

# Welcome to Grænuvellir!



Here we have gathered some useful information for you to read about our school.

## Opening hours

Grænuvellir opens at 7:45 am and closes at 16:30 (4:30 pm). We kindly ask you to respect those hours. It is important that a member of the staff is notified when the child arrives, as well as when it leaves.

## Our day in Grænuvellir

7:45 The School opens—quiet play, bookreading, puzzles etc.

8:15-8:45 Breakfast is served

9:00–11:30 Group work/spontaneous play/outdoor activities

9:30– Midmorning snacks– including fruits and vegetables

11:30- Lunch

12:00 Sleep/Rest/Quiet time

13:00 Playtime—in-or outdoors

14:30 Afternoon snacks

15:00 Playtime

16:30 School is out for the day

N.B The schedule may vary depending on classes/childrens age.

## Clothing

It's important for the children to wear comfortable and appropriate clothes at the kindergarten.

We recommend the following type of clothes should be in the child's bag:

- Extra set of clothes: underwear, pants, sweater, socks.
- Good outdoor clothing including: raincoat and trousers, rainboots, warm sweater, two set of hats, at least two sets of mittens, woolensocks, fleece pants, snowsuit and snowboots in the winter.

## **Housing**

Grænuvellir has eight different classes. In the middle of the building is a big hall wich each class has access to once a week. We have a large garden around the house that we use every day. In addition we have access to an area we use for outdoor education and cooking.

## **The kindergartens policy**

The school Grænuvellir operates according to Act no. 90/2008, Regulation on Nursery schools, nursery school curriculum, the Nation curriculum and school policy of Grænuvellir Nordurthing.

The play itself is a very important tool in children's education and development. The children are an active and a creative participant in their own play and therefor they learn from experience rather than teaching. John Dewey said that the most important attribute that can result from playing is the desire to continue learning. According to him, teachers are responsible for the environment to be inspiring, stimulating and organized with variety of materials. The motto of John Dewey is „learning by doing” which means that children learn from their own experience rather than from being taught. The school is an opportunity for children to develop as both individuals and citizens.

The preschool is also influenced by Positive Discipline which is a discipline model used by schools, and in parenting, that focuses on the positive points of behavior. Positive Discipline is a program developed by Dr. Jane Nelsen. It is designed to teach young people to become responsible, respectful and resourceful members of their communities. Positive Discipline teaches important social and life skills in a manner that is deeply respectful and encouraging for both children and adults.

## **Grænuvellir emphasizes on:**

Respect, friendship and wellness with a focus on nutrition, motor skills, social skills and play.

Play

Effective language training

TMT- sign language

Music

Outdoor education

*Better foundation, brighter future-* Early intervention in preschool motor skills

You can read more about the school policy and its strengths in the school's curriculum and its seven values.

## **Good to know**

Grænuvellir closes for 4 weeks during the summertime. Other holidays are marked in our

calendar e.g. planning days, holidays around christmas and easter.

After lunch the children rest for a little while and because of that we recommend you don't pick up your child or bring it to the kindergarten from 11:30-13:00.

It is important for the child's language development to nurture their native language and that is their parents' responsibility. It is also important for the child's wellbeing to help it learn the new language, to strengthen their social skills. The child and its parents could learn a new language together.

In Grænuvellir the bilingual children receive special language education designed for the need of each child. The children get their own little dictionary "Ljáðu mér orð" which has photos of themselves and the other children in the kindergarten in many different situations. There are also pictures of clothes, food, toys and events.

In case your child gets sick it must stay at home until it is well again. Please inform the staff if the child is not attending.

### **Useful links**

grænuvellir.karellen.is– The kindergartens website

tungumalatorg.is

mcc.is

modurmal.com

### **The rules of the school**

The school Grænuvellir operates according to Act no. 90/2008, Regulation on Nursery schools, nursery school curriculum, the Nation curriculum and school policy of Grænuvellir Nordurthing.

### **Applications**

The following rules apply to the application, enrolment and charge of the School. Applications for stay at Grænuvellir is on the school's webpage: [www.grænuvellir.karellen.is](http://www.grænuvellir.karellen.is), and you will find it under uppýsingar. Parents/guardians receive an email with confirmation that the application has been received. You can apply for the school if your domicile is in another municipality, but to be accepted you must be domiciled in Norðurþing. The allocation is subject to a parent/guardian not being in debt with the school. The school receives applications all year long, but we ask for applications for the fall to be in place before April 1st of each year. Children are registered on the waiting list from the age of one year old and are checked in according by date of birth. Therefore older children will have priority over the

younger children. The school usually adapts new students 3-4 times a year. Parents/guardians should receive a confirmation for their child being accepted approximately with one month notice. When a child has been accepted into the school an email will be sent with information about when and in what matter the child's adaptation will be. When a formal confirmation from the school's principal has arrived the child has been accepted and that will not be undone even though older children may be applying after the confirmation arrives. The older children applying, will wait the next acceptance.

If there are complications which demand the child having a priority over older children in being accepted to the school, an appropriate certification from a certified specialist/doctor has to be in order.

**Changes regarding the child's stay:** Both parties can terminate the contract with one month's notice. The contract will then end on the 1st or the 15th after a one month has passed.

