

# Kinderopvang Prins Vleermuis Campus B.V.

## Information for parents



Welcome to Kinderopvang Prins Vleermuis Campus! We are so happy to open a daycare especially for you, your children and the people that live, work or study at the Campus in Wageningen.

To give you an impression of Kinderopvang Prins Vleermuis I send you this letter with information about our policy's, our habits and our care.

### **Hours and rhythm**

Our hours are from 7:30 am to 6:30 pm each Monday to Friday. You can choose to bring your child one morning or five whole days or anything in between. In the morning you can bring your child between 7:30 am and 9:00 am. You can pick up your child between 12:30 pm and 1:00 pm (half day) or you can pick up your child between 5:00 pm and 6:30 pm (whole day). In the afternoon you can bring your child between 1:00 pm and 1:30 pm and you can pick up your child between 5:00 pm and 6:30 pm (half day). If you want to bring them after 9:00 am or pick them up before 5:00 pm, let us know. Sometimes we will go for a walk or have trips, so we need to know what time you will come to pick up your child.

For babies we follow yours and their rhythm. The bottles and the formula is the only food we ask you to bring along. We ask you to write your babies name on the bottle and weigh the formula per feeding. All the other food, diapers, tissues and trips are included in the price. At the baby group we have a rhythm: 9:30 am fresh fruit (sliced or mashed, depends on the age and the wishes of the parents); 11:30 am bread (depends on the rhythm and age of your child); 3:00 pm healthy snack (rice cracker, breadstick or fruit); 5:00 pm warm & fresh meal (on request). Babies that are one year old will follow this rhythm if possible. Also we try to put the babies of one year old to sleep between 10:00 am and 11:30 am, and between 1:00 pm and 3:00 pm. We can always talk about your wishes and your baby's needs. The teachers keep a diary from the days your child will be in daycare. In the diary you can read the most important things to know: sleeping times, feeding times, how much of the bottle was empty, dirty diapers, etcetera.

For the out of school care we have different opening hours: they depend on the time that your child's school finishes each day. We have afternoons from 11:30 am to 6:30 pm (long day) and we have afternoons from 2:30 pm to 6:30 pm (short day). Your child will be picked up after school and brought to the out of school care. They will eat a healthy snack (fruit) and then the children can play. You can pick them up between 5:00 pm and 6:30 pm. This is also because we make a lot of trips with the 4-12 year olds. Sometimes we go to the zoo, sometimes we go to playgrounds or to a gym or something like that. When we take the car to go somewhere, we always ask for your permission. All these trips are included in the price. All the food is also included.

Drinking is really important, at all groups, at all times. We never say no to a thirsty child. We have table moments, but when a child wants to drink all day long, he or she is allowed to.

Also going outside is really important to us. We try to go outside at least once a day, we prefer to go outside two times a day.

## Closing days

Some holidays we are closed: New Year's Day, Easter, Pentecost, Kingsday, 5<sup>th</sup> of may (Liberation Day for Holland), Ascension Day, Christmas. If one of these days is your daycare day, you can ask us to exchange this day with another day (by email). We will check the schedule if there is a spot for your baby on another day (for more information, look into our exchange policy).

## Prices

Our daycare price (0-4 years old) is €7,00 per hour. You always pay for the morning, for the afternoon or for the whole day (not per hour). Our out of school care price (4-12 years old) is €6,65. You always pay short day or long day, or whole day in holiday time.

## Policy

Kinderopvang Prins Vleermuis works with a policy developed by Thomas Gordon, an American psychologist. His vision is to listen to children and to communicate with them. We always take the time for children to listen to them, try to understand them (also babies can tell you something without talking). When two children have a conflict, try to level with them and ask them what has happened or is happening. You can see if they can solve the problem, with no or just a little bit of help from you. When we pick a child up, we tell them before we do. Imagine that you are walking or sitting and suddenly someone from behind pulls you up. That is scary and sudden right? So we do not do that. We tell the child: "I am going to pick you up now". During the diaper changing we interact with children. We tell them what we do and why we do it: "I am going to give you a new diaper, so you will be nice and clean". We have a conversation with them: "When I am finished changing your diaper, we can go and sit at the table to eat fruit and sing a song". During playtime we challenge the children: "I see you have a green ball. Can you roll it over to me?" We appoint things, we appoint what we see and what we hear. We notice that children copy us and they learn from it.



In Holland we work with VVE at our daycares. VVE stands for Vervroegde voorschoolse educatie: early pre-school education. This means we try to help children develop, before they officially go to school. To give us a guide, UK & PUK is part of our daycare. Puk is a doll that has clothes and a backpack. He eats with the children, he plays, he sleeps, he has feelings of sadness and happiness and he loves to learn. Children like to take care of Puk and to teach Puk letters, words and numbers.



