

TEATERBØRNEINSTITUTIONEN

Welcome - We are excited to get to know you.

The life that your child will come to experience within this institution will be a very special one, filled with new people, new experiences, new spaces to explore and new games to learn and play.



One institution – to departments

Teaterbørneinstitutionen is an independent nursery and day-care institution divided into two separate, and very cosy departments centered in the heart of Copenhagen. We take great pride in inviting parents to get actively involved with us as an institution. Within the already existing guidelines and overall structure elected by the municipality we encourage mutual trust and open dialogue, and we are privileged to have the support from an active parents committee, who help us develop the best surroundings for their children.

Continuous introductions

In order to provide stability, tranquility and to help parents and staff respectively, we like to introduce new children over a longer period of time, and preferably only a few at a time as well. The number of children enrolled will vary throughout the year,

however we often see an increase during springtime when the older kids leave for school. Therefore we try to introduce children continuously through January and onwards, in order to avoid too many introductions at the same time during the spring.

Department Helligaandskirken

Helligaandskirkens børnehaven resides in valkendorfs gade 36, 1151 Copenhagen. Here we have 25-29 children enrolled at any time, and 4 full time members of staff. Opening hours are weekdays from 07:00 am. to 17:00 pm. We recently developed and refurbished the playground next to the kindergarten by the church, where the children can play in relative seclusion from the hustle and bustle from the otherwise busy main street surrounding the area. The playground is exclusively ours during opening hours and is truly a perfect little sanctuary for the children in the middle of the city. The rest of the time the playground is open to the public. We consider ourselves privileged to be placed within walking distance to so many of Copenhagen's many sites and sounds, and enjoy taking the children on trips around the city. We often explore nearby playgrounds that are open to the public, as well as the lovely parks, the queen's palace or even the botanical gardens.

Department Teaterbørn

We are situated in Store Kongensgade 79, 1264 Copenhagen. It's also a small group of only 25-29 children in the kindergarten, and 16-17 children in the nursery which is connected to the kindergarten, as well as 4 full time members of staff in each department. Like Helligaandskirkens kindergarten the department at Store Kongensgade is also open on weekdays between 7:15 and 17:00. Here we don't have an allocated playground but use the nearby gammelvagt, where we also have a small inside area at our disposal. Again we are lucky to be situated near so many sites, parks and other lovely areas. We prioritize taking the children out as often as possible, preferably in smaller groups.



How we present our values every day.

For us to properly support the positive development of the individual child, it is important for us to organize small playgroups. This helps the child to be present and engage with the surroundings. We support and encourage the child's own initiatives and we try to create an environment where we listen to every child's intention and make it possible for them to learn and experiment. Currently we are actively working on continuously acknowledging our roles as grown-ups in relation to the children we work with every day. This theory basically focuses on three different ways of determining your role in relation to the children, and at what point you should take on any given role. We find that sometimes it is more important to "lead" the children in their actions and interactions with each other. At other times it's important to create and explore games and activities together with the children on an equal level. Finally we find that it is sometimes essential to just follow the child's own initiative, and let them create their own universe with minimal interruptions from adults. We support the child's own initiative and focus on dividing them into smaller groups

where we can create a space for them to express themselves, as well as having the time to properly immerse themselves in activities. Another focus point of ours is each child's individual physical and emotional skills. Furthermore we feel that it is essential to focus on the children's positive actions and preconditions, rather than what they may lack in certain areas.

For children, playing is also a learning experience where they have an enormous opportunity to learn and develop. In self-started as well as adult-initiated activities they learn to wait for their turn, actively listening, being considerate of others and expressing their own needs as well as interpreting the needs of others. We try to create a positive learning environment. And a lot of what they learn is already incorporated within the structure of the games the children are already playing. By creating a positive learning environment, it allows the children to learn about themselves and each other in a seamless transition. We focus on promoting language that emphasizes the use of positive action alternatives, so rather than telling the children what they can't do, we replace the negative action with a positive one. For example, instead of saying "no! don't run in the hallway" we make a point of replacing the order with positive action words and alternatives. In this case being "you can walk in the hallway". Parents can read more at: "detpositivealternativ_hjernesmardebørn"

<https://www.teaterboern.dk/paedagogik>



Day to day in Teaterbørneinstitutionen nursery and kindergartens

Morning 07:15-09:00

The Morning starts at 07:15 in teaterbørn, and at 07:00 in Helligaandskirken. Before the children arrive, the staff will have prepared the various rooms, and put out toys, as well as organizing the groups and activities for the day. The department at Helligaandskirken will often welcome the children outside in the playground.

