



Partou KDV Emmy Andriessestraat 56 (POV)

We are glad you have opted for Partou. I, the branch manager, together with my team, would like to extend a warm welcome to you and your child. In this booklet, you can consult the main rules applicable to this establishment: our opening hours, the allocation into groups, the activities, what to do in the event of illness, our nutritional policy, etc. This information booklet forms part of Partou's educational policy. Our educational policy can be found on our website and in the special app called Mijn Partou.

If you have any questions after reading this booklet, or if you would like to discuss something with us, feel free to ask.

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General

In our attractive childcare centre at Emmy Andriessestraat, we offer pre-school childcare for toddlers aged 2 to 4. Here, toddlers are given every room to develop and prepare for primary school in a safe and loving environment. We work together with ABBS Het Podium primary school to ensure seamless and continuous development for the children.

Opening hours

There are two toddlers group at our location.

Toddlergroup 1: Our branch is open Monday to Friday, from 8:20 to 13:40, with the exception of public holidays and school holidays (North region). That means that we are open 40 weeks a year.

Toddlergroup 2: Our branch is open Monday, Tuesday, Thursday and Friday, from 8:20 to 13:40, with the exception of public holidays and school holidays (North region). That means that we are open 40 weeks a year.

Food and drink

A delicious apple or a wholesome sandwich topped with dairy spread; enjoying food together is a very sociable experience. We believe it is important to teach children a healthy diet. We therefore ask you to use the guidelines of the Netherlands Nutrition Centre in regards to the snacks and the lunch you give.

Health and safety first

Health and safety are paramount at our establishment. Our quality manual, among other things, stipulates what measures our educational professionals must take to prevent health and safety risks. For example, it provides detailed information on what kind of hygiene measures they have to take on a daily basis and what precautions apply if they want to take the children out on a trip, among other things. In addition, we follow a branch-specific health and safety policy. In this health and safety policy you can read which location specific risks we have mapped out and what measures we have taken to minimize the risks. This policy also describes how we have incorporated the dual control principle. This health and safety policy can be found in the parent portal Mijn Partou.

Pre- and early education

We pursue a continuous line of development for the children, from the preschool period (ages 2 to 4) to the early school period (ages 4 to 6). Through play, children develop their social-emotional, locomotory, language and numeracy skills. The objective of pre- and early education is to give children a better start in education, thereby improving their performances and successes at school. Pre- and early education are offered on the basis of an educational programme. With us, the children follow the official programme 'Uk & Puk'.

Uk & Puk

Uk & Puk is part of the Ko-total programme. Being active, exploring and play are key elements within the programme. The activities stimulate speech and language skills, social-emotional skills, locomotory and sensory skills and provide for early numeracy stimuli. Examples of this are: we count the children together. See who has made a high or a low tower. Together with the children, we search the space for objects that have a certain shape.

Uk & Puk is intended for all children aged 0 to 4. Particular attention is paid to children who need additional support. The programme is structured around a number of themes (e.g., gosh it's hot, what are you wearing today, giants and dwarfs, achoo). Within those themes, we do activities, play games and sing songs. We carry out the activities with the large group or in a small group, the small group being formed based on age or development needs, so that we can tailor the activity to your child's needs. Hand puppet Puk experiences the same daily things as the children and Puk involves the children in the activities.

A peek into a theme: During the achoo theme, the children look after the sick Puk. Puk is put in bed and well cared for by the children. They read a book, stick plasters on Puk (and themselves) and the children bring Puk to the doctor. We are introduced to the scales, growth chart and we make medicines ourselves to make Puk better again.



Our daily routine

During the presence of the children, VVE is the guideline for our actions, so that we work in a result-oriented way, with the development of your child in our sights. We work according to a daily routine that includes free, supervised and guided activities.