Also we have children progress – files: “Doen, praten en bewegen”. The children **do, talk and move**. We follow their progress in their movement, words and pronunciation, and motor development. We record our findings in each children’s own file. You can always look into this file: you can ask the teacher if you can see it. When your child goes from the baby group to the toddler group, you can ask the teacher to make an appointment to sit down together and talk over the file. In some cases, if the teachers are worried about some development part, they can ask you: “Does the child do this at home, but not here?” “Do you want us to practice this more often?” Together with the parents we can make sure the development will be secured and good.

### **The first time**

Before your child accompanies us for the first time, we always plan an intake with the teacher and adjustment periods. The intake will take place at the first adjustment period and will take half an hour. At the daycare this will be one morning from 9:30 am to 11:30 am. We plan this morning when you are not at your work yet, so that if they have any questions or maybe we forgot something to ask, we can always call you but we don’t have to disturb you at work. At the intake we will ask you a lot of questions, because we want to know everything about your child and we also want to know things about you and your family. After the intake (at 10:00 am), you may leave and you can come back at 11:30 am so we can talk over the morning. The second time your child will come to adjust, will be in the afternoon, from 1:30 pm to 4:30 pm. After these adjustment periods the first time will be for real when you go to work.

The adjustment period for the children from 4 to 12 years old is one afternoon (including intake) from 4:00 pm to 5:30 pm. Then also we ask you to be attainable, so we can call you if we have questions. At the intake we ask you about any specifics, like allergies, habits and family.

### **Information**

Every time you bring your child we will ask you how you are and how your child is feeling. It is important for the teachers to know what is going on in your life. If something happened yesterday or over the weekend and this influences you, tell us. Your child is your personal mirror. If you are sad, your baby will be. If you have anxiety, your baby will feel this too. It is important for us to know, because sometimes we need to give you or your child extra help or comfort. We have been in situations that parents ask us for extra daycare when our baby groups were full, so we had to say no. They told us they had a funeral, so we asked other parents of a 22 month year old if this child could go to the toddler’s group. The child liked it and the parents had no problem with it, so we did not have to say no to the parents that had the funeral. But we will only do this if we know it is urgent. And if something really bad happens in a family, toddlers will talk about it. If we know about it, we can give the toddler the best guidance in what has happened. Just let us know 😊

### **Interns**

At every group there will be interns. These interns are going to school (SPW/SPH) for 2 or 3 days in the week and work at the group for 2 or 3 days in the week. The teacher will follow the intern to see if she is capable to care for the babies and children. If the intern is ready and capable, she can change diapers, feed a bottle, feed bread or fruit, play with the children and take them to or out of bed. The

only thing that an intern will not do is making a bottle (formula). It is always the teacher that makes the bottle.

### **Picking up**

When not the parents, but someone else picks up your child, make sure you notify us about that. If we have not heard from you and grandmother or an uncle wants to pick up your child, we call you before we give your child with them. If we can't reach you, the children stay with us until you call us back.

### **Exchange policy**

When your child is sick or absent, please notify us by email [campus@kinderopvangprinsvleermuis.nl](mailto:campus@kinderopvangprinsvleermuis.nl) . Check the exchange policy for more information about exchanging or extra daycare.

### **Direct Debit**

We ask parents to pay via direct debit. You pay every month, in advance. If your child will come for the first time in May, we will debit the monthly amount at the 26<sup>th</sup> of April. You will get the authorization form with the other forms. It is not possible to pay otherwise. If there is a problem: contact us by email [campus@kinderopvangprinsvleermuis.nl](mailto:campus@kinderopvangprinsvleermuis.nl) .

### **Childcare allowance**

As you bring your children to daycare or to out of school care, you can ask the government for childcare allowance. You can visit [www.belastingdienst.nl](http://www.belastingdienst.nl) , you will need a DigiD for this. For the allowance you give our data:

Kinderopvang Prins Vleermuis Campus BV:

LRK daycare (0-4 years old): 124771488

LRK out of school care (4-12 years old): 202286794

### **Last but not least**

Some little notes: when you walk into the baby group, take off your shoes or wear the "plastic bags" next to the door over your shoes.

The children will be picked up from school in Stints (these look like big bath tubs on wheels. Max 25km/h) or in cargo bikes (bikes with a tub on it where the kids can sit in).

Is it your child's birthday we will celebrate his or her birthday on the group. Please make sure the treats are always healthy. If you are not sure, ask the teacher about it.

Put on some old clothes, children crawl, play and get dirty here and outside 😊