

# Urten sentvid



## Parents Information Pack







## Calling all parents of pre-school children!

Of course you are searching for the best environment for your pre-school children, which is why our nursery VRTEC ŠENTVID cordially invite you to examine their curriculum at your leisure and to decide whether we offer the facilities which you consider essential for a secure and forward-looking environment within which to place your children!

With this in mind, please consider the following:

- All of our staff are fully trained and hand-picked for their unique skills in each of their particular disciplines.
- A socially intergrated, wide and varied timetable will stimulate the children's minds and allow them to meet their daily challenges with trust and confidence.
- Our primary considerations are always for the best mix of both mental and physical activities to stimulate the children's interest at every level of their abilities.
- We place great importance on forming good relationships between ourselves and the children's parents.
- We attach great importance to the children's needs at all times and provide a healthy blend of both indoor and outdoor activities, which are essential for their relaxation and balanced development.

In allowing the children self-determination within structured guidelines, we teach them trust and mutual respect, helping them to grow and develop in a natural and well-balanced way.

This gentle approach to their growing needs will both protect and motivate them as they become stronger with each of their small successes. Then together with our help and expert guidance you will see them grow and develop.

Come and talk to us.

*Jožica Pantar,*  
*Headmistress*



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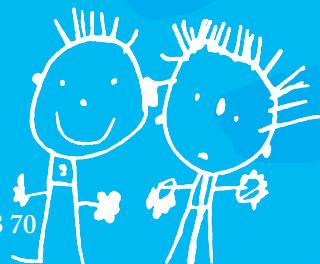
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SLOVENIA

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»SAPRAMIŠKA« UNIT  
Ulica pregnancyev 6  
Tel: +386 (0)1 513 03 50

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Prušnikova 73a  
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Bojana Hočvar, Book-Keeper

# PRE-SCHOOL EDUCATION IN SLOVENIA

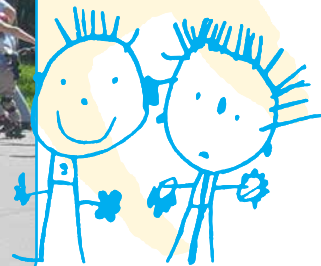


The basic tasks of the pre-school institutions (vrtci) are primarily concerned with the care and creation the conditions for physical and mental development of the children in their care. This then leads naturally to a more relaxed family life, knowing that your children are safe and secure and that their needs are being taken care of daily.



It is not compulsory to send a child to pre-school in Slovenia, but for those who wish to take advantage of the system, children are admitted in two separate stages (from the age of 1 year until 3 years and 3 until 6 years). Most Slovene 'pre-schools' are housed in dedicated buildings designed specifically for the requirements of the staff and children. Such buildings include all facilities needed for the care and rest of the children. Pre-schools provide a daily agenda usually of between 6 and 9 hours. The opening hours of pre-school institutions in larger cities is up to 11 hours. Timetables are designed around parents' working hours. Current regulations allow for up to 14 children in the lower age group (up to 3 years), whilst from the age of 3 years upwards they can allow 24 children in their groups. The staff regulations require that both a teacher and a teaching assistant must be present together in the lower age group for a minimum of 6 hours a day, and in the older group (6 years plus) for a minimum of 4 hours a day.

Working methods in the pre-schools are tailored to suit the varied emotional and educational needs of the children and each institution can differ in its approach. The interior design and furniture of the schools is adjusted around the needs of the children and is ergonomically structured to offer maximum support and comfort for the children whilst at work and at play. The work in the pre-school nurseries is comprised mainly of targeted and non-targeted activities through game-playing. Targeted activities increase proportionally as the children get older. There is a range of educational equipment available to the children and the teachers, some inside and some outside, depending on the requirements. All such equipment is specifically designed to enhance the childrens' learning experience at all levels.



Generally the design of the pre-school system is to help and encourage the children to maximise their learning potential and develop their social and emotional abilities and skills through play and integration. Some other objectives are:

- Help with developing self-awareness and self-confidence.
- Enhancing communication skills.
- Enabling of emotional development and expression.
- Promoting creativity and exploration.
- Encouraging language development and creative use of language.
- Furthering and encouraging artistic skills.
- Furthering the children's self-help capabilities, taking initiative for themselves and bolstering their independence.