The daily routine generally looks like this:

- Play-intro: parents and toddlers enter the group and greet the educational professionals. Parents play with their child and there is an opportunity to speak with other parents and the educational professionals.
We wave the parents goodbye. Thereafter, the morning more or less continues as follows:
- *The classroom circle:* All children are personally greeted once more in the classroom circle. They can 'tell their story' to the group. The activities in the classroom circle mainly focus on the current theme. We sing songs, introduce new games and discuss which activities we are going to do.
- *Playtime:* The children choose their game or are invited by the educational professional for a supervised game in one of the play areas. Toddlers are particularly stimulated in their development during playtime in the small group.
- *Clearing away:* The children sort all the games and materials they have been using and put them back in their place.
- *Toilet visit and washing hands:* Children who are toilet-trained, go to the toilet in turns and all children wash their hands.
- *Eating fruit/vegetables:* At the table, we sing songs until all children are at the table with clean hands. The children then eat their fruit/vegetables and drink water/ milk.
- **Outdoor play or activity game:* We play outside or do an activity game with the entire group.
- *Toilet visit and washing hands:* Children who are toilet-trained, go to the toilet in turns and all children wash their hands.
- **Group activity: with the emphasis on constructive and expressive activities.*
- *lunch:* The children bring their own lunch boxes. We drink water/milk on the group.
- *Conclusion:* After clearing away, the morning is completed with a book or a verse. The door is opened for the parents by the child of the day. The toddlers are picked up with time for feedback as part of the handover.

* with toddler group 2 things are slightly different, outdoor play takes place where group 1 does the group activity and vice versa.

The development of your child

As a parent, you often think to yourself 'they grow up so quickly'. Not surprisingly, because children do indeed develop at lightning speed. It is a privilege to see how a child starts talking, starts playing with others, develops its own will and becomes more self-sufficient. We, and in particular the mentor of your child, monitor the development of your child. We do this by using the child-monitoring system KIJK!. We assess the following development areas and associated lines:

· Basic characteristics and involvement

Social-emotional development:

- Dealing with yourself/self-image
- Relationship with others (children)
- Game development
- Self-reliance/task-oriented

Language development:

- Speech and language development
- Literacy



Arithmetic:

- Numeracy
- Cognitive development

Locomotor development:

- Primary locomotor skills
- Secondary locomotor skills
- Drawing development

We record these observations twice a year. The educational professional analyses the observations, thereby monitoring the development of your child and that of the group. We tailor our activities to these observations, both at a child and at a group level. We use this data to develop a reasoned offer that is in line with our group and your child. Once a year, the educational professional will invite you to discuss these observations.

Any concerns will always be discussed with you first. Subsequently, we jointly decide on a suitable programme for your child and what objectives we want to achieve in order to ensure your child develops its full potential. In due course, we assess whether the additional guidance has had an effect. We also discuss how you can promote the development of your child at home.

Together with you

The parents are informed of the themes verbally or through the newsletter. The involvement of parents in the activities of their children in the toddler group makes a positive contribution to the well-being and development of toddlers. Talking to each other about the development of the child at home and in the toddler group creates a valuable interaction between the parents and the educational professionals at the pre-school childcare centre. Each day, when bringing or collecting the child, we try to make time to briefly exchange information about specific moments of the child at home or in the toddler group, on that day.

Parent involvement

Learning to talk, playing with others, listening and discovering things for yourself: the first years of a child are extremely important for its further development. We, as well as you, of course, play an important role in that. A child appears to develop better if there is coherence between what it does at the childcare centre and at home. Hence we attach great importance to parent involvement.

Playing together

During the play-together-moments, you as a parent can experience what your child does in preschool and how the pre- and early education programme fits with that. This is followed by an educational parent and child activity.

Workshops

Workshops are organised at the preschool for all parents. During these workshops, you can share experiences with other parents and receive information on stimulating development, as well as tips and activities aimed at getting you started on the preschool theme at home, together with your child.

Individual guidance

Do you need extra guidance in stimulating the (game) development of your child? Then it is also possible to get individual support from a VVE coach at the location. Together we look at your child's development needs and how you can best meet them.

Our spaces

The toddler groups are next to the school classes. The group areas are painted in light colours and decorated with child-friendly furniture, combined with crafts, drawings and photographs of the children. Within the group, we visualise the daily structure through pictograms. Where possible, we offer toys and materials at child height, so that a child feels encouraged to choose (take the initiative) what it wants to play with.



For example, we have arranged different areas with games. The home area features a small kitchen with accessories such as pans, plates, cups and cutlery. In the construction area, we have Lego, train tracks, cars, wooden blocks and animals. We've also created a reading area, a theme corner and a puzzle cabinet. The layout of the room is such that children can play together, as well as by themselves. The corners and toy bins are labeled or transparent so that the children become acquainted with written language and see what material there is.

