



kinderdagverblijf willem sparkje

## INFORMATION KINDERDAGVERBLIJF 'WILLEM SPARKJE'

### Introduction

Willem Sparkje opened its doors in January 1993.

About 12 professional group leaders and 6 interns work in this team.

At Willem Sparkje we work with two group leaders and one intern per group a day. A very important issue is the communication between the child and the group leader and between the group leader and the parent(s). We offer a large scale of activities, with the main focus on creativity and good hygienic circumstances in a spacious day care center.

Willem Sparkje has one baby group for the age of 3 to 16-18 months, and 2 toddler groups for children from 16-18 months to 2,5 years old and 2,5 years to 4 years old. The baby group maximum amount of children is 9, for the small toddlers this is 11 and for the older toddlers this is 14. Two group leaders and an intern work on every group every day.

Willem Sparkje is a private day care center and is not subsidized in any form. The only source of income the day care center has is the parental contribution

Willem Sparkje is inspected every year by the inspection for day care and by the firearms.

Parents are represented in the parental commission.

### Opening hours

Willem Sparkje is open from Monday to Friday from 07.30 to 18.30 o'clock.

You can bring your child between 07.30 hrs. and 9.30 hrs. and pick him or her up between 16.30 and 18.20 o'clock.

For the convenience of the children in the group, it is very important that this schedule is being observed. If you have problems bringing or picking up your child by troubles not foreseen it is best to call us.

The day care is open the entire year, accept for the commonly accepted holidays Willem Sparkje is also closed.

### Amount of days at Willem Sparkje

Your child is welcome at Willem Sparkje for the minimum of two days. The maximum amount of days at Willem Sparkje is five days. For your child it is best if his or her day care is arranged on fixed days with a fixed rhythm.

### **Parental contribution**

The parental contribution is € 8.85 per hour. This amount can be adjusted every year. This price includes diapers, fruit, food, drinks, cream etc. You will receive a monthly invoice. Costs for day care are partially tax-deductible. See our website : [www.willemsparkje.nl](http://www.willemsparkje.nl)

### **From 1-1-2018:**

1 day a week euro 421.85 a month  
2 days a week euro 843.70 month  
3 days a week euro 1265.55 a month  
4 days a week euro 1687.40 a month  
5 days a week euro 2109.25 a month

### **Registration and placement**

If you are pregnant and would like to register your child, you can fill in a registration form. You are welcome to make an appointment and come by for a tour on the day care center and to get acquainted with the staff. When your baby is born, we would happily receive a birth announcement card on the following address: Willemsparkweg 35, 1071 GP in Amsterdam. Your baby will than be registered permanently.

The consequence of the large amount of interested parents is that we are forced to work with a waiting list. Besides this we also look at the age balance in a group. Because of this it is possible that a child that was registered later is enrolled sooner. We also give precedence to children whose brother or sister is already placed at Willem Sparkje.

As soon as a place is available we will contact you. Of course you can always call for some information yourself. When we can confirm a place we will invite you for a second visit, where we will talk about the enrolment and set up a parental contract. If you decide you no longer want to be on our waiting list, please inform us so that other parents get a chance too.

### **Flexible day care**

Overtaking or switching days is possible. You can request this day in advance or ask in the morning of the day extra care is needed. You will pay a reduced price: 80 euro , or 40 euro for half a day.

### **Notice period**

To terminate the day care you must consider a notice period of 1 month. This notice needs to be send to us in writing or e-mail . Requests for changes in the existing contact need to be done 1 month in advance as well. We will try as good as possible to fulfill your wishes.

### **Pedagogic approach**

The most important goal we have at Willem Sparkje is that the children are comfortable and that they have fun. Our pedagogic point of view is a combination of structured and spontaneous activities. We

assume that every child develops at his own pace and that we can stimulate this development.

The day care center is no school; your child is here to play in a structured way with other children. By playing with children in their own age group and participating with different activities your child will develop social skills. Your child is of course free to do something else if he or she does not want to participate with an organized activity. However, participating is always stimulated, not forced.

With our pedagogic approach we try to connect to the situation at home. It is important for the children that the transition between the day care center and the home situation is as smooth as possible. This applies for example on eating and sleeping schedules, potty-training, correcting and rewarding a child, and offering standards and values. Willem Sparkje will have slightly different rules on occasion, but these differences will be overlaid as much as possible in accordance with the parents.

This is why good contact between the group leaders and the parents is so important to us. In the morning we always take time to drink a cup of coffee or tea and exchange information about the children. At the end of the day we always tell what we have done that day, how your child has played and what he or she thinks about that day's activities. Besides this there is a "hobby-case" in which a group leader will write about your child and save his or her artworks.

At Willem Sparkje there is always time for a conversation. You can consult us on educational issues and there is also literature available on pedagogic issues.

When your child switches from the baby to the first toddler group we will talk about the transition. We also do this when your child reaches the age of 2,5 years. Twice a year we discuss the child-observations with the parents. An observation or conversation can always be requested in the meantime. In an observation we discuss playing, motor-, cognitive- and social development.

We try to stimulate the children's development of social skills and independence. A lot of toddlers want to do certain things for themselves, for example dressing themselves, or going to the bathroom. Helping out the group leaders is something toddlers also love to do, for example setting up the lunch. It gives children a great sense of self-respect.