# ABOUT VRTEC ŠENTVID



## LOCATION

VRTEC ŠENTVID is a public nursery established by the City of Ljubljana Municipality.

It provides the pre-school education and care for children aged between 1 and 6, based on the national curriculum for pre-school institutions.

The programme is carried out in four locations in Ljubljana, in Šentvid, Brod and Gunclje.



The main building of the SAPRAMIŠKA unit is situated in Šentvid, 'Ulica pregnancev' Street, and has the capacity for 12 groups of children (nursery + kindergarten). The building is divided in four atria; in each of them there are three play-rooms and each room has access to an outer atrium in which there are climbing frames and a sand pit. We provide a large selection of toys and play-materials in every play-room. There are also two large play-houses, a Lego corner, a ball pool and a spacious gym. A central kitchen covers any dietary requirements which the children may have.

In the VID unit on 'Prušnikova' Street there is capacity for four groups of children, aged 3 to 6. The play-rooms are situated on two levels. There is also a kitchen for the distribution of meals cooked in the central kitchen. As well as having two big indoor play-houses, there is a large, secure outdoor play area, used solely by the kindergarten.

The MRAVLJINČEK unit is situated in Brod and has the capacity for 22 groups of children aged 1 to 6. The children have access to a wide variety of equipment and resources, a spacious and well equipped gym and opportunities for playing outdoors in a very decorative and functional playground. The children benefit from the extensive kindergarten grounds with security protection.

Both units of the VRTEC ŠENTVID nursery are situated near a primary school, allowing opportunity for close co-operation.

The MIŠ MAŠ unit is situated in Gunclje, on 'Kosijeva' Street. It has three large play-rooms for children aged 1 to 3. Each play-room has access to a covered terrace and from there to a large, secure playground with a wide variety of playground equipment.

### OFFICE HOURS

VRTEC ŠENTVID is open Monday to Friday, from 5:30 AM to 17:00 PM (precise opening hours are different in each unit), although children may only remain here for a maximum of nine hours daily. Office hours may vary somewhat each school-year, according to the expressed needs of parents, via a questionnaire which we distribute in September.

### ADMISSION

Admission procedure takes place every spring for the entrance of new children for the next school year starting in September. We accept application forms in the beginning of March. Application forms should be sent to the main office: Vrtec Šentvid, Ulica pregnancev 6, 1210 Ljubljana Šentvid.

If there are more applicants than we can accept, the admission commission decides about admittance according to the criteria, decided by Municipality of Ljubljana (the founder of public preschools in Ljubljana) in the Regulation on child admission. Children can enter the preschool also during the year if there are some free places in the groups.

For the information about admission you are invited to call the counsellor:  
01 513 0354.



## FUNDING

Pre-school institutions in Slovenia are funded jointly by local authorities and the parents' fees. The criteria are defined by the Ministry of Education and are the same throughout the country. The actual amount paid by parents is set by the social work centers. The payment covers the enrolment fee: parents can pay from 15% and up to 80% of the fee, depending on the family's income and financial circumstances. The rest of the cost is covered by the local authority through public funds.

Parents with more than one child in a pre-school institution pay less while less well off parents are not required to pay.

All parents can apply for a reduction of nursery costs each school-year by application at the social work center. Children of foreign citizens whose parents (or at least one parent) have a temporary place of residence in Slovenia and are subject to paying the income tax in this country are also eligible for a reduction of the nursery fee. Children whose parents do not have a temporary place of residence in Slovenia (and those who do not apply for the reduction of the fee) are liable for 100% of the total fee.

## PROGRAMS

In the preschool we offer all-day programs which last up to 9 hours and include children from the age of 1 (maternity leave in Slovenia lasts 12 months) until the primary school age.

Depending on the children's developmental characteristics, there are two main age groups: 1 to 3 year olds and 3 to 6 year olds. Children can be grouped in homogeneous, heterogeneous or mixed age classes, depending on their needs and conditions in the pre-school.