With each theme, the theme corner is renewed with toys, booklets and various materials that have to do with the theme. As a result, children are stimulated every theme again by new game material.

Collaboration with and transition to primary school

A good transfer of information about the development of your child ensures a smooth transition to primary school. With this information, the teacher can ensure that your child receives the right attention and that the education matches what your child needs. We use the Uniform Amsterdam Transfer Form for the transfer to primary school.

The transfer form is completed by the pedagogical staff member, who will then discuss the form with you as a parent. With your approval, the form will be shared with your child's primary school one month before the transition. If there is concern, the transfer will take place no later than three months before the transfer to primary school.

In addition to the transfer, we ensure a substantive connection with the (early childhood education at) primary school. At our location we mainly work together with primary school ABBS Het Podium. We ensure coordination by maintaining an (intensive) cooperation, coordinating our actions and, among other things, joint agreements are made about the themes that are dealt with in the various groups, the joint parties that are celebrated and coordination of activities.

Before your child turns 4 years old, your child will get used to primary school in consultation with the teachers and parents.

Activities

Challenging activities are important for the development of children. This way, through play, they learn to discover the world at their own pace. Our activities focus on three themes: going outdoors, movement and music. Each day, your child can enjoy one or more activities. In addition to the daily activities, we offer the specific activities described below.

A look beyond one's own group

In addition to their own group rooms, the children can also play and do activities in the following rooms.

- *School gym:* The school gym offers room for games and other activities. We have made arrangements with the teachers of ABBS Het Podium primary school as to when we are allowed to use the school gym. We play per toddler group between 12:00 and 13:00 in the gym. In order to reach the gym, we have a fixed safety routine. The children are all lined up with one teacher at the front and one at the rear of the line.
- *Infant groups:* Provided the theme is suitable to that end, the group can visit the infant classes. For example, it's quite an experience to do some shopping at the bakery shop of the infant groups.
- *School-wide:* During a closing theme or a festive event (Sinterklaas) we join the primary school in the main hall or outside on the schoolyard.



Playing outside

We play outside on the adjoining roof terrace. The playground is fenced and offers plenty of opportunities for exercise. In order to reach the outdoor area, we have a fixed safety routine. The children are all lined up with one teacher at the front and one at the rear of the line

Trips

By making trips, we increase the world of children and let them experience new situations and stimulate their development. For example, we go to the library, the park or the petting zoo. Or we get a breath of fresh air during a walk in the neighborhood. On the way there is always a lot to see!

The safety conditions as described in the quality manual apply during trips. We ask parents along during the trips. This is discussed with parents in advance. We can always be reached by mobile phone.

Practical issues

Report absence

If your child will not be coming on a certain day or if you go on holiday, please let us know as soon as possible. If you unsubscribe your child before 8:00 via the absent button in the parent app, you will receive a credit with which you can later purchase additional childcare if the occupancy allows this.

Bringing and collecting

Most parents bring and collect their child to and from our branch themselves. At times, of course, you may have obligations elsewhere and someone else will be collecting your child instead. If so, please let us know. We do not, of course, release children into the care of someone else without the permission of the parents. In addition, children can only be collected by someone over the age of 12.

With a view to the routine within the group and the activities we do, we would like you to bring your child before 8:45 and collect it at 13:40. If you want to bring or collect your child outside these times, you can. However, we would appreciate it if you can let us know in advance if you do.

Things can get a bit hectic when children are being dropped off and collected. Therefore, always personally tell an educational professional that your child is present or has been collected by you. In addition, make sure to always close the outside door or fence when arriving or leaving.

Exchange days

If you would like to exchange a day you can submit an application in Mijn Partou. The educational professionals will see what the possibilities are. You can read all the rules on exchanging in the additional terms and conditions of the contract. These additional terms and conditions can also be found on our website.

Extra (half-)day of care

If you want us to look after your child for an additional (half-)day and you only need the additional care once, you can also submit an application for this in Mijn Partou. If you want to extend the care for a prolonged period of time, you can simply submit a request using our contact form on the website, or by calling our Customer Service department on +31 (0)88 2357500.