## School fees

School fees are prepaid and will be charged from the 1st of each month. Fees take mid of the child's contract; duration of stay and meals. The fees should be paid by the 20th of each month to avoid extra costs. The school charges for 11 months per year. The fees are decided by the local government. The school's general operation costs are for the most part paid by Nordurthing. Any changes regarding fees are reported to parents by the school. There will also be updated information on the school's website as well as Norðurþing's website.

If fees haven't been paid three months in a row parents are recommended to negotiate about payments to maintain the child's place. Otherwise it is the principal's duty to resign the child's contract.

## Discount

Married couples or couples in a registered union pay a regular fee, single parents can apply for a discount at the principal's office but in order to do so, one must be on the national register. If at some point single parents start a registered union they will have to pay a higher fee from that point of time.

Sibling's discount is as here says:

With 2nd child 50%

with 3rd child 100%

Parents that are studying can get a 20% discount of the school's fees as long as their education is fully compatible to the Icelandic Student Loan Fund. Applications for that discount is to be delivered to Fræðslu- og menningarfulltrúi at the beginning of the school year. There is also to be handed in at the beginning of every semester, a certification from the school saying that the parent is signed up for the semester.

There is no discount available for meal fees but if a child is away for 4 weeks or longer, parents can ask for the fee being fully dropped.

If a child is sick for 4 weeks or longer, parents can apply for all fees to be dropped. In order to do so a certification from a doctor needs to be delivered.

Parents are obligated to report to the school's principal if there are any important changes of the child's environment, such as new address, new phone number or changed relationship status of parents.

### **Opening hours and planning days**

The school is open from 7:45-16:30. Every child's contract of stay is by the whole hour and charged accordingly. In addition parents are given 15 minutes extra both before and after the negotiated time to bring their child to school or to pick it up. Those 15 minutes given are for the ease of the parents who need to get to or back from work. Parents and children are expected to have left the school when those 15 minutes are out. Except for when the child's stay is to 16:30. The school closes at 16:30 and every child has to have left the school by that time.

If the child is picked up after it's negotiated time parents will be charged of 1000.- kr each time.

The school is closed on December 24. and December 31.

The planning days of Grænuvellir are 4 each year. The school's principal organizes those days entirely and seeks to plan them in a compliance with the elementary school as much as possible. The planning days are visible on the school's calendar and are advertised with one month notice.

Every child needs to take at least 4 weeks summer holiday each year.

### **Special needs service**

Grænuvellir offers special needs service. Félagsþjónusta Norðurljóssins takes care of the professional service and support of the school.

The professional's job is to give advice, training and support of students, staff and parents. If there is a need of a professional support, the school will ask the parents for a written licence to apply for it. Also if needed, with the agreement of parents, the school will seek professional advice for infants from the local health care.

### **Confidentiality**

Each and every staff member of Grænuvellir signs a confidentiality and that agreement is continuing even if the staff member no longer works at the school.

The school's requirement to report to child services goes beyond the laws and agreements of confidentiality according to the laws of Child service Act. No. 17 80/2002.

### **Treatment of disputes**

If there is a dispute about the practise of these rules it is possible to refer the case to fræðslu- og menningarfulltrúi wíh handles the matters of the school. If already done so and there is still a disagreement then the case should be refered to fræðslu- og menningarnefnd. A desicions of the local government about a case of a single child can be apealed to menntamálaráðherra according to school's laws no. 90/2008, chapter 10.

*Agreed by fræðslu- og menningarnefnd June 10, 2015.*

*Confirmed by the town council June 16, 2015.*

### **Þátttökuæðögun á Grænuvöllum**

At Grænuvellir we have what we call participation adjustment plan that we follow when a child starts the school. The plan covers 5 days and the parent is supposed to be an active participant these days. They take care of their child's needs, feed the child, change diaper and play with the child. The teachers role is to give instructions, provide material for play and to observe the interactions between the parent and the child so they can meet the child's needs when the parent leaves.

The philosophy behind participation adjustment is based on is that the parent feels good and secure and then the child knows that the Kindergarten is a safe place to be left in, developes safe attachment.

We assume that participating in the program will make the parent feel excited and relaxed at the same time. They learn how the Kindergarten works and our believe is that they will feel more positive about the program.

Below you can see the plan but note that it might change due to how your child is feeling and adjusting.

<b>Day 1.</b>	The child arrives with a parent at 9 o'clock and stays until 10:30. They get a chance to look at their classroom as well as the whole school and the outdoor area. If the child is usually asleep at this time it is possible to come a little earlier or later. 😊
<b>Day 2</b>	The child and the parent stay in the school from 8:15 to 12 o'clock. The parent is with the child the whole time.
<b>Day 3</b>	The child and the parent stay in the school from 8:15 to 15 o'clock. The parent is with the child the whole time with a possibility of a little coffee break for a few minutes if the parent and teacher think it will work. The parent can also go home while the child sleeps.
<b>Day 4</b>	The child and the parent stay in the school from 8:15 to 15 o'clock. The parent is with the child the whole time but takes a coffee break for about 20 minutes.
<b>Day 5</b>	The child arrives with a parent at 9 o'clock. The parent is with the child at first and then says goodbye. The parent comes to pick the child up at 15:00.  <u>It's good to keep in mind to pick the child up around 15/15:30 for a few days while they are adjusting.</u>