Shine, shine little sunshine

**Publication of Črnuče Kindergarten**

The municipality of Ljubljana

Founder of the public institution

Črnuče Kindergarten

Contents preparation: Katja Lindav, Andreja Klopčič-Hološević, Marina Kunstelj and Vida Mandelj

Note: This publication is intended for immigrated parents and their internal use, therefore it is not language edited. If you have any comments or improvements, you can let us know.

Sources:

1. White book about upbringing and education in the Republic of Slovenia, The Ministry of education and sport, Ljubljana, 1995
2. Eva d. Bahovec and others: Curriculum for Kindergartens, The Ministry of education and sport, Office of the Republic of Slovenia for education, Service of the Republic of Slovenia for education, Ljubljana, 1999
3. Kindergarten laws, The Ministry of education and sport, Ljubljana, 1996
4. The regulation of parental payment for kindergarten programmes Official Gazette of the Republic of Slovenia number 44/96 with changes

Shine, shine little sunshine

**Dear parents**!

In the publication of Črnuče Kindergarten, we gathered basic information about the organizing and functioning of our Kindergarten.

We assure you planned, organized, and systematic realization of the fundamental goals of preschool education. We are aiming that the children will spend an active and pleasant childhood in the interaction with peers and adults. With respect and cooperation we will create a safe and encouraging enviroment for your children. We will strive to be succesful at our work. We wish a good cooperation with the parents, Municipality of Ljubljana, Črnuče district community and all others who participate with us. But we especially wish a lot of happy and healthy children, who will joyfully go to kindergarten.

**Dear children!**

We will make an effort to prepare a varied programme, and we believe that you will feel comfortable and welcome at our place.

You already know… every day something interesting happens in the Kindergarten!

Andreja Klopčič-Hološević:The headmistress

Črnuče Kindergarten

is an indepentent public institution based in Črnuče, Dunajska cesta 400. It is established with the decision of district community Črnuče, number Taj./P-number 58/1966 day May 1., 1966 and is entered in the register of organizations associated labour at register court Ljubljana under number RGZ III. 339 day June 18., 1966. With the decree about the establishment of public educational institution Črnuče Kindergarten (Official Gazette of the Republic of Slovenia number 39/2008 and 76/2008), the founding rights and duties are taken over by the Municipality of Ljubljana. Črnuče Kindergarten is consisted of four units: Gmajna, Sapramiška, Sonček, Ostržek and dislocated department Škrati in N. H. Maks Pečar Elementary school. The children are possitioned in a total 34 units.

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| Administration office phone number: | 589 74 10, 051 34 99 90 |
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| Headmistress: | Andreja Klopčič-Hološević | 589 74 11 | andreja.klopcic@guest.arnes.si |
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| Counselor: | Katja Lindav | 030 324 602 | katja.lindav@guest.arnes.si |
| Additional professional help: | Sara Krajnc | 040 871 581 | vrtec-crnuce@guest.arnes.si |

Office hours: We are available from Monday to Friday 7 a.m. to 12 a.m. and 1 p.m. to 3 p.m.

For the pleasantness and safety of the children, and the quality of work in our Kindergarten are also in charge: preschool teachers and assistants, kitchen workers, cleaners, laundresses and maintenance workers.

Kindergarten tasks

Basic kindergarten tasks are day care, upbringing, and education of the children. With the professional work we wish to:

* Improve children’s and family’s quality of life
* Help parents with complete care for the children
* Create conditions for development for the children’s physical and psychosocial abilities
* Provide children a feeling of well-being

Vision

The vision represents to the employees a path of actions through which the life of children and adults is a foundation for well-being and learning. The vision reflects values, mission and global goals of our kindergarten:

* We accept, allow, and respect uniqueness and diversity
* We are open in interpersonal relations and solve problems immediately and professionally
* We educate ourselves and build the path to a modern kindergarten
* We protect kindergarten’s reputation always and everywhere

Kindergarten’s goals

We wish to achieve the highest quality of executing the expertise curriculum by the following way:

* We create a kind environment for the children
* We accept, allow and respect equality, diversity of children and their parents
* We encourage creative playing
* We enable the children to achieve new experiences, different adventures, self-confidence, independence and responsibility.

We consider the rights of children and parents…

that are placed by the Convention of children’s rights, also signed by Republic of Slovenia. The convention is based on children’s needs and founds a special care for the children. It emphasizes benefits for a child, and expresses the belief that a child needs an adequate quality setting for development.

The children’s rights:

* the right to childhood,
* the right to play,
* the right to divergences and differences,
* the right to equal possibilities,
* the right to choice,
* the right to privacy,
* the right to education which is directed:
  + to full development of child’s personality,
  + to strengthen the respect of human rights,
  + to preparing the child for responsible life in the free society, in the spirit of understanding, peace, tolerance, sex equality and friendship among all people,
  + to strengthen respect for the environment.

The parents’ rights:

* to be respected as the primary educators who carry the full responsibility of child’s development and raising
* to develop a cooperative relationship, keep an open dialog about a child’s development and raising, no matter the differences in cultural and linguistic origins
* to respect culture, identity, language, world view, values, beliefs, customs, habits, and customs of children and parents.

Program for the children

*Time and organization*

We perform a daily program for all the children in our kindergarten, throughout the duration of 6 to 9 hours per day.

The daily program upbringing, daycare, education, food and resting.

*Opening hours*

Every year we arrange opening hours according to parents’ needs and with the agreement of the founder of kindergarten.

Opening hours in all units are currently from 6 am till 5 pm (6.00-17.00).

The kindergarten is open every working day, from Monday thru Friday.

*The number of children in units*

The children are arranged in the departments according to age. The children in the I. age group are 1 to 3 years old, the children in the II. age group are 3 to 6 years old. The combined departments have children from the both age groups.