If there is no place in your child's group, we may, after your written permission, also allocate your child to another group, subject to availability.

What if your child is ill?

If your child is ill, the best place for him to be is at home, where you can give him the extra care and attention he needs. If your child is clearly not feeling well or appears to have a temperature, we will contact you to discuss what is best for your child.



If your child has an infectious disease, like chickenpox, he can still come, bar a few exceptions. In the case of an infectious disease, we ask you to call in advance to discuss. In order to determine how long your child would be better off staying at home depending on the disease, we handle the guidelines of the National Institute of Public Health and Environmental Protection (RIVM) and we also consult the Joint Health Service (GGD) about the specific situation (extent of outbreak, age of the children, specific infectious disease). Always let us know if your child has an infectious disease, even if it is not scheduled to come in on that day. This allows us to notify other parents.

If an infectious disease is doing the rounds at our branch (or head lice), information is provided by means of a memo on the noticeboard.

Medicines

If you want, we can administer certain medication to your child. For this, you have to fill out a declaration for administering medication and bring the medicine in its original packaging, including the information leaflet. The inner or outer packaging clearly stating how to administer the medicine also suffices.

Paracetamol (to suppress a fever, for example) is given after due consideration. Your child will only be given this medicine if it has taken paracetamol elsewhere twice before so that we can be certain that your child does not develop an allergic reaction. If your child requires paracetamol, please bring it in yourself and fill out a declaration for administering medication.

If you already gave your child paracetamol earlier at home, please tell us.

Personal property of your child

Every child needs to bring in a bag. In this bag, we keep its personal items, such as a set of clean clothes.

Always the correct details on record

It is important that we can reach you at all times. If you have a new telephone number, e-mail address or if are you going to move house, please notify the educational professional and our Customer Service department in due time by calling +31 (0)88 2357500.

Contact with parents

Remote-experience the day

During bringing and collection, we love to hear from you what your child has experienced at home, whilst we in our turn want to tell you about its day with us. In addition, you can remotely monitor your child's experiences with us during the day. Through a special app called Mijn Partou, you will receive pictures and messages from the educational professional. For more information about Mijn Partou please visit www.partou.nl/ouderportaal.

Parents' committee

We attach great importance to parents' opinions and experiences. The parents' committee represents the parents. The parents' committee provides us with advice on matters such as nutrition, game and development activities and health and safety. The contact details of the parents' committee can be found on the noticeboard.

Customer survey

Once a year, we will send you a request to participate in our customer survey and share your experiences with us. Completing the questionnaire only takes a few minutes and we appreciate your cooperation. This allows us to further improve our care.



Dissatisfied? Tell us

We believe that proper cooperation between parents and our employees is extremely important. This way, we can give your child the best possible care. There is always the off chance that your opinion differs from that of an employee or that you are not satisfied with something. If so, discuss this with us as soon as possible. This enables us to hopefully remove any of your concerns or restore your confidence. If despite our efforts, we are unable to find a solution together, you can file a written complaint. More information can be found on our website www.partou.nl.

House rules

Smoking policy

An overall smoking ban is in place at our branch. This ban includes the outdoor space.

Pets

Bringing in pets is not allowed.

Personal property

Make sure your child does not bring in any belongings of a high monetary or emotional value, such as jewellery or expensive clothing. Partou cannot be held responsible for the theft or loss of the property of children or parents. If you visit the group, make sure that any personal property, such as a handbag, is kept out of reach of the children. This way, we prevent children from coming into contact with potentially dangerous items such as lighters, medicines or other things.

Other

- Make sure you close the door on arrival and departure.
- Pay attention to personal property in connection with the safety of the children

Group allocations

Group allocations

Your child will be allocated into its own, fixed group with fixed educational professionals, thereby creating a trusted and familiar environment.

Group	Age allocation	Maximum number of children	Number of qualified educational professionals	Maximum number of interns
Toddler Group 1	Age 2 to 4	14	2	1
Toddler Group 2	Age 2 to 4	14	2	1

Deployment of our educational professionals

When determining the group size and the deployment of our educational professionals, we comply with the applicable laws and regulations. The noticeboard shows which educational professionals are allocated to the group on which day.

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