



**Abridged version
INFORMATION BOOKLET - PRESCHOOL PLAYGROUP IN VELSEN**

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The first visits to preschool playgroup: that takes some getting used to!

At preschool playgroup: challenging play and safety

At preschool playgroup the children can enjoy playing together, both indoors and outdoors. The children attend two half-day sessions a week, for approximately 40 weeks a year (the primary school weeks). Professional leaders work at our preschool playgroups, mostly in groups of 16 children to 2 leaders. The groups are sometimes smaller (maximum 8 children) and there will then be one leader.

Extra language with the Early Childhood Education method

In all of the rooms, we use a method for Early Childhood Education.

Children who are at risk of a language deficiency receive 2 additional half days (free of charge) at the Early Childhood Education preschool playgroup. This is under the condition that the child is almost always present for 4 half days. The child healthcare centre will let you know whether your child may take part in this.

In practice.

Opening times

If your child attends preschool playgroup, he or she will attend for a total of 6 hours a week. This is usually a morning of 3.5 hours (from 8.30 until 12.00 noon) and an afternoon of 2.5 hours (from 13.00 until 15.30 hours).

Childcare

- Parents who both work and/or study are eligible for childcare. Your child will still use the preschool playgroup, except the payment is made differently. The advantage for parents is that the child can often be given a place from 2 years of age. There is also more flexibility in terms of choosing the number of half days, up to a maximum of 5 half days a week.
- 't Tolletje, Olleke Bolleke, Hummelhoek and the Speelweide all offer childcare. From 2018 onwards this will be offered at all playgroups. If you are interested in this option, please ask for information on 0255 548548

Collecting and dropping off

When you drop off your child, it is important that you follow through when you say goodbye. The purpose of the first quarter of an hour is to spend time playing with your child, or to discuss something with the leader.

When you collect your child, could you please clearly inform us that you are taking your child? Always inform us if your child is going to be collected by someone else. If we have not been informed that someone else is picking up your child, he/she may not leave with someone else. It is not preferable for your son or daughter to be collected by minor siblings.

Food and drink

During each half day, your child will be given something to drink. Sometimes they are given fruit or a biscuit. The leaders will let you know whether your child can bring a piece of fruit with them.

If your child **isn't** allowed to eat something in particular, please inform the leaders of this.

Potty-training

If your child isn't yet potty-trained, that isn't a problem. Please provide a disposable nappy on each visit. At the preschool playgroup we have spare clothes for 'accidents'.

Clothing

It would be good if your child wears clothes in which he/she can play both indoors and outdoors, which can get a little dirty. It is best that they don't wear chains and cords.

Birthday, party and outings

If it is your child's birthday, he/she may like to hand out something tasty and healthy. It is best to discuss what treats to bring with the leaders. Feel free to join in with celebrating the birthday!

Holidays and days off

You will find the holiday roster on our website: www.peuterspeelzalenvelsen.nl.

Departure

You must inform the leader a month before your child goes to primary school and therefore leaves us. She will then inform the administration department of this.

Sickness

If your child is ill or doesn't feel well, it is better for him/her to stay at home. That always applies when he/she has diarrhoea, feels sick or has a fever. Phone the leaders at the playgroup if your child is not coming to play. Please also inform us if your child has an infectious illness.

Head lice

Head lice sometimes occur at playgroups. Check your child regularly by combing their hair using a special fine-toothed comb. It is very important to immediately inform us of head lice, so that the leaders can take action to prevent further infection.

Illness or accident at the preschool

A child sometimes becomes ill whilst at the preschool playgroup. The leader will then ring you so that you can come and collect your child. Make sure that you can **always** be contacted by telephone. In the event of an emergency we will take the child to the emergency department or medical assistance will be summoned.

Parents

10-minute meeting and transfer to primary school

This will take place at around the age of 2 years and 10 months and 3 years and 10 months. If the pre-schooler is going to primary school, the leader will send the Kijk! registration, with the parents' consent, to the school.

Extra attention

Cooperation with agencies

We work with the Juvenile Healthcare Service. In consultation with parents, an expert can come along to observe the child and advise leaders and parents. We also observe the Reporting Code for Child Abuse.

Quality

Pedagogical policy

The basis of the preschool playgroup work is recorded in the pedagogical policy plan and the pedagogical work plan. These can be viewed at the playgroup or can be downloaded from our website.

Privacy

With privacy in mind, the personal data relating to children and parents is handled with care. Leaders do not disclose information (verbally or in writing) to third parties without you, as parents, being aware of that.

Social media

No photos or videos of children are placed on Facebook (or other social media) without the parents' consent. Parents are not permitted to place photos or videos taken in and around the preschool playgroup on Facebook.

Parent contribution Preschool Playgroup

The parent contribution is income-dependent. We will take into account the gross annual income of both parents/carers.

With the exception of the six-week summer holiday, payments continue during the holidays and during illness. In the event of long-term illness, preschool playgroup attendance can be cancelled.

Exceptions

- a. If two children from one family attend the preschool playgroup at the same time, you pay 50% for the second child.
- b. For children who attend more often because of a social-medical indication, in addition to the regular parent contribution, you would pay a 50% parent contribution for the additional half days.

Parent contribution Childcare

For the childcare, we charge an hourly rate. You will then pay monthly for the number of hours of childcare used on average. If eligible, you can obtain a childcare allowance from the Tax Authorities. This allowance is also income-dependent, meaning parents pay approximately the same for a preschool playgroup or a childcare place. For more information about the allowance visit: www.belastingdienst.nl/toeslagen

Collection of the parent contributions

You can opt to pay by direct debit or make payment using an acceptance giro. For payment by acceptance giro you would pay an additional € 2.50 a month in administration charges. If you are in arrears with payment, a payment reminder is sent. If you have problems paying, please ring 0255-548548 as soon as possible. If the arrears amount to more than three months, the child will no longer be admitted to the preschool playgroup. At the end of the month in which your pre-schooler attended playgroup for the last time, and a month after you have given notice to the leaders, we will end the direct debit.

Domestic

Lost property

Stichting Welzijn Velsen is not liable for any damage to or loss of clothing or toys that the child brings to the playgroup.

Would you like to learn more? Take a look at www.peuterspeelzalenvelsen.nl for:

the pedagogical policy plan and the pedagogical work plan

the latest inspection reports by the GGD (Area Health Authority)

the Reporting Code for Child Abuse

the complaints procedure

or email your question to peuters@welzijnavelsen.nl or ring **0255 548548** to talk to the placement coordinator Ellen Adriaanse

or the department management: Anke van der Bor and Froukje Stam.