The morning assembly 09:00-09:30

We wish to create an environment throughout the day with routines, structure and stability. This gives your child a sense of recognition and by extension also a sense of safety. Our morning assembly is therefore a set activity, which takes place every day between 09:00-09:30. It's important for us to give the children a sense of cohesion. The morning assembly is an opportunity to do this, by collectively saying good morning to each other, singing some songs, and perhaps discussing the day's activities.

During this time we want to ensure the full attention of children as well as the staff, and therefore we ask that you don't drop off your child during this period.

Late morning 09:30-11:00

After the morning assembly we start the day. In the kindergarten as well as in the nursery the staff will have already divided the children into their respective play-groups. The staff actively work with adult initiated activities in order to promote a positive communal experience where everyone is equally involved. We often divide the children up, some of them go on trips, while some stay at home and take part in the activities already organized by the staff. In the nursery we take the children out in prams, where some can sit and enjoy a ride, while those who want can walk alongside the prams, and hold onto the handlebars.

Lunch

In the nursery we have lunch at 10.45, while lunch is served at 11:00 in the kindergarten. In the nursery we have lunch in two groups, the children arriving home from their day-trip having theirs slightly later than the children who stayed at home. We help the day-trip children with their clothes, wash their hands and change their nappies while the at home children have their lunch before switching. We find that doing this way makes for a calmer and less stressful exchange, and we can focus on having a nice lunch experience. In both kindergarten groups as well as in the nursery we like to have everyone sitting at the same tables, in the same constellations every day, children and adults alike. At lunch the main focus is on community, social skills and self-help to mention a few. The food we serve is varied, 90% organic, and of course child friendly.

Mindfulness & nap-time

Mindfulness in the kindergarten & nap-time in the nursery.

The nursery kids sleep in individual cribs adjacent to the main nursery. They nap every day between 11:45-15. We don't actively wake them up as we value their natural sleep cycle. There is however always a member of staff present by the cribs at all times. Most of the day in Kindergarten is very high energy. We feel it is important to not only be busy with games and activities throughout the day, but also have time to sit down and relax. Therefore both kindergarten groups have integrated an hour of mindfulness as part of the natural rhythm every day. Each individual child has a little bed and a blanket. We listen to Tjugga and mainly instrumental meditation audiobooks for children full of relaxing and calming music and little stories. In

this space, the children have an opportunity to rest, and take a break from their otherwise busy schedules. Some of the kids fall asleep, we let them do so, and we don't actively wake them here either. Those who don't sleep can come to the play-room next door, where the staff will coordinate activities.



Afternoon snack

Our afternoon snack often consists of freshly baked bread or "knækbrød" and fruit. In the nursery food is served sporadically as the children often wake up from their naps at different times. In the kindergarten the food is served at around 14:00. Everyone

sits down and enjoys a moment of peace while recharging and getting ready for the rest of the afternoon.

Afternoon

After we've had an afternoon snack the nursery and both kindergarten groups again assemble around adult initiated activities focusing on a positive learning environment and further development. At approximately 16:00 the nursery collects the remaining children, and joins the rest of the kids in the kindergarten in Teaterbørn. Over at Helligåndskirken the playground closes at 16:00, and the remaining children go upstairs to the main building.