Homogeneous classes include children of the same age (within the span of one year).

Heterogeneous classes include children from the first or the second age group.

Mixed classes include children of both age groups.

»Children need us to have fun with them.  
Good education is guided by love,  
good exampleS and ROLE MODELS.«

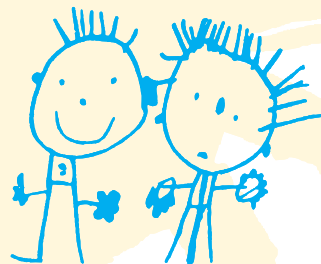


## CHILD'S DAILY ACTIVITIES

The daily program provides safe and healthy activities which stimulate the children's potential. Emphasis is also put on creating an emotionally warm environment so that the children feel happy and loved in the nursery.

### Every-day activities:

- Arrival and greeting time. Free play in small groups.
- Breakfast
- Planned program of activities. The pre-school is fully equipped with a selection of play and teaching materials for both indoor and outdoor play (art, drama play, unit blocks, manipulatives, language arts, books, music, computers, water and sand play, running, climbing, a variety of large and small motor activities...)
- Fruit snack
- Outdoor activities, including going for walks
- Lunch
- Rest and quiet activities
- Individual play
- Afternoon snack
- Home time, when parents arrive to collect their children.



### THE FIRST TIME IN THE NURSERY

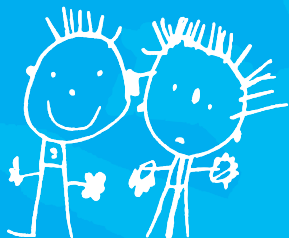
Starting nursery is an important step in the life of a child and it's parents. To make things easier we try to get as much information about the children as possible before they enter our pre-school. In June there is a joint meeting for the parents of all of the newcomers, which is followed by a separate meeting with the nursery teacher in a week before the child enters the preschool.

Further questions can also be discussed with our counsellor, or with the headteacher.

Children can react to the change in their life in many different ways. In order to introduce the pre-school to your child as smoothly as possible, we suggest that you notify the teacher of any of your child's habits, characteristics, favourite toys and any other routines they may have.

In the beginning the parents accompany their children and stay with them during the day. To help children develop a sense of trust and feel comfortable from the very start, a parent or carer is expected to remain in the playroom with the child, until the teacher and the parent together indicate that a separation can be comfortably achieved.

Any problems at the beginning will usually pass quickly. Quite soon the children will begin to relax and enjoy one another's company and the company of the teachers.



# OUR CURRICULUM



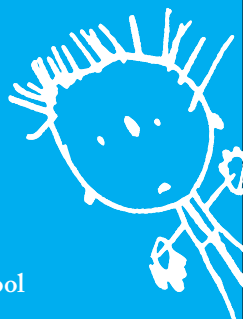
The curriculum of VRTEC ŠENTVID is based on the Curriculum for Pre-school Institutions, which was approved in March 1999 by the Council of Experts of the Republic of Slovenia for General Education.



Our program aspires to a multitude of goals, but none are more important than our goals for the children.


We strive to create an environment where children can acquire the knowledge and skills to become fully-functioning human beings. At VRTEC ŠENTVID we aim to meet each child's abilities and needs by:

- respecting the individual capabilities of children
- encouraging the children to take the initiative in selecting activities
- offering them choices of activities and materials
- letting the children be creative thinkers, being aware of choices and responsibilities
- allowing them to be independent and experiment for themselves
- fostering respect, tolerance and cooperation throughout the pre-school
- trusting in each child's own nature and stimulating their understanding at each level of development
- working together professionally as a team.



The curriculum covers the following areas: movement, language, art, nature, society and mathematics. Pre-school teachers plan, organise and structure the curriculum which is based upon practical activities and interests of each individual child. Our curriculum is based on the premise that children will learn through play. It is also designed to help children develop independence, play well with other children, and enjoy sustained relationships with adults outside the family. We encourage children's creativity and curiosity, help them learn to follow certain routines while remaining spontaneous, and develop their ability to think for themselves.