* age-homogeneous department (age of the children within the range of one year)
* age-heterogeneous department (the children of different age within the one age group)
* combined departments (the children of I. and II. age group)

**Norms**

|  |  |  |
| --- | --- | --- |
| Department: |  | Number of children in the department: |
| age-homogeneous department  age-heterogeneous department | 1-2 years old children  2-3 years old children  1-3 years old children | maximum of 12, exceptionally 14  maximum of 12, exceptionally 14  maximum of 10, exceptionally 12 |
| age-homogeneous department  age-heterogeneous department | 3-4 years old children  4-5 years old children  5-6 years old children | maximum of 17, exceptionally 19  maximum of 22, exceptionally 24  maximum of 22, exceptionally 24  maximum of 19, exceptionally 21 |
| age-combined department | the children of I. and II. age group | maximum of 17, exceptionally 19  (of which maximum of 7 children from the I. age group: 1-3 years old) |

Work in the department is performed by preschool educator and an assistant educator at the same time

In the daily program department for the children of the I. age group, it is needed to ensure presence of both preschool educator and an assistant educator for at least 6 hours per day, in the combined department it is expected for at least 5 hours of both educators per day, and in the II. age group department for at least 4 hours of both educators per day.

**What do we offer?**

Curriculum for the Kindergartens

We perform a publicly valid program Curriculum for the Kindergartens, which was confirmed at The Expert council of the Republic of Slovenia in March 1999 and represents a professional base for our work.

The goal of Curriculum has focus on acknowledging of human and children rights, and respecting diversity and differences within children. A child is an active participant of the process. By researching, testing, and the ability to choose activities, a child gains new knowledge and skills. Basic emphasis is on the educational process and on the whole interaction and experiences through which a child is learning.

Curriculum enables:

* updating, planning and performing the program for children of the I. and II. age group;

Children have the opportunity to learn through everyday playing and get their first learing experiences as they are able to discover, and make connections of knowledge from different areas of activities in the curriculum. It includes: moving, language, nature, society, mathematics, and art. The curriculum also includes other subfield activities like: health education, traffic education, moral and environmental education, etc.

Within the environmental education, we are proceeding with the international project called ECO Kindergarten (Slovenian title: EKO VRTEC).

With different activities and linking with peers and adults in the narrower and wider surroundings, all the units are going to participate. We are also going to cooperate with the Institute of Education of the Republic of Slovenia.

* performing the program for children with special needs with the additional professional help (guiding these children to suitable educational programs is defined by the law – slovenian title: Zakon o usmerjanju otrok s posebnimi potrebami).

*Enriched curricular activities*

Enriched activities in the Kindergarten are defined by contents, time, and space in the plan called “Spin, spin carousel” and is prepared by each Kindergarten unit.

In cooperation with The Municipality of Ljubljana we are performing projects: Water as a source of life and Care for Kindergarten’s surroundings.

Activity’s operators are preschool teachers.

*Additional offers of Kindergarten*

Kindergarten outdoors

For the children aged 5 to 6 years, we are organizing a five day winter and summer trip outdoors. Children from 4 to 5 age have an option to participate in a three day trip outdoors, but to perform this kind of trip it is necessary to make a preliminary arrangement with expert workers in the department.

Other additional activities: Dancing classes

In accordance with the instructions of the Ministry of education and sports of the Republic of Slovenia, we are organizing dancing classes for the children from the age of 4. Additional activities are not included in the price of Kindergarten, while parents decide for the activities voluntarily. The program is approved by the Parent’s council and Črnuče Kindergarten council.

Counselling work

Counselling work is intended for all the children in the Kindergarten, and is directed to the prevention, support, help, and encouragement for the child’s development.

Performing additional professional help

It is offered by the Order about directing a child with the intention of encouraging development of weak fields through child’s strong fields and interests (with the adjusted methods, shape of work, and environment). The goal is to help a child to be included among peers equally.

Meals for children in our Kindergarten

We provide a minimum 70 % of daily energy and biological needs for food. We also assure diet food for children who present us with medical certificate.

Food for the children is prepared in our unit’s kitchens and is:

* fresh and daily prepared
* healthy and balanced,
* safe and varied.

Occasionally we offer organic grown and processed food.

We take into account valid legal regulations from the fields of healthcare, instructions and recommendations of specialized institutions. We follow the instructions of HACCP.

The menus are:

* seasonal (suited to the time of the year),
* able to be seen on notice boards and on the Kindergarten’s website.

For the children aged 1 to 3, we provide:

* breakfast,
* morning snack (fruit purée or fruits and vegetables)
* lunch,
* afternoon snack.

For the children aged 3 to 6, we provide:

* breakfast,
* lunch,
* afternoon snack,
* fruits and vegetables in the mid-morning.

The children are encouraged to drink during the day (lightly sweetened tea in the wintertime and water in the summertime).

The youngest children have the possibility to choose between dairy or regular breakfast.

If a child is willing to celebrate his/hers birthday in kindergarten, we wish that parents would bring healthy foods (fresh or dried fruits, fresh vegetables, fruit juice) or little of something sweet (for example smaller chocolate or 3 biscuits per child). With this kind of gesture you contribute to healthy nutrition of children.

We cooperate

The cooperation with parents

The cooperation between Kindergarten and parents is an important side of quality of preschool education. We enable parents to collaborate with the organization of living and working in the Kindergarten and the department. By the arrangement with the preschool teacher we also allow parents to participate in the educational work.

Our Kindergarten traditionally boasts with different shapes of cooperating. We strive to develop relation with parents based on trust and cooperation on many levels.

