members are permitted to photograph/film the daily activities at the preschool, and only for the purpose of documenting learning and development on Ping Pong.

Photography by external photographers or parents/guardians is not permitted. In the event the press visits the preschool, parents/guardians must give their consent for images to be published.



## **Clothes for all weather**

Here are a few tips on what your child may need at preschool.

### **SUMMER**

Sun hat/cap

Thin, long-sleeve T-shirt and thin trousers.

Sunscreen

### **SPRING/AUTUMN**

Thin knit cap

Mittens/gloves

Outdoor trousers/pullover trousers

Jacket

Thick sweater/fleece

Boot socks

Sunscreen

### **WINTER**

Thick mittens/ gloves, 2 pairs

Boot socks

Winter overall

Thick sweater/fleece

Thick knit cap

### **Extra clothes**

- Rain clothes (preferably lined) autumn and spring
- Rubber boots (preferably lined) autumn and spring
- Socks, two pairs
- Underwear, three pairs (if nappies not used)
- Indoor trousers, two pairs
- Sweater
- Two T-shirts

For safety reasons, we urge you not to put clothing into plastic bags!

## Would you like to know more?

Feel free to ask the staff or principal at your preschool.

At [boras.se/forskola](https://boras.se/forskola) you will find further information and FAQs. Many practical elements can be handled via the e-services available at [boras.se/forskola](https://boras.se/forskola) and [boras.se/sjalvservice](https://boras.se/sjalvservice). If you do not have Bank ID or electronic identification, kindly contact the preschool coordinator. Contact information can be found at [boras.se/forskola](https://boras.se/forskola) or from the City of Borås switchboard.





# BORÅS STAD

PRESCHOOL EDUCATION ADMINISTRATION

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Website [boras.se/forskola](http://boras.se/forskola)