

# Welcome to KKFO Holberg- the leisure institution at Holberg School (FIH)

(This information is available in several languages. Please see the school's website: [holbergskolen \(aula.dk\)](http://holbergskolen.aula.dk), translated via GoogleTranslate)

Here on the pages you will find practical information for children and parents. With your help, we get the best opportunity to create an educational community with a focus on the good activities for the children. Together, we focus on the child's development, well-being, education and learning.



We are a KKFO (Copenhagen Municipality's Leisure Scheme) located in beautiful surroundings in Emdrup.

We are an institution with approx. 250 children divided into 2 registers, Drivhuset and Skrænten, divided by years. We have a strong and close collaboration with Holbergskolen.

Both of our land registers have beautiful outdoor areas, they are located with approx. 600 meters distance. In everyday life, the children are separated, but we share the morning opening, holiday periods and reception of new kindergarten classes. Therefore, your child will also meet other adults than those associated with the class/register. If you have any questions or anything else, please contact us.

## Addresses and telephone numbers

Drivhuset: Emdrupvej 134  
Department for Kindergarten and 1st grades  
Tel.: 33 66 22 08, press 1.

Skrænten: Emdrupvej 96  
Department for 2.-3. the classes  
Tel.: 33 66 22 08, press 2.

Mail: 37825@buf.kk.dk

Manager: Kaspar Petersen, phone 51844300,

email : [ui55@kk.dk](mailto:ui55@kk.dk)

## Opening hours

Morning at 6:30 - 8:00

Afternoon Monday - Thursday at 13:05 - 17:00, Friday at 13.05-16.30

Pre-school start period, 1 May

and holiday periods: at 6:30 - 17:00 (Friday 16:30)

## Closing days 2024

The KKFO is closed on public holidays. In addition, the KKFO is closed:

Wednesday 27 March

Easter holiday/The day leading up to Easter

Wednesday 1 May

1 May

Friday 10 May

The day after Kr. Ascension

Monday 23.12 to Tuesday 31.12

The days between Christmas and New Year closed.

## The new kindergarten classes

At FIH, we call the upcoming kindergarten classes "New 0.". From May until the school summer holidays, they have the Greenhouse to themselves when the school children are at school. The rest of the day they share the house with the current kindergarten classes.

It is a big change to come to a care home from a kindergarten. Therefore, we have a special focus on reception, new relationships and school readiness, especially towards the summer holidays.

We practice, among other things:

Being able to wait your turn , listen, be self-reliant, routines and language that should make new children even more prepared for the start of school after the summer holidays.

Some activities will be in the group, others will be across the groups with both adult-led activities and play in a freer setting.

Every year, separate information is sent to all future school starters about exactly the course that is planned for the May period of the year in question.

## Cooperation between school and KKFO

Each class has a primary teacher who, as far as possible, follows the class from Kindergarten to 3rd grade. The primary pedagogue works at FIH and attends a number of hours in the school to ensure the transition work. The pedagogue also participates in various conversations and meetings with the class teacher.

This cooperation helps to create coherence in the child's everyday life and the cooperation is beneficial for the child's development, well-being, education and learning.

## Dates and events

For dates and events, we refer to our annual calendar, which can be found on our website: [www.holbergskolen.aula.dk](http://www.holbergskolen.aula.dk) Events include:

June	Summer Party
August	First day of school
August/Sep.	Holbergdag
December	Christmas market
February	Mardi Gras

We celebrate joint birthdays for the birthday children of the month. The dates are planned together with the children. Parents' meeting is held once a year. Afternoon parents' coffee is held continuously and in an informal setting.

See more on KKFO's annual wheel.

## Holidays 2023/2024

1.7.-9.8., 2024	Summer vacation
Week 42, 2024	Autumn vacation
23.12-1.1. 2024/2025	Christmas break
Week 7, 2025	Winter vacation
Week 16, 2025	Easter
Week 27-32, 2025	Summer vacation

During the holidays, we have the opportunity to do many exciting activities and go on trips. Meeting time during the holidays is no later than 9 due to today's planning. If the child arrives later, please inform the staff.