Department level:

* introductory individual conversation about a child before he is included in the group
* parent teacher association meetings
* contact hours
* presentations of educational work, playing afternoons, workshops
* short conversations with the parents
* notes on boards and department’s website (according to capabilities)

Kindergarten level:

* first time in the Kindergarten – a lecture and conversation with parents whose child is newly accepted in the Kindergarten
* preventive educational gatherings with parents: educating parents for preventing addictions and other destructive children’s behavior
* parents’ council
* management board of Kindergarten’s fund
* Kindergarten’s council
* communicating through box – evaluating work, suggestions, remarks
* written notices
* communicating through website (important notifications about events in the Kindergarten)

Our expectations in the cooperation with parents

With our active part, by respecting the boundaries of mutual deciding, and not interfering with the institution’s proficiency, parents can participate in planning the life and work in the Kindergarten and department by:

* active participation at introducing the child in the Kindergarten
* including in different shapes of cooperation with the Kindergarten
* co-creating the curriculum in the department
* monitoring activities in the Kindergarten
* regularly reading notices on boards and/or website

Introducing children into Kindergarten

Separation from parents and staying in the new surroundings are big changes for the child. Therefore, it is important for parents to also prepare for these changes.

In June’s parent/teacher association meeting “First time in the Kindergarten”, parents can get important information about introducing a child into Kindergarten. The parents are able to discover the possibilities for gradual preparation of including a child into new surroundings.

In our Kindergarten we have long-time experiences with the gradual introduction of children. This means that parents get to spend first few days in the Kindergarten with their child, playing with him/her, and then gradually extending the time of independent staying for the child in the department.

A child gets, along his/hers parents, a feeling of security and trust within the new environment.

We recommend:

* that parents firmly make a decision for including the child into Kindergarten and that a decision is based on clear goals, because that is the way to easier bear the moments of temporary separation
* that parents meet for an individual conversation with the preschool teacher and/or assistant a few days before entering the Kindergarten and talk about the child and course of introduction to the department
* that parents take at least a few days off work to spend partially with the child in the Kindergarten and help with his introduction to the department

Parents’ responsibilities towards Kindergarten

**Payment**

System of defining the payment for the Kindergarten

Since January 1, 2012 the Exercise of Rights to Public Funds Act has come into force and according to it tall the rights from the public funding are asserted at Social work center.

The parents have a right to lowered payment for Kindergarten from the first day of the following month after the application is submitted. All the changes of facts and circumstances that have an influence on the right, you need to report to the competent Social work center.

The price for the programs from August 1, 2012 on

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| --- | --- | --- |
|  | Economy price EUR | The highest contribution from economy price in % |
| First age group: departments of children aged 1-3 | 485,00 | 77 |
| Second age group: departments of children aged 3-6 | 346,00 | 77 |
| Departments of children aged 3-4 | 379,00 | 77 |
| Combined departments: children of first and second age group | 379,00 | 77 |

The economy price is defined by the Kindergarten’s founder, The Municipality of Ljubljana, and can change during the year.

*The scale of grades*

The ranking means determining the price of the program. The scale is designed according to family’s income and financial status. The scale has 9 grades, the lowest payment represents second grade and the highest payment is ninth grade, which means 77 % of the program’s price.

|  |  |  |
| --- | --- | --- |
| Grade | Income group | Price of the program in % |
| 1. | less than 18% | 0 % |
| 2. | over 18 % to 30 % | 10 |
| 3. | over 30 % to 36 % | 20 |
| 4. | over 36 % to 42 % | 30 |
| 5. | over 42 % to 53 % | 35 |
| 6. | over 53 % to 64 % | 43 |
| 7. | over 64 % to 82 % | 53 |
| 8. | over 82 % to 99 % | 66 |
| 9. | over 99 % | 77 |

***Good to know:***

* you can get all the information about the payment at the Kindergarten administration, Mrs. Marina Kunstelj, phone: 589 74 12;
* parents receive the bill in the department of their child by 15th of the month. In case of child’s absence, we send the bill to your home address.
* payment deadline is 8 days from bill issue
* for address changes, parents report to the preschool teacher, and to Mrs. Marina Kunstelj. The address change certificate has to be brought to the administration within 8 days.

In case, parents should let us know by 9am their child is going to be absent, we lower the food costs in proportionate share, with the next day. Parents inform the administration about the absence by email to: [marina.kunstelj@guest.arnes.si](mailto:marina.kunstelj@guest.arnes.si) or [vrtec-crnuce@guest.arnes.si](mailto:vrtec-crnuce@guest.arnes.si). Parents can also call us on 01 589 74 12 or 01 589 74 10. The absence can be reported also to preschool teacher or teacher’s assistant in the department.

*Kindergarten foundation*

The parents voluntarily contribute to the foundation for educational means. The reference number is 120006. Raised resources are spent on buying the educational accessories. The foundation is being controlled by the administration board, which consists of parent’s representatives and Kindergarten workers.

Important notices

Documents needed for child’s entrance to Kindergarten

* doctor’s certificate you get at child’s personal doctor. The certificate should not be older than one month. The certificate ought to be given to the preschool teacher on the child’s first day at the Kindergarten.
* in case of transferring a child from another Kindergarten to ours, it is needed to submit the doctor’s certificate and the order about a ranked payment of the Kindergarten, that was issued by the Social work center.

Security and well-being care

* Parents should bring their child to the Kindergarten with a medical condition that does not endanger themselves or others.
* In case of contagious diseases, parents need to inform the preschool teacher.
* If a child gets ill in the Kindergarten, parents need to get their child as soon as possible. An ill child is more sensitive and wants to be with his parents.
* Changes about parents’ accessibility during a child’s stay in the Kindergarten need to be reported to preschool teacher as soon as possible.

Other notices

* Registration

Children can be registered to the Kindergarten during the whole year based on an Application for admission to Kindergarten. Parents can get the application form at all Kindergarten Črnuče units, or can be found on the Kindergarten's website and the Municipality of Ljubljana’s website.

* Holiday reservation

In case of child’s longer absence (at least one month or maximum of two months in a year) parents with a residency in some municipalities can file a form for place reservation in the Kindergarten. The price for reservation is defined by municipality where the child has residency.

