

Shine, shine little sunshine



Publication of Črnuče Kindergarten

The municipality of Ljubljana - founder of the public institution

The publication is intended for immigrated parents and their internal use, therefor it is not language edited. If you have and comments or improvements, you can let us know.

Črnuče Kindergarten

School year 2024/2025



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Sources:

1. White book about upbringing and education in 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 RS for education, Service RS for education, Ljubljana, 1999
3. Kindergarten laws, The Ministry of education and sport, Ljubljana, 1996
4. The regulation of parental payment for kindergarten programmes U.L. number 44/96 with changes

DEAR PARENTS!



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In the publication of Črnuče Kindergarten for school year 2023/2024, we gathered basic information about organizing and functioning of our Kindergarten.

We assure you planned, organised and systematic realization of fundamental goals of preschool education. We are aiming that the children will spend active and pleasant childhood in the interaction with peers and adults. With respect and cooperation we will create safe and encouraging environment for your children. We will strive to be successful 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 good at our place.

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

Andreja Klopčič
The headmistress



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ČRNUČE KINDERGARTEN

is an independent 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 (Ur. List RS 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 positioned in a total 34 units.

Administration office phone number:	01 589 74 10, 051 34 99 90
Fax number:	01 537 33 83
Website:	www.vrtec-crnuce.si
E-mail:	vrtec-crnuce@guest.arnes.si

Kindergarten administration:

Kindergarten Administration:	Name and surname:	Phone:	Email:
Headmistress:	Andreja Klopčič	01 589 74 11	andreja.klopacic@guest.arnes.si
Administration office:	Vida Mandelj	01 589 74 10	vrtec-crnuce@guest.arnes.si
Care allowance bookkeeping:	Snežana Medar	01 589 74 12	oskrbnine@vrtec-crnuce.si
Accounting:	Petra Novak	01 589 74 13	petra.novak@guest.arnes.si
	Urška Kukovič	01 589 74 18	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
Counselor:	Maja Rutar	030 324 602	maja.rutar2@guest.arnes.si

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

For pleasantness and safety of the children and quality work in Kindergarten we have: preschool teachers and assistants, kitchen workers, cleaners, laundresses and maintenance workers.



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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 at complete care for the children
- Create conditions for development of children's physical and psychosocial abilities
- Provide children a feeling of well-being

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 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:

- Creating kind environment for the children
- Accepting, allowing and respecting equality, diversity of children and their parents
- Encouraging creative playing
- Enabling the children to achieve new experiences, different adventures, self-confidence, independence and responsibility



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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 choose,
- the right to privacy,
- the right to education which is directed:
 - o to full development of child's personality,
 - o to strengthen the respect of human rights,
 - o 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,
 - o 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 and 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



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PROGRAM FOR THE CHILDREN

Time and organization

We perform a daily program for all the children in our kindergarten, in the duration from 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 with the agreement of the founder.

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 till 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	1-2 years old children	maximum of 12, exceptionally 14
age-heterogeneous department	2-3 years old children	maximum of 12, exceptionally 14
age-homogeneous department	1-3 years old children	maximum of 10, exceptionally 12
age-homogeneous department	3-4 years old children	maximum of 17, exceptionally 19
age-heterogeneous department	4-5 years old children	maximum of 22, exceptionally 24
age-heterogeneous department	5-6 years old children	maximum of 22, exceptionally 24
age-combined department	the children of I. and II. age group	maximum of 19, exceptionally 21
		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 assure same time work from preschool educator and an assistant educator at least 6 hours per day. In the combined department it is expected at least 5 hours of work per day, and in the II. age group department at least 4 hours per day.



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WHAT DO WE OFFER?

Curriculum for the Kindergartens

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

The Curriculum goal is bigger acknowledging of human and children rights, respecting diversity and difference of children. A child is an active participant of the process. By researching, testing and 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; we give the children a possibility, that through everyday playing and experience learning they discover, intertwine and link knowledge from different area of activities in the curriculum: moving, language, nature, society, mathematic and art; equally we include also 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 RS. Together with the expert workers we are developing 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 celostni zgodnji obravnavi 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 unit.

In the 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.



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Additional offer of Kindergarten

Kindergarten outdoors

For the children aged 5 to 6 years, we are organizing five-day winter and summer trip outdoors. Younger children aged 4 to 5 are able to participate in three-day trip in the nature. To perform this kind of trip we need 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, 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 proved by the Parent's council and Črnuče Kindergarten council.

Counselling work

It 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 equally include among peers.



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MEALS FOR CHILDREN IN 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:

- daily freshly prepared,
- healthy and balanced,
- safe and varied.