Introductions

Safe parents ensure safe children

When you choose our institution for your child, it is vital that you as parents give yourself time to create a comfortable introduction into kindergarten and nursery life. In order to create a safe and secure environment during introductions and beyond, it is important that the process is long, and happens according to the child's individual tempo, thereby adjusting the child slowly to its new surroundings. We recommend that you take one and a half months to commit to the process when introducing a child into the nursery, perhaps while still on maternity or paternity leave. Likewise, we recommend that you take 2 weeks to a month when introducing a child into kindergarten. During this time we aim to establish trust and recognition in the relationship between the child, and the staff who will be taking care of them during the day. We want the children to explore the nursery/kindergarten and practice establishing relationships with the other kids at their own pace while Mum and Dad are still around. Furthermore we recommend shorter days during the first few months. For example 9:30-14:00 or 8:00-12:00. In our experience shorter days counteracts a potential negative reaction when your child does start nursery or kindergarten full time. Your child will always look at your facial clues in order to evaluate whether a given situation is safe or not, and we therefore expect all parents to be aware of the way in which they conduct themselves while in our house. This is especially important during the introduction period, where you will be "stationary" and act as a sort of "rock" for your child. When you are calm and comfortable, this will extend to your child, and they will have the opportunity to safely and comfortably explore its new surroundings while still having mum or dad nearby. We value the close contact we have with

the parents, and we hope to establish a good and communicative relationship naturally from the beginning.

The first days

The first day you arrive with your child we ask you to fill out a form detailing basic information about your child.

You can find the form "overgangsskema" on our website under "forældresamarbejde". During the first few days one of the parents will join the child, and the first visits will typically take about an hour. You are together with the staff responsible for evaluating when your child is ready to be here without a parent present. We always strive to ensure that the time your child is away from Mum and Dad feels safe. In order to avoid your child feeling unsafe and getting upset, it's important that you pick them up while they are still having a nice time. The first time you say goodbye to your child you might only be gone for 15 minutes. Maybe just to go make yourself a coffee in the kitchen. Gradually and carefully we will adjust the amount of time your child spends away from you, until they feel fully comfortable with their surroundings.

Nursery start & sleep

Small children often sleep several times a day before starting nursery. If your child has not yet turned one, we can offer a morning nap as well as the nap everyone has after lunch around 11:45. It's important for the kids in the nursery that we keep a certain rhythm and structure throughout the day, so they know what's going to happen. Therefore we ask you to adjust a potential early nap to fairly early in the morning, so your child is able to sleep again after lunch.

Generally, naptime in the nursery is between 11:45-15:00. But we understand that the transition from two naps to one can be difficult, and we need to be flexible during this time. Usually children can cope with just one nap during the day by the time they are 12-18 months, but we accept that this is not always the case, and we can adjust according to the child's needs. We know that continuity is vital when adjusting to a new schedule. We therefore suggest that you try to create a stable morning routine. Get up at the same time every morning, and drop off at the same time every day. A set morning routine will help your child get used to sleeping at the same time every day. If your child is about to turn one just before starting nursery it is helpful if you try to push the first morning nap 10 minutes every day, in order for you to prepare for nursery introductions. By planning ahead you create the best circumstances for your child, and the best possibility for a good start. Children's sleep patterns are

naturally determined by their own individual needs. They should therefore be allowed to follow their own rhythm without disruption. We find that if the afternoon nap time is interrupted, it affects sleep during the night negatively. The more soundly a child sleeps during the day, the better they will sleep at night as well. You can read more about our sleep policy on our website. Follow the link below.

<https://www.teaterboern.dk/polit>

Kindergarden start & sleep

There is a massive difference between a child's activity level at home versus in daycare where whether it be nursery or kindergarten there are often a lot of impressions to take in, and people to consider. Therefore a child who might have stopped taking a nap at home, may suddenly find that they need one while at daycare. We have introduced mindfulness into both our departments as a way for the children to recuperate and recharge, ready for the rest of their day. We encourage all the children to rest during this time. Some might feel the need to sleep, in which case we don't wake them. Others may just need to rest, and listen to the soothing music, and short stories, which is okay too. We want to work together with the parents on creating a recognizable and foreseeable environment for the children. We therefore encourage parents to adopt the same routines at home as well.

You can read more about our sleep policy by clicking the link below: <https://www.teaterboern.dk/polit>

Building bridges between home and daycare

We want to ensure the best, and easiest everyday environment for the children. Everything you do at home affects your child's capacity to thrive while in daycare. It is important for us to have a good working relationship with all the parents, so we can work together towards common goals. Furthermore, we encourage everyone to adopt some of the same routines we have here at kindergarten and nursery at home as well. This is especially important to note in regards to sleep routines. For example, The nursery has nap time everyday around 12:00 (noon). It is therefore helpful to create the same structure at home during weekends and holidays. Likewise in regards to mindfulness in the kindergarten, it is helpful if you include a version of this in your routine at home during weekends, holidays and days off.