The reservation can generally be used in June, July, August and September.

Parents, who have more than one child in the Kindergarten, can make a reservation only for the child whose payment for the Kindergarten is not co-financed from the state budget.

* Medical reservation

Medical reservation can be made outside the holiday reservation. The application is on our website with all the instructions. For additional information contact Mrs. Marina Kunstelj.

* Work organization during the holidays

When the holidays are arranged in the way that many children will be absent, we make a survey where parents can write their child’s presence. The days that need a survey are determined in the yearly working plan.

In case of a small number of children, we organize a daycare only in one unit (usually in Ostržek unit).

* Work organization during the summer

Due to the expected absence of many children, the employees use their annual holiday during the summer.

Educational work during the summer is organized by the curriculum goals.

Due to small number of children, we combine departments according to the normative. During the summer we, generally plan that one of the expert workers is present, who had been present with the child also during the year.

* Child’s exit from the Kindergarten

The children are generally accepted to the Kindergarten with the 1st of September. Parents, who confirm the child’s acceptance to our Kindergarten and change their decision, have to inform us immediately or by the 1st of September (this is important because of the bill payment).

For the child’s exit from the Kindergarten it is considered a 15 day notice period. It is announced on a special form which is available from the preschool teacher and in the administration office.

Črnuče Kindergarten units

Črnuče Kindergarten has 4 units and 1 dislocated department called Škrati (Elves). It is located at N. h. Maks Pečar Elementary school.

Ostržek unit (Pinocchio)

Address: Dunajska cesta 400, 1231 Ljubljana Črnuče

Phone:

Tract 1: 589 74 19, mobile phone: 030 324 401

Tract 2: 589 74 10, internal number 20, mobile phone: 030 324 402

Tract 3: 589 74 10, internal number 21, mobile phone: 030 324 403

Dislocated department Škrati (Elves)

Address: Dunajska cesta 390, 1231 Ljubljana Črnuče, phone: 030 324 601

Opening hours:

Basic daily program is performed from 6 a.m. till 5 p.m.

Ostržek unit and dislocated Škrati unit are in nearness of the elementary school, music school, and church. There is also an ending bus stop for the city bus number 6. Unit has its own kitchen.

In Ostržek unit there are children aged 1 to 6. In the unit there are 12 departments with terraces, a multipurpose room, and a big playground, which enables children to learn through experiences, creative playing, socializing with peers, relaxing and having fun.

Škrati department is located in the nearby elementary school, which provides the children an almost real family surrounding. Because the place is smaller, there are fewer children than in other departments of same aged children.

Sapramiška unit (little mouse)

Address: Cesta 24. junija 48, 1231 Ljubljana Črnuče

Phone: 561 47 00, 561 47 01, mobile phone: 030, 324 501, 030 324 502

e-mail: [sapramiska-crnuce@guest.arnes.si](mailto:sapramiska-crnuce@guest.arnes.si)

Working hours:

Basic daily program is performed from 6 a.m. till 5 p.m.

Sapramiška unit is a Kindergarten with 7 departments with children aged 1 to 6.

Unit is located between apartment buildings in Črnuče. Kindergarten has a playground with sandboxes and playground equipment, which enables creative playing.

In Sapramiška unit there is a distribution kitchen. Lunches for the children are made in the Ostržek unit’s kitchen.

Gmajna unit

Address: Cesta v Pečale 1, 1231 Ljubljana Črnuče

Phone: 530 76 90, mobile phone: 030 324 413, 030 324 412

e-mail: [v-crnuce.gmajna@guest.arnes.si](mailto:v-crnuce.gmajna@guest.arnes.si)

Working hours:

Basic daily program is performed from 6 a.m. till 5 p.m.

Gmajna unit has 6 departments with children aged 1 to 6.

Gmajna unit is surrounded by apartment buildings. Nearby there is a forest which enables children a direct contact with the nature.

The unit has its own kitchen, laundry room and playground with different equipment.

Sonček unit (little sunshine)

Address: Kraljeva ulica 10, Šentjakob, 1231 Ljubljana Črnuče

Phone: 530 76 80, 530 76 82, mobile phone: 030 324 512, 030 324 513

e-mail: [v-crnuce.soncek@guest.arnes.si](mailto:v-crnuce.soncek@guest.arnes.si)

Working hours:

Basic daily program is performed from 6 a.m. till 5 p.m.

Sonček unit has 8 departments with children aged 1 to 6. The unit is completely renovated, and the additional building has two more departments, terraces for the youngest children, a fairytale room, an art and computer room, book spot… There are fields and forest in the nearby, which enables many possibilities for the children to learn within nature.

The unit has its own kitchen, playground with sandboxes and equipment.

Shine, shine little sunshine

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The municipality of Ljubljana

Founder of the public institution

Črnuče Kindergarten

Contents (vsebina)

Contents preparation: Katja Lindav, Andreja Klopčič-Hološević, Marina Kunstelj and Vida Mandelj

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We will make an effort to prepare a varied programme, and we believe that you will feel comfortable and welcome at our place.

You already know… every day something interesting happens in the Kindergarten!

Andreja Klopčič-Hološević

The headmistress

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| Administration office: | Vida Mandelj | 589 74 10 | [vrtec-crnuce@guest.arnes.si](mailto:vrtec-crnuce@guest.arnes.si) |
| Care allowance bookkeeping: | Marina Kunstelj | 589 74 12 | marina.kunstelj@guest.arnes.si |
| Accounting: | Fetija Adrović  Urška Kukovič | 589 74 13  589 74 18 | [fetija.adrovic@guest.arnes.si](mailto:fetija.adrovic@guest.arnes.si)  [urska.kukovic@guest.arnes.si](mailto:urska.kukovic@guest.arnes.si) |
| Headmistress assistant: | Jasmina Furman | 051 660 540 | jasmina.furman@guest.arnes.si |
| Food and health hygienic regime organizer: | Mojca Egger | 040 871 361 | [mojca.egger@guest.arnes.si](mailto:mojca.egger@guest.arnes.si) |
| Counselor: | Katja Lindav | 030 324 602 | katja.lindav@guest.arnes.si |
| Additional professional help: | Sara Krajnc | 040 871 581 | vrtec-crnuce@guest.arnes.si |

Office hours: We are available from Monday to Friday 7 a.m. to 12 a.m. and 1 p.m. to 3 p.m.

