



BJERKÅSHOLMEN BARNEHAGE
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WELCOME TO

BJERKÅSHOLMEN

KINDERGARTEN

Informations for new parents



2025

Welcome to Bjerkåsholmen kindergarten

Organisation

.....has been admitted to the unit.....

And may start at

The unit consists of children at the age of

There are three employees in every unit.

Pedagogical leader

Assistant

Assistant

Opening hours / vacation

The opening hours of the kindergarten are from 7.00 – 17.00, Monday to Friday.

In case you want to bring your child after 10.00, please let us know.

The kindergarten is closed at Christmas Eve, between Christmas and New Year and at New Year's Day.

On request the kindergarten will stay open at the days before Easter. Please notice that at the days before Christmas and Easter, the kindergarten will close at 14.00.

The kindergarten is open 11 months a year and is only closed 4 weeks during July.

On request it may stay open during the first week of July, but this predicts that the employees wish to take on extra work, and that the expenses of this will be covered by the parents.

In case you fetch your child late (after the closing time, at 17.00), please notice that you will then be charged an extra fee of 100 NOK pr. started 15 minutes, pr. employee.

Notice furthermore that there is a safety requirement that says that there must always be 2 employees present at the end of the day.

Routines at arrival and leaving time

On arrival and leaving time it is important that the parents contact one of the employees.

It is of great importance for us to know which children who are present at all times, as at the same time we think it is very nice to keep up a daily contact with the parents.

If the child is fetched by others than the parents, please notify the staff about this (see security routines).

Getting used to the daily routines of the kindergarten

During the first days in the kindergarten, a contact person in the unit will be appointed to you. He or she will help you getting familiar with the daily routines in the kindergarten and will be the first adult person that the child will get to know more closely during the first period.

The first three days are normally used as a period when the children are gradually getting familiar with the daily routines of the kindergarten. We advise the parents to be available during this period as these days will be shorter. The child will stay for only a few hours á day and gradually be introduced to longer hours as they get more familiar with being in the kindergarten.

Further information will be given you from the unit.

Daily routines

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7.00	The kindergarten opens
8.00	Breakfast
9.00	Playtime
11.30	Assembly
12.00	Lunch
12.30	Playtime
14.30	A meal of fruit
17.00	The kindergarten closes

Sjøblomsten and Sjøstrand

7.00	The kindergarten opens
8.00	Breakfast
9.00	Playtime
11.00	Lunch
11.30	Resting time/ Playtime
14.00	A meal of fruit
17.00	The kindergarten closes

NB: These are approximate times – and the daily routines may be slightly altered according to different activities.

Once a week, every unit offers a hot meal for lunch. Furthermore, every unit has a regular day for trips in the neighbouring surroundings.

Each Wednesday/ Thursday is regular meeting days for the staff.

Planning sessions

During a year there are five days of planning sessions and the kindergarten is then closed.

There will be two planning sessions in August, one in October, one in January and eventually one day in June. The specific dates will be announced in the autumn.

Parking regulations

There is a parking lot situated just outside the kindergarten. It is available at all times, but please turn off the engine of the car when parking. (See Traffic regulations §16).

NB: Please notice that it is important that you always close the gate when you enter or leave the kindergarten!

Payment

The fee per month is 990,- (01.08.2025) + meals included at 400,-

A reduction in fee for siblings will be considered according to the regulations made by Asker Kommune. (See also further regulations about reduction in fee).

You will pay a deposit of NOK 2.500 per one child, and 1.000 per siblings.

The money will be returned to you at the end of the contract period and if the monthly payments are á jour.

Dismissal

Please notice that a 3 months written notice is required if you wish to terminate the contract. The termination will then be calculated from the 1. of the month. NB: July is not reckoned as a month of dismissal.

Security routines

The kindergarten has worked out some security regulations which every parent should be acquainted with and then sign when having read it. In this handout you will also find rules for transportation and regulations for trips outside the kindergarten.

Twice a year there will be a fire drill in the kindergarten. You will find a detailed fire instruction in the Security routines.

Insurance

Bjerkåsholmen kindergarten is a member of PBL (Private barnehagers landsforbund) and has through this membership an insurance contract with Storebrand. You may get further information about this insurance contract from the leader of Bjerkåsholmen kindergarten.

Professional secrecy

The employees of the kindergarten, the parent members of the SU (Samarbeidsutvalget), and the board members are all bound by professional secrecy in all matters concerning the children and their families. The professional secrecy is also prevailing after the contract has been terminated.

The parent committee

In every kindergarten there is a parent committee (Samarbeidsutvalget) which consists of parents and employees. This committee is responsible of maintaining the children and their parents' interests in the kindergarten and will work on matters concerning the children's development and possibilities for activity.

Members of the parent committee will be elected at the first parent meeting in the autumn.

In case of illness

In case of illness the child must stay at home until he or she is well enough to be able to follow the daily routines of the kindergarten. If the child has a fever, it is important that he or she stays at home for an extra day without the symptoms of fever. The leader of the kindergarten will decide in this matter if in doubt.

In case of illness or other matters, the kindergarten has to be contacted.

The parents are responsible of the children's medications. In case the child needs to take medications during the day, the parents are responsible of instructing the employees about such matters. The medications must always be handed directly to the employees and with an additional written instruction about its use.

Meals

Breakfast has to be brought from home, whereas any drink; milk etc. is provided for by the kindergarten. At lunch the children will get a meal consisting of bread etc. and in the afternoon they will get a meal consisting of fruit etc. Once a week every unit is providing a hot meal for lunch.

At days with trips, the children will have to bring their own lunchbox, drink and something to sit on. It is wise to use a suitable backpack for this, as the child will have to carry it themselves.

Equipment / clothes

The children are advised to bring suitable, proper clothes for indoor/outdoor activities. It is important to bear in mind that children easily get wet, and thus always should be provided with some extra dry clothes.

Remember always to put a name tag in the children's clothes.