



*Below is important information about our Playschool programme and policies.
 We will inform you of changes as they occur.*

Please read carefully!

It is important that we all follow the Playschool Policies.

If you have any questions or concerns please do not hesitate to ask us.

ANNUAL MEETING

Our association's annual meeting is held in the beginning of autumn. During this meeting, the members of the board will be elected, and the Playschool's budget, fees and general operations will be discussed.

We welcome everyone and encourage everyone to participate.

PARENTS EVENING

Parents and teachers gather to discuss the playschool routines and share information. **It is highly recommended for every family to attend,** even returning families, as some information may vary from year to year.

PLAYSCHOOL HOURS

The playschool is open from 8:00 to 16:30. Drop off is at the Lahnelahti Park. Outdoor play is from 8:00 to 9:15. Indoor activities occur between 9:15-15:00. Afternoon outdoor play at Lahnelahti Park begins around 15:00. Pick up is from Lahnelahti Park. **Playschool closes at 16:30.**

PICKING UP CHILDREN

Playschool closes at 16:30. In the event that you are late to pick up your child, please arrange with another family member or caretaker to pick up your child. Please inform the staff **before 16:30** of any changes in your child's pick up. Please inform us if someone else is collecting your child.

If you are collecting your child at 12.00 (Mini Day) or 15.00 (Short Day) please wait outside while your child gets dressed and prepared, this helps to speed up the process.

GROUPS

There are 30 places at the Playschool. The beginners group (Little Ones) is for children starting from 4 years old. 14 children can attend this group. The continuing group (Big Ones) is for children who have attended Playschool for at least one year. 15 children can attend this group. Children move from the Little Ones to the Big Ones based on their age. Changes in the groups may occur during the year due to new openings.

ENGLISH LANGUAGE LEARNING

Children have structured English lessons, and also learn English daily as a part of their group routines and activities. Finnish is used sparingly, when there are communication issues or the children need to understand safety instructions or for comfort as needed. During play, the children are free to communicate in either language.

PRESCHOOL (ESIOPETUS)

Daily preschool activities will be taught mainly in English. Preschool-aged children participate in Esikoulu. These activities will be taught twice a week in Finnish.

BACKPACK

Children must bring an appropriate backpack daily to Playschool. Weekly letters, children's work etc. will travel in the backpack. Please make sure that your child's backpack is large enough to fit his/her rainwear, and that the straps are pulled tight enough so that the backpack doesn't slip from the shoulders while walking.

CLOTHING

Please make sure your child is wearing weather-appropriate clothing. We are outside every day, except for extreme weather. On a rainy day, remember splash trousers, raincoats, rainboots, raingloves; and enough warm clothing on a cold winter day.

- Children should not bring any items of clothing that could be distracting for them or others. (bracelets, necklaces, watches).
- Children should have suitable clothing for playing in the park.
- Children who arrive wearing the wrong clothing will be asked to change into the correct clothing (parents should help).



Children need indoor slippers and an extra set of clothing marked clearly with their name.

To avoid lost clothing, label your child's clothing with their name (including socks, underwear and gloves).

BIRTHDAYS

On your child's birthday, he/she may bring a treat to share with his/her group. One type of treat is sufficient, e.g. cookies.

Please send birthday party invitations directly to other parents. See *Student Information Sheets* for contact details.

HOLIDAYS

Playschool is closed for the month of July. Closing dates for other holidays will be decided at the board meetings.

ILLNESS

When your child is sick please inform our staff as soon as possible.

To avoid the spreading of germs, we follow the Helsinki City Day Care guidelines. **It is important that your child is free of fever, vomiting and/or diarrhoea for at least 24 hours before returning to Playschool.**

If your child has **head lice**, use the special shampoo and send clean sheets/pillowcase. If your child demonstrates the symptoms of **pinworm**, please have them take the medicine and remember to clean regularly under the fingernails.

MEDICATIONS

At Playschool, we can only give children medication prescribed by a doctor. If your child must take a medication during Playschool hours the medication must include written dosage directions.