For the pleasantness and safety of the children, and the quality of work in our Kindergarten are also in charge: preschool teachers and assistants, kitchen workers, cleaners, laundresses and maintenance workers.

Kindergarten tasks

Basic kindergarten tasks are day care, upbringing, and education of the children. With the professional work we wish to:

* Improve children’s and family’s quality of life
* Help parents with complete care for the children
* Create conditions for development for the children’s physical and psychosocial abilities
* Provide children a feeling of well-being

Vision

The vision represents to the employees a path of actions through which the life of children and adults is a foundation for well-being and learning. The vision reflects values, mission and global goals of our kindergarten:

* We accept, allow, and respect uniqueness and diversity
* We are open in interpersonal relations and solve problems immediately and professionally
* We educate ourselves and build the path to a modern kindergarten
* We protect kindergarten’s reputation always and everywhere

Kindergarten’s goals

We wish to achieve the highest quality of executing the expertise curriculum by the following way:

* We create a kind environment for the children
* We accept, allow and respect equality, diversity of children and their parents
* We encourage creative playing
* We enable the children to achieve new experiences, different adventures, self-confidence, independence and responsibility.

We consider the rights of children and parents…

that are placed by the Convention of children’s rights, also signed by Republic of Slovenia. The convention is based on children’s needs and founds a special care for the children. It emphasizes benefits for a child, and expresses the belief that a child needs an adequate quality setting for development.

The children’s rights:

* the right to childhood,
* the right to play,
* the right to divergences and differences,
* the right to equal possibilities,
* the right to choice,
* the right to privacy,
* the right to education which is directed:
  + to full development of child’s personality,
  + to strengthen the respect of human rights,
  + to preparing the child for responsible life in the free society, in the spirit of understanding, peace, tolerance, sex equality and friendship among all people,
  + to strengthen respect for the environment.

The parents’ rights:

* to be respected as the primary educators who carry the full responsibility of child’s development and raising
* to develop a cooperative relationship, keep an open dialog about a child’s development and raising, no matter the differences in cultural and linguistic origins
* to respect culture, identity, language, world view, values, beliefs, customs, habits, and customs of children and parents.

Program for the children

*Time and organization*

We perform a daily program for all the children in our kindergarten, throughout the duration of 6 to 9 hours per day.

The daily program upbringing, daycare, education, food and resting.

*Opening hours*

Every year we arrange opening hours according to parents’ needs and with the agreement of the founder of kindergarten.

Opening hours in all units are currently from 6 am till 5 pm (6.00-17.00).

The kindergarten is open every working day, from Monday thru Friday.

*The number of children in units*

The children are arranged in the departments according to age. The children in the I. age group are 1 to 3 years old, the children in the II. age group are 3 to 6 years old. The combined departments have children from the both age groups.

* age-homogeneous department (age of the children within the range of one year)
* age-heterogeneous department (the children of different age within the one age group)
* combined departments (the children of I. and II. age group)

Norms

|  |  |  |
| --- | --- | --- |
| Department: |  | Number of children in the department: |
| age-homogeneous department  age-heterogeneous department | 1-2 years old children  2-3 years old children  1-3 years old children | maximum of 12, exceptionally 14  maximum of 12, exceptionally 14  maximum of 10, exceptionally 12 |
| age-homogeneous department  age-heterogeneous department | 3-4 years old children  4-5 years old children  5-6 years old children | maximum of 17, exceptionally 19  maximum of 22, exceptionally 24  maximum of 22, exceptionally 24  maximum of 19, exceptionally 21 |
| age-combined department | the children of I. and II. age group | maximum of 17, exceptionally 19  (of which maximum of 7 children from the I. age group: 1-3 years old) |

Work in the department is performed by preschool educator and an assistant educator at the same time

In the daily program department for the children of the I. age group, it is needed to ensure presence of both preschool educator and an assistant educator for at least 6 hours per day, in the combined department it is expected for at least 5 hours of both educators per day, and in the II. age group department for at least 4 hours of both educators per day.

What do we offer?

Curriculum for the Kindergartens

We perform a publicly valid program Curriculum for the Kindergartens, which was confirmed at The Expert council of the Republic of Slovenia in March 1999 and represents a professional base for our work.

The goal of Curriculum has focus on acknowledging of human and children rights, and respecting diversity and differences within children. A child is an active participant of the process. By researching, testing, and the ability to choose activities, a child gains new knowledge and skills. Basic emphasis is on the educational process and on the whole interaction and experiences through which a child is learning.

Curriculum enables:

* updating, planning and performing the program for children of the I. and II. age group;

Children have the opportunity to learn through everyday playing and get their first learing experiences as they are able to discover, and make connections of knowledge from different areas of activities in the curriculum. It includes: moving, language, nature, society, mathematics, and art. The curriculum also includes other subfield activities like: health education, traffic education, moral and environmental education, etc.

Within the environmental education, we are proceeding with the international project called ECO Kindergarten (Slovenian title: EKO VRTEC).

With different activities and linking with peers and adults in the narrower and wider surroundings, all the units are going to participate. We are also going to cooperate with the Institute of Education of the Republic of Slovenia. Together with the expert workers we are developing an innovational project; “The website as a form of cooperation for expert workers”.

* performing the program for children with special needs with the additional professional help (guiding these children to suitable educational programs is defined by the law – slovenian title: Zakon o usmerjanju otrok s posebnimi potrebami).