Throughout the year we aim to develop the skills, knowledge and understanding of the children in all the curricular areas by first drawing on their interests and then extending them by providing a variety of structured and stimulating learning experiences. Themes are chosen by pre-school teachers and assistants, in association with the children and their families. We also build on foundations previously laid down by the parents and continue to work in partnership with them.




Our nursery celebrates the fact that all children are different.  
We believe in creating a welcoming, caring and positive  
environment in which they can express their individuality.

In educational practice we put the emphasis on:

- a child-centred approach
- choosing adequate activities dependant on the stage of the child's development
- planning and providing stimulating and balanced activities
- the value of play as the medium through which children can learn
- encouraging the enjoyment of learning along with a desire to investigate and question
- having a regular evaluation of educational practices.

Parents are informed about activities in the nursery through meetings with the staff, written communications on the notice-board and through parents' meetings. Individual children's development is discussed in private meetings with parents.



We believe that every child has a right to develop to his or  
her full potential.

# THE VALUES OF THE VRTEC ŠENTVID PRE-SCHOOL

This selection of the most important values that we follow in our work was made in co-operation with the parents.

## POSITIVE ENVIRONMENT

It is important to us that every child in our pre-school feels that he or she is welcome and accepted.

## RESPECT

We believe that everybody who participates in the life and work of our nursery should be treated and should treat others with respect. Our aim is to foster respect, tolerance and co-operation.



## RESPONSIBILITY

We accept the responsibility which comes with striving to provide a safe, healthy and pleasant environment to nurture children's development.

## OPENNESS AND CO-OPERATION

All the staff in our nursery work together as a team to provide high quality care. We also work in partnership with other childcare and educational establishments, including health and social services. We share good practice and keep abreast of the new early years' initiatives.

# EXTRA ACTIVITIES

Within the framework of the basic program according to the pre-school curriculum we are offering various activities throughout the year: organizing celebrations, sports activities, field trips, visits to galleries, museums and theatres...also visits to the nursery by different artists. Periodically fire fighters, police officers and other service-members visit the nursery to teach the children about health, safety and life of the surrounding community. We also take part in projects that connect nurseries across the country, including ecological projects, sports programs for children and pre-reading programs in co-operation with the local library...

We also offer some extra activities, e.g. a children's choir, an art workshop and exercise in pairs for parents and children. These activities are managed by our staff; parents only contribute towards the cost of any necessary materials.

There are also activities which are conducted by suitably qualified outsiders: these include an integrated English language course and afternoon sports and dance activities.

For older children we organize winter skiing, summer seaside holidays and camps in the countryside or on farms. All of these activities are carried out with parental agreement.



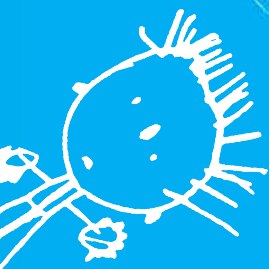
# THE LEARNING TEACHER NETWORK



Our nursery is a partner in the European educational network “The Learning Teacher”. This project is carried on with the support of the EU Commission, within the framework of the Socrates programme.

The objective of the network is to exchange ideas and experiences, to develop common frameworks within a specific thematic area, to communicate and learn from one another.

The Learning Teacher network focuses on the role of the future European teacher, the professional development of teachers, and the development of cooperation between professionals in educational institutions. Essential themes are: the reflective teacher, the management of change, teamwork for successful learning. The network partners are educational institutions from Sweden, Denmark, the United Kingdom, Portugal, the Czech republic, Hungary, Romania, the Netherlands and Slovenia.





# NUTRITION AND HEALTH PROTECTION



A well balanced diet is one of main health factors in all stages of life. Children even more than adults need to eat a wide variety of foods to maintain good health. A child can spend up to 9 hours a day in the pre-school, so the food he eats there should provide 70% of the recommended daily nutrition requirements.