By adopting some of the same routines at home you help enforce stability and structure, which translates into your ability to cope with daycare and the many impressions, people and other stimulants they have to deal with everyday. If you have older children in kindergarten a version of mindfulness can even just be a short nap on the sofa, an audiobook or a story.



Furthermore we recommend that you save playdates and outings for the weekend. It's difficult for children to adjust to routines and activities when they are tired. They are already dealing with lots of impressions and stimulants every day, just by attending kindergarten or nursery. Every day is both exhausting and magical for your child at the same time, and in order for them to actively take part and interact with others within our little community, it is important that your child is well rested and able to focus when they arrive in daycare. It's great if you occasionally choose to have a day off. Days off help with energy levels and they can be good in order to ensure everyone is ready, and well rested. However, as continuity is important for children in kindergarten and nursery, we recommend that when you do decide to have a day off, it is as an extension of the weekend.

The basis for our parent collaboration is that we feel that we as well as the children benefit from the parents perspective. As well as a varied perspective, we also want to ensure the best conditions for all the children to thrive, learn and develop. We

wish for the parent to actively take part in everyday life at nursery and kindergarten. For example; parents can help by ensuring a calm and safe atmosphere when dropping off their children at daycare.

Meetings

before starting daycare we ask parents to fill out an "overgangsskema" the form is located on our website, and contains questions about your child's developmental history. Here you also can tell us if there is anything we need to pay special attention to during your child's transition into daycare. We ask that you hand in the form to a member of staff on your first day of kindergarten or nursery. In addition to the form, we ask that you hand in a "stamkort" which is a type of consent form, which allows us to use your child's social security number in case of emergency. After 3-6 months in daycare, we invite you to take part in a meeting where we can discuss the introduction process, as well as your child's current and further development. Furthermore, we invite you to take part in meetings when your child transitions from nursery into kindergarten, as well as from kindergarten into school. The point of these meetings is to discuss potential difficulties when transitioning from one environment to another, and what we can do to ease the process. Aside from the above-mentioned set meetings, we always keep in touch, and inform us of things you might feel you need to discuss. However, if you feel that you have bigger issues you want to discuss, it's a good idea to book a meeting.

Important every day dialogue

Dialogue is very important to us, and we feel that it is important to know details about how your child has slept, whether they ate breakfast and so on. However, we don't always have time for the long chat in the mornings, and we therefore ask you to keep it brief when dropping off. As mentioned the information is important to us, as it in our experience can have a great effect on the rest of the day. For example, it might have been a rough night, or mum is always on business. In these cases, we adjust according to the individual child's specific needs that day. If you forget to conduct a briefing in the morning. we encourage you to send a text to either the kindergartens or nursery phones. Should you wish to discuss a more sensitive topic, we encourage you to call us. You can call any time. However, in order to ensure the time and space required, it is always helpful to send a text first.

Likewise, we will also call you if we feel there is something we need to discuss, or if we want to arrange a meeting.

when you are with your child at daycare

We expect you to take responsibility for your child when you're at daycare in any given context, whether it is dropping off or collecting your child, or even attending an event or social occasion. You are always responsible for your child's behavior and reactions when entering daycare. You are responsible for helping them down the hallway, using their inside voices and so on. We are of course always here to help, and we are always attentive towards every child's needs. However, it is also your responsibility as a parent to make sure your child can navigate any given context, as well as it is also your responsibility to hold your child's attention while you help them with coats and boots.

Information

Likewise we expect parents to keep themselves well informed and up to date. Especially when we send out information via text, in a newsletter or on our website. It's important that new parents sign up for the website as well as saving the direct phone numbers to either kindergarten or the nursery. That way you can get in touch with staff, and vice versa. When you sign up to our website, you will also receive notifications whenever there's new information.

arrangements for when your child is sick, or has a day off.

- When your child is sick, please send a message between 07:00 am and 8:30 am at the latest.
- If you are taking a day off with your child, please send a message between 07:00 am and 8:30 am at the latest.
- If you plan on dropping off your child late, we ask that you inform us before 08:30 am. Furthermore, we ask that you can bring them before 09:00, after 09:30 or at 11. It can create a lot of chaos if you drop off later than usual, and the abovementioned times are times when there is least activity, and we have the capacity to meaningfully receive your child into daycare.
- You are of course welcome to drop off later, but you must call the staff before 8:30 and agree on whether this is possible in relation to planned activities. We expect you as parents to support and respect the

planned activities, and agree to drop off at a time that makes sense according to the days activities.