*Enriched curricular activities*

Enriched activities in the Kindergarten are defined by contents, time, and space in the plan called “Spin, spin carousel” and is prepared by each Kindergarten unit.

In cooperation with The Municipality of Ljubljana we are performing projects: Water as a source of life and Care for Kindergarten’s surroundings.

Activity’s operators are preschool teachers.

*Additional offers of Kindergarten*

Kindergarten outdoors

For the children aged 5 to 6 years, we are organizing a five day winter and summer trip outdoors. Children from 4 to 5 age have an option to participate in a three day trip outdoors, but to perform this kind of trip it is necessary to make a preliminary arrangement with expert workers in the department.

Other additional activities: Dancing classes

In accordance with the instructions of the Ministry of education and sports of the Republic of Slovenia, we are organizing dancing classes for the children from the age of 4. Additional activities are not included in the price of Kindergarten, while parents decide for the activities voluntarily. The program is approved by the Parent’s council and Črnuče Kindergarten council.

Counselling work

Counselling work is intended for all the children in the Kindergarten, and is directed to the prevention, support, help, and encouragement for the child’s development.

Performing additional professional help

It is offered by the Order about directing a child with the intention of encouraging development of weak fields through child’s strong fields and interests (with the adjusted methods, shape of work, and environment). The goal is to help a child to be included among peers equally.

Meals for children in our Kindergarten

We provide a minimum 70 % of daily energy and biological needs for food. We also assure diet food for children who present us with medical certificate.

Food for the children is prepared in our unit’s kitchens and is:

* fresh and daily prepared
* healthy and balanced,
* safe and varied.

Occasionally we offer organic grown and processed food.

We take into account valid legal regulations from the fields of healthcare, instructions and recommendations of specialized institutions. We follow the instructions of HACCP.

The menus are:

* seasonal (suited to the time of the year),
* able to be seen on notice boards and on the Kindergarten’s website.

For the children aged 1 to 3, we provide:

* breakfast,
* morning snack (fruit purée or fruits and vegetables)
* lunch,
* afternoon snack.

For the children aged 3 to 6, we provide:

* breakfast,
* lunch,
* afternoon snack,
* fruits and vegetables in the mid-morning.

The children are encouraged to drink during the day (lightly sweetened tea in the wintertime and water in the summertime).

The youngest children have the possibility to choose between dairy or regular breakfast.

If a child is willing to celebrate his/hers birthday in kindergarten, we wish that parents would bring healthy foods (fresh or dried fruits, fresh vegetables, fruit juice) or little of something sweet (for example smaller chocolate or 3 biscuits per child). With this kind of gesture you contribute to healthy nutrition of children.

We cooperate

The cooperation with parents

The cooperation between Kindergarten and parents is an important side of quality of preschool education. We enable parents to collaborate with the organization of living and working in the Kindergarten and the department. By the arrangement with the preschool teacher we also allow parents to participate in the educational work.

Our Kindergarten traditionally boasts with different shapes of cooperating. We strive to develop relation with parents based on trust and cooperation on many levels.

Department level:

* introductory individual conversation about a child before he is included in the group
* parent teacher association meetings
* contact hours
* presentations of educational work, playing afternoons, workshops
* short conversations with the parents
* notes on boards and department’s website (according to capabilities)

Kindergarten level:

* first time in the Kindergarten – a lecture and conversation with parents whose child is newly accepted in the Kindergarten
* preventive educational gatherings with parents: educating parents for preventing addictions and other destructive children’s behavior
* parents’ council
* management board of Kindergarten’s fund
* Kindergarten’s council
* communicating through box – evaluating work, suggestions, remarks
* written notices
* communicating through website (important notifications about events in the Kindergarten)

Our expectations in the cooperation with parents

With our active part, by respecting the boundaries of mutual deciding, and not interfering with the institution’s proficiency, parents can participate in planning the life and work in the Kindergarten and department by:

* active participation at introducing the child in the Kindergarten
* including in different shapes of cooperation with the Kindergarten
* co-creating the curriculum in the department
* monitoring activities in the Kindergarten
* regularly reading notices on boards and/or website

Introducing children into Kindergarten

Separation from parents and staying in the new surroundings are big changes for the child. Therefore, it is important for parents to also prepare for these changes.

In June’s parent/teacher association meeting “First time in the Kindergarten”, parents can get important information about introducing a child into Kindergarten. The parents are able to discover the possibilities for gradual preparation of including a child into new surroundings.

In our Kindergarten we have long-time experiences with the gradual introduction of children. This means that parents get to spend first few days in the Kindergarten with their child, playing with him/her, and then gradually extending the time of independent staying for the child in the department.

A child gets, along his/hers parents, a feeling of security and trust within the new environment.

We recommend:

* that parents firmly make a decision for including the child into Kindergarten and that a decision is based on clear goals, because that is the way to easier bear the moments of temporary separation
* that parents meet for an individual conversation with the preschool teacher and/or assistant a few days before entering the Kindergarten and talk about the child and course of introduction to the department
* that parents take at least a few days off work to spend partially with the child in the Kindergarten and help with his introduction to the department

Parents’ responsibilities towards Kindergarten

Payment

System of defining the payment for the Kindergarten

Since January 1, 2012 the Exercise of Rights to Public Funds Act has come into force and according to it tall the rights from the public funding are asserted at Social work center.

The parents have a right to lowered payment for Kindergarten from the first day of the following month after the application is submitted. All the changes of facts and circumstances that have an influence on the right, you need to report to the competent Social work center.

The price for the programs from August 1, 2012 on

|  |  |  |
| --- | --- | --- |
|  | Economy price EUR | The highest contribution from economy price in % |
| First age group: departments of children aged 1-3 | 485,00 | 77 |
| Second age group: departments of children aged 3-6 | 346,00 | 77 |
| Departments of children aged 3-4 | 379,00 | 77 |
| Combined departments: children of first and second age group | 379,00 | 77 |

The economy price is defined by the Kindergarten’s founder, The Municipality of Ljubljana, and can change during the year.