In VRTEC ŠENTVID we offer children well balanced, fresh, healthy meals which include all of the main groups of foods. Three or four meals are provided in the course of the day (breakfast, lunch, fruit snack and afternoon snack), according to children's age. They are offered drinks with lower sugar content. New dishes are constantly introduced. There are lots of fruit, vegetables and whole-grain products. Special diet meals are prepared for children with certain health problems. We help the children to build healthy eating habits, so that they will approach eating with a positive attitude – that food is something to enjoy, which helps them to grow and gives them energy.

Health prevention in VRTEC ŠENTVID is carried out in accordance with the regulations for the prevention of infectious diseases. We provide a clean, healthy and safe environment for children and encourage them to learn to take care of their own health.



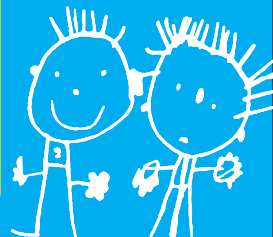
# COUNSELLING SUPPORT IN VRTEC ŠENTVID



Counselling support is provided by a full time counsellor and a teacher for children with special needs, both working in the nursery.

The main objective of the counselling service is in supporting and helping pre-school teachers, assistants and parents to provide the best conditions for the children's development. A counsellor's work is prevention oriented: helping adults to understand children better and to respond to their needs.

Co-operation with parents is of major importance. Counselling is based on the principle of parents' free will, mutual agreement and confidentiality. With a parents' approval we can contact other professional institutions if it is deemed necessary.



We offer support and help in case of problems during the introductory period in the nursery or in the transition to primary school. Our particular concerns are with special needs children and also with gifted children.

Meetings take place in form of individual meetings and counselling, or workshops and lectures for parents. All of the parents are invited to lectures, known as »School for parents«. Our wish is to offer them advice and an opportunity to discover more about the developmental characteristics of children. 'School for parents' is a project supported by the City of Ljubljana and its Office for Prevention of Drug Abuse. Lectures on various topics suggested by parents and staff are held by outside specialists.

# PARENT PARTICIPATION



Parent participation in VRTEC ŠENTVID is very important. There are several different types of cooperation, some are listed here:

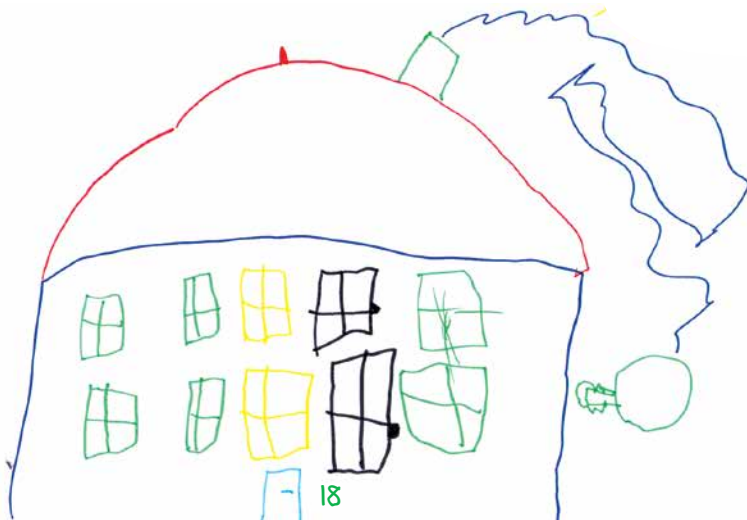
- Individual talks with pre-school teachers before a child's enrolment and his/her presence in the play-group during the settling-in period.
- Daily exchange of information about the child.
- Monthly open hours for in-depth discussions about the child.
- Parents' participation in the play-room (assistance, sharing of individual talents and interests; accompanying children and teachers on excursions...).
- Written information about the current focus of the curriculum in the play-group - shown on the notice board - and ideas for continuing and extending learning at home.
- Parental meetings within the play-group.
- Parental meetings before a child's enrolment.
- Lectures, discussions and workshops with psychologists and other child specialists.
- Joint celebrations, events, workshops for staff, parents and children.