Occasionally we offer organic grown and processed food.

We consider 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.

During birthday celebrations in the Kindergarten, we wish for parents to mainly 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.



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WE COOPERATE

The cooperation with parents

The cooperation between Kindergarten and parents is an important side of quality 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 relationship 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 another 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 and with respecting the boundaries of mutual deciding and not interfering with 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 notice on boards and/or website



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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 and realize the possibilities for gradual preparation of including a child into new surroundings.

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

That is how the child along with parents gets a feeling of security and trust in the new environment.

We recommend:

- that parents firmly decide 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 few days before entering the Kindergarten and talk about the child and course of introduction to the department
- that parents take at least few days off work to spend partially with the child in the Kindergarten and help with his introduction to the department

PARENTS RESPONSABILITIES TOWARDS KINDERGARTEN

Payment

System of defining the payment for the Kindergarten

Since January 1, 2012 the law "Zakon o uveljavljanju pravic iz javnih sredstev" has come into force. It says that all 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 competent Social work center.

The price for the programs from Oktober 1, 2023 on

	Economy price EUR	The highest contribution from economy price in %
First age group: departments of children aged 1-3	732,00	77
Second age group: departments of children aged 3-6	531,00	77
Departments of children aged 3-4	566,00	77
Combined departments: children of first and second age group	558,00	77



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The economy price is defined by 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 information about the payment at the Kindergarten administration, Mrs. Marina Kunstelj, phone: 01 589 74 12;
- parents receive the bill in the department of their child by 15th in the month. In case of child's absence, we send the bill to your home address.
- payment deadline is 8 days from bill issue
- the address change parents report to preschool teacher and to Mrs. Marina Kunstelj. The address change certificate has to be brought to the administration within 8 days.

In case parents 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: oskrbnine@vrtec-crnuce.si or 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 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.

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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 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 himself or others.
- In case of contagious diseases parents need to inform preschool teacher.
- If a child gets ill in the Kindergarten, parents need to get him 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 find it on your website (page: Informacije – kako vpisati otroka) 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.

- 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



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Due to 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. Generally, we plan our work that one of the expert workers is in the department, which was with the children 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 at the preschool teacher and in the administration office.

ČRNUČE KINDERGARTEN UNITS

Črnuče Kindergarten has 4 units.

OSTRŽEK UNIT (Pinocchio)

Address: Dunajska cesta 400, 1231 Ljubljana Črnuče

Phone: 01 589 74 10

Tract I: 030 324 401

Tract II.: 030 324 402

Tract III: 030 324 403

Opening hours:

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

Ostržek unit is in the nearness of 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, multipurpose room and big playground, what enables children to learn through experiences, creative playing, socializing with peers, relaxing and having fun.

Expert work in the unit is provided by:

Headmistress' assistant

Unit's organizational leader

Expert workers



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Preschool teacher
Preschool teacher's assistant

Children's age
Age group homogeneous department
Age group heterogeneous department
Age group combined department

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

SAPRAMIŠKA UNIT (little mouse)

Address: Cesta 24. junija 48, 1231 Ljubljana Črnuče
Phone: 01 561 47 00, 01 561 47 01
Mobile: 030 324 501, 030 324 502

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
Unit's organizational leader
Expert workers
Preschool teacher
Preschool teacher's assistant

Children's age
Age group homogeneous department
Age group heterogeneous department
Age group combined department
And other unit's workers: cook's assistants, cleaning lady and maintainer

GMAJNA UNIT (forest)

Address: Cesta v Pečale 1, 1231 Ljubljana Črnuče
Phone: 01 530 76 90
Mobile: 030 324 413, 030 324 412



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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

Unit's organizational leader

Expert workers

Preschool teacher

Preschool teacher's assistant

In the department

Children's age

Age group homogeneous department

Age group heterogeneous department

Age group combined department

Leading enriched activities and help in the department

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



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SONČEK UNIT (sun)

Address: Kraljeva ulica 10, Šentjakob, 1231 Ljubljana Črnuče

Phone: 01 530 76 80, 01 530 76 82

Mobile: 030 324 512, 030 324 513

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 additional building has two more departments, terraces for the youngest children, fairytale room, art and computer room, book spot... There are fields and forest in the nearby, which enables many possibilities for the children to learn in the nature.

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

Expert work in the unit is provided by:

Headmistress' assistant

Unit's organizational leader

Expert workers

Preschool teacher

Preschool teacher's assistant

In the department

Children's age

Age group homogeneous department

Age group heterogeneous department

Age group combined department

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