*The scale of grades*

The ranking means determining the price of the program. The scale is designed according to family’s income and financial status. The scale has 9 grades, the lowest payment represents second grade and the highest payment is ninth grade, which means 77 % of the program’s price.

|  |  |  |
| --- | --- | --- |
| Grade | Income group | Price of the program in % |
| 1. | less than 18% | 0 % |
| 2. | over 18 % to 30 % | 10 |
| 3. | over 30 % to 36 % | 20 |
| 4. | over 36 % to 42 % | 30 |
| 5. | over 42 % to 53 % | 35 |
| 6. | over 53 % to 64 % | 43 |
| 7. | over 64 % to 82 % | 53 |
| 8. | over 82 % to 99 % | 66 |
| 9. | over 99 % | 77 |

*Good to know:*

* you can get all the information about the payment at the Kindergarten administration, Mrs. Marina Kunstelj, phone: 589 74 12;
* parents receive the bill in the department of their child by 15th of the month. In case of child’s absence, we send the bill to your home address.
* payment deadline is 8 days from bill issue
* for address changes, parents report to the preschool teacher, and to Mrs. Marina Kunstelj. The address change certificate has to be brought to the administration within 8 days.

In case, parents should let us know by 9am their child is going to be absent, we lower the food costs in proportionate share, with the next day. Parents inform the administration about the absence by email to: [marina.kunstelj@guest.arnes.si](mailto:marina.kunstelj@guest.arnes.si) or [vrtec-crnuce@guest.arnes.si](mailto:vrtec-crnuce@guest.arnes.si). Parents can also call us on 01 589 74 12 or 01 589 74 10. The absence can be reported also to preschool teacher or teacher’s assistant in the department.

*Kindergarten foundation*

The parents voluntarily contribute to the foundation for educational means. The reference number is 120006. Raised resources are spent on buying the educational accessories. The foundation is being controlled by the administration board, which consists of parent’s representatives and Kindergarten workers.

Important notices

Documents needed for child’s entrance to Kindergarten

* doctor’s certificate you get at child’s personal doctor. The certificate should not be older than one month. The certificate ought to be given to the preschool teacher on the child’s first day at the Kindergarten.
* in case of transferring a child from another Kindergarten to ours, it is needed to submit the doctor’s certificate and the order about a ranked payment of the Kindergarten, that was issued by the Social work center.

Security and well-being care

* Parents should bring their child to the Kindergarten with a medical condition that does not endanger themselves or others.
* In case of contagious diseases, parents need to inform the preschool teacher.
* If a child gets ill in the Kindergarten, parents need to get their child as soon as possible. An ill child is more sensitive and wants to be with his parents.
* Changes about parents’ accessibility during a child’s stay in the Kindergarten need to be reported to preschool teacher as soon as possible.

Other notices

* Registration

Children can be registered to the Kindergarten during the whole year based on an Application for admission to Kindergarten. Parents can get the application form at all Kindergarten Črnuče units, or can be found on the Kindergarten's website and the Municipality of Ljubljana’s website.

* Holiday reservation

In case of child’s longer absence (at least one month or maximum of two months in a year) parents with a residency in some municipalities can file a form for place reservation in the Kindergarten. The price for reservation is defined by municipality where the child has residency.

The reservation can generally be used in June, July, August and September.

Parents, who have more than one child in the Kindergarten, can make a reservation only for the child whose payment for the Kindergarten is not co-financed from the state budget.

* Medical reservation

Medical reservation can be made outside the holiday reservation. The application is on our website with all the instructions. For additional information contact Mrs. Marina Kunstelj.

* Work organization during the holidays

When the holidays are arranged in the way that many children will be absent, we make a survey where parents can write their child’s presence. The days that need a survey are determined in the yearly working plan.

In case of a small number of children, we organize a daycare only in one unit (usually in Ostržek unit).

* Work organization during the summer

Due to the expected absence of many children, the employees use their annual holiday during the summer.

Educational work during the summer is organized by the curriculum goals.

Due to small number of children, we combine departments according to the normative. During the summer we, generally plan that one of the expert workers is present, who had been present with the child also during the year.

* Child’s exit from the Kindergarten

The children are generally accepted to the Kindergarten with the 1st of September. Parents, who confirm the child’s acceptance to our Kindergarten and change their decision, have to inform us immediately or by the 1st of September (this is important because of the bill payment).

For the child’s exit from the Kindergarten it is considered a 15 day notice period. It is announced on a special form which is available from the preschool teacher and in the administration office.

Črnuče Kindergarten units

Črnuče Kindergarten has 4 units and 1 dislocated department called Škrati (Elves). It is located at N. h. Maks Pečar Elementary school.

Ostržek unit (Pinocchio)

Address: Dunajska cesta 400, 1231 Ljubljana Črnuče

Phone:

Tract 1: 589 74 19, mobile phone: 030 324 401

Tract 2: 589 74 10, internal number 20, mobile phone: 030 324 402

Tract 3: 589 74 10, internal number 21, mobile phone: 030 324 403

Dislocated department Škrati (Elves)

Address: Dunajska cesta 390, 1231 Ljubljana Črnuče, phone: 030 324 601

Opening hours:

Basic daily program is performed from 6 a.m. till 5 p.m.

Ostržek unit and dislocated Škrati unit are in nearness of the elementary school, music school, and church. There is also an ending bus stop for the city bus number 6. Unit has its own kitchen.

In Ostržek unit there are children aged 1 to 6. In the unit there are 12 departments with terraces, a multipurpose room, and a big playground, which enables children to learn through experiences, creative playing, socializing with peers, relaxing and having fun.