Parents can also participate through the 'board of parents', which consists of a one-parent representative from each group. Involvement in the board of parents means playing an active part in the decision-making process at the nursery.

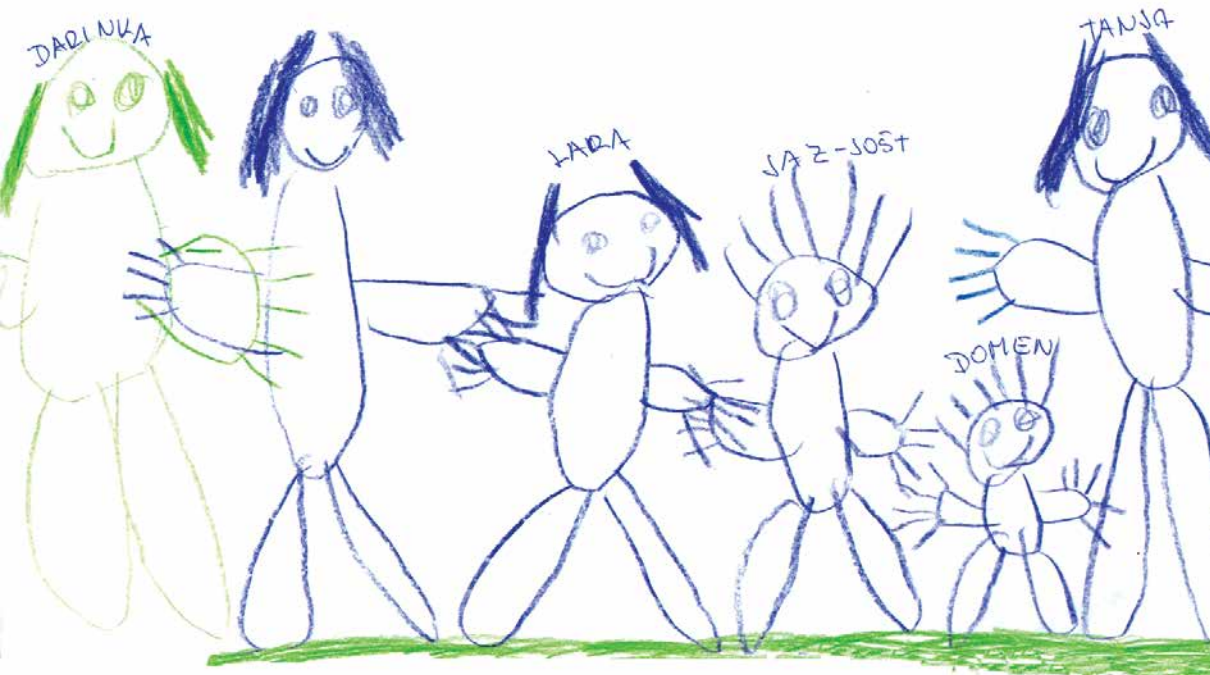
The tasks of the board are...

- proposing of and giving consent to extra programs
- approving the annual work plan and a plan of development
- dealing with complaints
- voting representatives onto the nursery council.



## OBLIGATIONS OF THE PARENTS

- showing interest in the child's development and co-operating with the pre-school in different ways;
- obtaining a paediatrician's report on the child's state of health before starting pre-school;
- notifying the nursery teacher about any health considerations which could affect a child's safety;
- being accessible at a daytime contact telephone number;
- paying regard to the kindergarten office hours (arriving late to collect your child from the kindergarten can incur additional charges);
- accompanying the child to the nursery and collecting him/her. Written proof of consent is required where a person, who is not the child's parent, wishes to collect the child;
- keeping the child at home if there are any signs of illness (fever, rashes, vomiting, a bad cough);
- notifying the nursery if the child is ill with any infectious disease;
- giving at least 15 days advance notice before removing the child from the nursery;
- dressing the child suitably for the prevailing weather and any pre-informed activities;
- maintaining their financial obligations as required.





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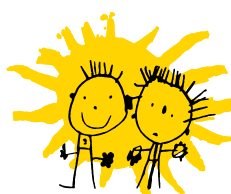
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