Parent meetings and important dates:

We hold 1-2 parent meetings a year. At one of the meetings, there are elections for our parent board. On the website you can always stay updated on important dates:

<https://www.teaterboern.dk/rundvisning-kontakt/vigtige-datoer>



Food arrangement:

In Teaterbørneinstitutionen we have a meal plan in both departments. We serve breakfast, lunch and afternoon snacks. The starting point for a good meal is that the food is healthy and filling and provides good energy. The basic base for a sauce or soup is therefore preferably vegetables, lentils and beans. But just as important is the fact that the food should slide down with gusto and curiosity. We have the organic gold label. Which means that over 90% of our food is organic. Children with food allergies are given special consideration when submitting written confirmation from the doctor. You must bring your own special diet, eg vegan cheese, if your child is vegan etc. Read more here:

<https://www.teaterboern.dk/mad-maltider>



Sickness

If your child is sick, we want to know. Please inform us via call or text 08:30 at the latest. It's important that you inform us if your child is contagious, that way we can inform other parents, and pay extra attention to specific symptoms. You can read more about our sickness policy by clicking the link below: <https://www.teaterboern.dk/polit>

If we find your child is feeling ill while in daycare, we will contact you immediately. It's important to understand that when evaluating a child as being ill we take several things into account. For example, we don't just count a fever, but also whether the child is able to interact with others, whether they are eating or any changes in mood or energy levels.

Birthdays

We have many birthdays and goodbye to kindergarten/nursery parties every year. Here we emphasize that togetherness, and a positive atmosphere are the most important, and that the child who celebrates his or her birthday or graduation is at the centre. If the child is not in the nursery / kindergarten on the day itself, we agree to have the celebration on a different day. Our position is that the child should be celebrated and the day should be marked. You are welcome to bring something sweet and delicious for all the children, which we enjoy after mornings snacks or after lunch. Think about what you bring, and try to bring something that is delicious, filling and nutritious. You can

always ask staff for advice. You can read more about our birthday policy: <https://www.teaterboern.dk/polit>

Then the practical things

Each child has their own wardrobe space for outerwear, shoes, rainwear and rubber boots. In both the kindergarten department as well as the nursery, each child has a box with spare clothes, they can change into if they get wet or dirty. At Helligaandskirken all children have a little bag with a change of clothes for trips, as well as a larger pile back at the kindergarten. In the nursery, all the children have an additional box of clothes in the changing room as well the space above their cubbies. We ask that you put labels with your child's name on all clothes and shoes, as children can't keep track of their own clothes throughout the day by themselves. Furthermore we ask that you please bring a water bottle and backpack with you to both nursery and kindergarten. When the sun starts to shine during springtime, it's important that you remember to apply sunscreen before you leave in the morning. We also carry sunscreen when we go out, and we will make sure your child is covered. All our sunscreen is of course without any perfume or parabens.

list of practical information

- names in all clothes and shoes. We recommend labels with pictures as well names.
- A small backpack which is easy for your child to carry, as well as a water bottle.
- Change of clothes for all types of weather. Remember that the clothes you choose are allowed to get dirty.
- We recommend that your child's clothes are easy to move around in, and easy for the child to take off and on by themselves. We also ask that your child doesn't wear dungarees or pull up nappies as they are ergonomically unsound.
- When your child starts to show interest in going to the toilet without wearing a nappy, we recommend you start dressing them in pants and a vest rather than a bodystocking.
- If your child has a pacifier you need you bring your own from home, we ask that your child's name is also on the pacifier. It's your responsibility to change the pacifiers regularly. If your child is used to sleeping with a teddy, that's fine. just make sure you can wash it at a high temperature.

- Your child needs their own pair of slippers in the nursery as well as the kindergarten. The child should be able to put them on and take them off by themselves.

We look forward to see you at teaterbørnainstitutionen. Please dont hesitate to call if you have any questions

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All the best

from all of us at Teaterbørneinstitutionen