It is important that you, as a parent, inform us if your child is on holiday. This way we avoid that there are too many or too few employees at work during the holidays and use our resources as best as possible. You will be notified via AULA when it is time to register whether you are on holiday or coming to KKFO.

## **Food**

Breakfast is offered before 7.30 for the children who are in the morning opening. We focus on a healthy and nutritious start to the day and therefore ask that you do not bring breakfast from home.

At approx. At 14.30 a light and healthy, organic afternoon meal is offered, e.g. rye bread, fruit, vegetables or campfire food.

The new kindergarten classes - and all children during the holiday periods - bring a drinking bottle, some food until 9 ("9-food pack") and a nutritious lunch pack that provides energy, e.g. fruit, rye bread snacks or other healthy foods. We ask that you do not bring sweets, cake, juice or the like.

### **You parents can help us a lot by:**

- ✓ Help your child check out the screens when you collect
- ✓ Notify via AULA if your child is ill, takes time off, has to go to playgroup or similar
- ✓ Provide names on belongings, including clothes, shoes, etc.
- ✓ Provide a change of clothes and outerwear according to the seasons in the child's wardrobe in the KKFO.

## **Parents' Council - what does the Parents' Council do?**

Everyone is welcome to stand for the parents' council, which is elected annually (in September ). The council helps to work for the good community between parents, KKFO and school. In the parents' council, there are specific tasks, for example organizing parties, working days or applying for funds. In addition, the parents' council is involved in the conversations about the larger lines in the house - about the institution's values, goals and pedagogy - where the council can provide sparring from a parents' perspective.

If you as a parent have questions or anything else, you are welcome to contact the parents' council. Read more about who is on the Parents' Council via postings on AULA or contact the KKFO for details.

## **AULA and communication**

AULA can be downloaded as an app, "AULA for parents and students", or can be found at [www.aula.dk](http://www.aula.dk). At AULA, you get news and activity plans from FIH and register your child's holiday, absence, illness, family card and pick-up agreements, if, for example, a grandparent picks up or if the child is going to a playgroup.

We really want to spend time with your children. We therefore ask you to use AULA to communicate with us about drop-off, pick-up, holiday and illness. We take urgent calls, but recommend that everything regarding pick-up, holiday, illness be entered in the "Coming and Going" function in AULA. Then we can use our resources as best as possible.

If you need it, or just want to hear about the day, we would like to prioritize a small chat when you collect. However, we may be busy with the work with the other children and may possibly suggest that we contact you via AULA or by telephone when possible. The employees at KKFO are not necessarily with a particular child throughout the day and therefore do not always know what has happened in the morning. However, we can always investigate what we don't know - and we will of course always contact you if we find that your child needs it.

It is also always possible to write to or contact the primary educator for a meeting about your child's well-being. You do this either in person or via message in AULA.

## **The good children's life at KKFO Holberg/FIH**

### **What is the good childhood life?**

- The good children's life at FIH is an everyday life where the individual child is seen and heard - where the child is in its development.
- It is possible for the child to be part of a community and make at least one good friend in a safe environment.
- We see that the children want to come to KKFO.
- Security is the foundation for daring to try new things and entering into relationships with new people.
- The children develop positively in terms of skills and social competences through meaningful relationships between children and adults.
- A good childhood is also an everyday life with children who express high self-esteem and rarely feel lonely.
- We want to see many children with many friendships.

## How do we ensure that?

- We ensure a good life for children by creating a recognizable everyday life - in a structured framework. With clear and accessible adults and with clear frameworks for social tone and social rules.
- We work in a structured way. Our everyday life is planned and the parents are involved. We create security for the children.
- We draw up concrete action plans for the individual child when we experience a pedagogical necessity, and inform parents about this.
- We have a particular focus on vulnerable children.
- We organize our activities with a view to relationships and communities and focus on the educational aspect of the activity rather than the activity itself. We also offer diverse and age-appropriate activities in which all children can participate.
- We meet the child with recognition in order to understand the child's situation and views and with respect for the child's person.
- We give the children a say in their everyday lives. And we aim for an always well-functioning collaboration with parents and school.

If you are in doubt about something or have questions, you must come to us. We greatly appreciate your commitment and look forward to getting to know you and your child.

Many greetings from us at  
KKFO Holberg