LUNCH AND AFTERNOON SNACK

A warm lunch will be provided daily by HSIS Catering. In the afternoon, a snack is provided. After lunch the children will enjoy a xylitol pastille. At lunch and snack, milk is served to the children, unless otherwise instructed by parents, in which case water will be served.

REST TIME

Playschool will provide a pillow and a mattress with a cover for your child. Children need to bring a pillowcase and a sheet from home. On Wash Day, sheets will be sent home to be cleaned, usually on the last Friday of the month, or before a longer holiday. Please send in clean sheets the next playschool day. Sleeping toy may be changed during wash day.

LAHNALAHTI PARK RULES

We follow the Lahnahti park rules when in the park. When you leave the park with your child please encourage them to return the Lahnahti Park toys to the park building. To foster independence, the children (not the parents) need to place their vests in the red basket as soon as the parent arrives. Once the vest is off, the child is the parent's/caretaker's responsibility, and still needs to abide by the Playschool/Lahnahti rules. Five minutes is sufficient time for your child to finish play, to return his/her vest, and to say goodbye. In consideration of the other children, if you wish to continue play with your child during playschool hours, we kindly ask that you do so at the climbing equipment in front of the park building.

Vests are sent home every Friday to be washed, and returned on Monday.

MAIL AND PLAYSCHOOL'S PHONE NUMBERS

Playschool mail (weekly news, letters, and other information) will be sent home via backpacks. Please regularly check your child's backpack. Weekly letters for the coming week are posted on the playschool webpage on Friday. Click on 'Vanhemille'. The password is 'parents2014'.

Playschool phone numbers

Office 630 030

050 300 1350 (little ones) 050 557 8157 (big ones)

Text message is preferable. In the park and classroom, teachers have limited time for telephone conversations. For urgent matters, please call.



PARENT/TEACHER CONFERENCES

Parent/teacher discussion will be held twice a year (autumn and spring). During these meetings, teacher(s) and parents will discuss your child's progress and development.

MOTHERS' DAY / FATHERS' DAY

A morning coffee/celebration with parents and children interacting in activities and play.

PARTIES

Playschool has two annual parties; a Christmas party and a Spring party. Parents, siblings and close family members are welcome to celebrate with us. More information will be given closer to the time.

TOY DAY

Occasionally, we have a Toy Day at Playschool. This is an opportunity for children to share **one** of their favourite toys. Please do not send in electronic toys to playschool as they are noisy and could break. Any types of fighting toys are also inappropriate for Playschool. Please make sure the toy fits in your child's backpack.

TRIPS

During the year children will attend various trips. Trips and trip times will be included on the weekly letters.

It is important that your child is at Playschool by the departure time as we cannot wait for late children.

WEEKLY LETTER

Weekly letters will be sent home via backpack. The weekly letters will inform you and your child about the upcoming week's schedule, activities and trip times. It is **VERY IMPORTANT** that you read and save the letter. Please look for it in your child's backpack on a Wednesday or Thursday. Weekly letters for the coming week are uploaded to the playschool website on Friday.

STUDENT INFORMATION

Each autumn, the secretary of the board will update the *Student Information Sheet*. These will be sent home via backpack mail.

TERMINATING PLAYSCHOOL IN THE MIDDLE OF THE YEAR

A written request for discontinuing Playschool in the middle of the year must be given to the Playschool Director three months prior to the terminating date. In order to terminate your child's care contract, 5 months must be remaining of the care contract. Terminated care contracts cannot end in May or June.

Fees will be collected for the termination period.

FEES

Your child's care plan includes Playschool's account information. Monthly fees must be paid by the fifth of the month. You will be informed of any changes.

PLAYSCHOOL'S ORGANIZATION AND ECONOMY

The board, the director of the board and eight members, are elected during the annual meeting.

The Playschool's expenses are mainly covered by the children's care fees. The care fee is decided during the annual meeting.

During the year parents organize various fund-raising events to raise money for Playschool's programs.

GRANDPARENTS AND OTHER CAREGIVERS

Please make sure grandparents and other caregivers are aware of the relevant information contained in the Playschool ABC's. Thanks!