Škrati department is located in the nearby elementary school, which provides the children an almost real family surrounding. Because the place is smaller, there are fewer children than in other departments of same aged children.

Expert work in the unit is provided by:

Headmistress’ assistant (pomočnica ravnateljice)

Unit’s organizational leader (org. vodja enote)

Expert workers (strokovne delavke)

Preschool teacher (vzgojiteljica)

Preschool teacher’s assistant (pomočnik/ica)

In the department (v oddelku)

* Ladybugs - pikapolonice
* Butterflies - metulji
* Bees – čebele
* Fish – ribe
* Hedgehogs – ježi
* Rabbits – zajci
* Squirrels – veverice
* Deers – srne
* Snails – polži
* Dolphins – delfini
* Bears – medvedi
* Swallows – lastovke
* Elves – škrati

Children’s age (starost otrok)

Age group homogeneous department (starostno obdobje homogeni oddelek)

Age group heterogeneous department (starostno obdobje heterogeni oddelek)

Concurrent (sočasen)

Maternity leave (porodniški dopust)

And other unit’s workers: cooks, cook’s assistants, laundry worker, cleaning ladies and maintainer.

Sapramiška unit (little mouse)

Address: Cesta 24. junija 48, 1231 Ljubljana Črnuče

Phone: 561 47 00, 561 47 01, mobile phone: 030, 324 501, 030 324 502

e-mail: [sapramiska-crnuce@guest.arnes.si](mailto:sapramiska-crnuce@guest.arnes.si)

Working hours:

Basic daily program is performed from 6 a.m. till 5 p.m.

Sapramiška unit is a Kindergarten with 7 departments with children aged 1 to 6.

Unit is located between apartment buildings in Črnuče. Kindergarten has a playground with sandboxes and playground equipment, which enables creative playing.

In Sapramiška unit there is a distribution kitchen. Lunches for the children are made in the Ostržek unit’s kitchen.

Expert work in the unit is provided by:

Headmistress’ assistant (pomočnica ravnateljice)

Unit’s organizational leader (org. vodja enote)

Expert workers (strokovne delavke)

Preschool teacher (vzgojiteljica)

Preschool teacher’s assistant (pomočnik/ica)

In the department (v oddelku)

* Kitties – muce
* Ladybugs – pikapolonice
* Ducklings – račke
* Little mice – miške
* Snails – polži
* Peacocks – petelini
* Birds – ptiči

Children’s age (starost otrok)

Age group homogeneous department (starostno obdobje homogeni oddelek)

Age group heterogeneous department (starostno obdobje heterogeni oddelek)

Concurrent (sočasen)

And other unit’s workers: cook’s assistants, cleaning lady and maintainer.

Gmajna unit

Address: Cesta v Pečale 1, 1231 Ljubljana Črnuče

Phone: 530 76 90, mobile phone: 030 324 413, 030 324 412

e-mail: [v-crnuce.gmajna@guest.arnes.si](mailto:v-crnuce.gmajna@guest.arnes.si)

Working hours:

Basic daily program is performed from 6 a.m. till 5 p.m.

Gmajna unit has 6 departments with children aged 1 to 6.

Gmajna unit is surrounded by apartment buildings. Nearby there is a forest which enables children a direct contact with the nature.

The unit has its own kitchen, laundry room and playground with different equipment.

Expert work in the unit is provided by:

Headmistress’ assistant (pomočnica ravnateljice)

Unit’s organizational leader (org. vodja enote)

Expert workers (strokovne delavke)

Preschool teacher (vzgojiteljica)

Preschool teacher’s assistant (pomočnik/ica)

In the department (v oddelku)

* Little balls – žogice
* Chickens – piščanci
* Cherries – češnje
* Strawberries – jagode
* Pears – hruške
* Apples – jabolka

Children’s age (starost otrok)

Age group homogeneous department (starostno obdobje homogeni oddelek)

Age group heterogeneous department (starostno obdobje heterogeni oddelek)

Leading enriched activities and help in the department (vodenje obogatitvenih dejavnosti in pomoč v oddelku)

Concurrent (sočasen)

Maternity leave (porodniški dopust)

And other unit’s workers: cook, cook’s assistants, laundry worker, cleaning lady and maintainer.

Sonček unit (little sunshine)

Address: Kraljeva ulica 10, Šentjakob, 1231 Ljubljana Črnuče

Phone: 530 76 80, 530 76 82, mobile phone: 030 324 512, 030 324 513

e-mail: [v-crnuce.soncek@guest.arnes.si](mailto:v-crnuce.soncek@guest.arnes.si)

Working hours:

Basic daily program is performed from 6 a.m. till 5 p.m.

Sonček unit has 8 departments with children aged 1 to 6. The unit is completely renovated, and the additional building has two more departments, terraces for the youngest children, a fairytale room, an art and computer room, book spot… There are fields and forest in the nearby, which enables many possibilities for the children to learn within nature.

The unit has its own kitchen, playground with sandboxes and equipment.

Expert work in the unit is provided by:

Headmistress’ assistant (pomočnica ravnateljice)

Unit’s organizational leader (org. vodja enote)

Expert workers (strokovne delavke)

Preschool teacher (vzgojiteljica)

Preschool teacher’s assistant (pomočnik/ica)

In the department (v oddelku)

* Little ants – mravljice
* Ladybugs – pikapolonice
* Little frogs – žabice
* Butterflies – metulji
* Bumblebees – čmrlji
* Swallows – lastovke
* Little snails – polžki
* Puppies – kužki

Children’s age (starost otrok)

Age group homogeneous department (starostno obdobje homogeni oddelek)

Age group heterogeneous department (starostno obdobje heterogeni oddelek)

Age group combined department (starostno obdobje kombinirani oddelek)

Help in the departments (pomoč v oddelkih)

Concurrent (sočasen)

Maternity leave (porodniški dopust)

And other unit’s workers: cook, cook’s assistants, cleaning lady and maintainer.