Of course there are also some rules for the children:

1 A child cannot be a danger to itself or to others.

2 Some materials, for instance books, need to be handled with care.

3 During eating and drinking the children sit together at the table and only begin eating when we finished "the" song.

4 For the toddlers: a savory sandwich is eaten before a sandwich or cracker with peanut butter or apple spread

5 When one toddler hurts another toddler we give this serious attention. They learn to stroke/caress each other, give each other a kiss, and when they are a bit bigger they learn to say "I am sorry".

6 When a toddler is really naughty we give him or her a "time out" and he or she will be put on a chair by him or herself in the playroom for about two minutes.

We concentrate mainly on positive behavior and we like to emphasize rewarding good behavior and being consistent more than “correcting” naughty behavior. If you would like to have more information about our pedagogic approach you can find it on: [www.willemsparkje.nl](http://www.willemsparkje.nl)

### **The baby group**

Because the difference in development between a three month old baby and a two year old toddler is too big we have a separate baby group. The ages vary from three till 18 months. The baby group requires more care and individual care than the toddler group; therefore we enroll nine babies per group. Just like on the toddler group, the baby group has two group leaders and an intern a day. This way the attention your baby will get is optimal.

### **The toddler groups**

We have two toddler groups, the first one of 1-2,5 years old:

When your baby is about 15 months he or she will be transferred to the first toddler group, sometimes a bit sooner, and sometimes a bit later, depending on your baby's development and depending on if we have a place. Of course all of this is done in accordance with the parents. About a month before the actual transfer we slowly let your child get adjusted to the new group and environment (we do this using a so called adjustment schedule) just like in the baby group.

In the second toddler group, the child will be prepared for school, more manual activities will be proposed and there will be more structure in the daily schedule.

### **Habituation period**

An important part of our pedagogic approach is the habituation period for the baby- and toddler groups. Because it is very important that your child feels at home at Willem Sparkje, we devote a lot of attention to the first weeks in the new environment. We especially look at the following issues: Giving babies their bottle-feeding can be difficult at first because the baby needs to get used to a new face. Besides this it can be difficult for them to get used to sleep in a new environment.

Toddlers often do not like to say goodbye to their parents in the beginning. Furthermore it could be tiresome to play all day to begin with, therefore we start with a couple of hours, gradually go to a half day and finally to full days. The following example will give you an idea of how this habituation period actually works:

#### **The first day**

You and your child come to Willem Sparkje and meet the group leaders. We exchange information about sleep and eating habits, any special diets or allergies your child may have. Your child will play with the group leaders while you are near. After some time you will leave and we will see how your child reacts. Your departure is very important. Turn it into a ritual, where waving from behind the window can help your child accept that you left.

In accordance with the group leaders you can stay a little bit longer on the first morning. During the whole habituation period it is pleasant if we are able to call you when you are not here. Of course you can always call us too, also when habituation period is over. Every group has its own telephone number. The first day is usually until 11.30 hrs. This goes for the baby as well as the toddler groups.

#### **The second day**

This day will be the same as the first day, except that your child will stay one hour longer.

#### **The third day**

Your child can stay a little bit longer than the first two days; you can pick him or her up at 13.30hrs if everything goes well. Your child will have lunch with the other children.

#### **The fourth day**

If the first three days have gone well, your child will stay with us until 14.30hrs. And will stay to sleep at the day care center.

It is pleasant if during the first habituation period you can adjust your daily activities. Keep in mind that for a period of two weeks you need to pick up your child at irregular hours. This also depends on

the amount of days a week your child will come to Willem Sparkje. In some cases a longer habituation period is needed. The amount of time it takes for your child to get adjusted also depends on your child's temperament, experience on another day care center or experience with a baby sitter at home.

We are aware of the fact that not just your child but you also need to adjust to the new situation. If you have any questions about how everything works at Willem Sparkje, you can contact one of the group leaders or managers.

The transition from the baby to the toddler group is done in accordance with the parents. We will inform you on the ins and outs of the toddler group. There will also be a transition phase again where we start with a few hours a day and gradually go to full days. This way your child has the opportunity to get used to the new group, with new children and new group leaders.

### **Daily routine**

What does a day at Willem Sparkje look like for your child?

#### **Daily routine baby group**

The baby group has a very flexible daily routine, because every baby has his or her own schedule. Between 07.30 hrs. and 9.30 hrs. you can bring your baby. There's the possibility to exchange information with the group leaders.

At 09.30 hrs. we all sit at the table and drink and eat something, we'll sing some songs and tell some stories. After that the diapers are changed. Because we will keep the eating and sleeping schedules similar to the ones at home, some children will go to sleep. The other children will be playing in the playing room. If the eating and sleeping schedule allows, we go outside, for a walk in the park or in the

garden. At 12.00 o'clock have lunch with the children who are big enough to eat a sandwich. The other children get their bottles at the by the parents indicated time. Between 16.00 hrs. and 18.30 hrs. you can pick up your baby and the group leader will tell how the day went.

### **Daily routine toddler groups**

Between 07.30 hrs. and 9.30 hrs. you can bring in your toddler. We do puzzles with them or read books at the table, or they go play by themselves. There's the possibility for the parents to exchange information with the group leaders. At 09.30 hrs. we put all the toys together with the children and the last parents will leave. At 9.35 hrs. we all sit at the table and drink and eat something, we'll sing some songs and tell/read stories. After changing the diapers or going to the bath room, we organize an activity. This activity is done with the group as a whole or with smaller groups with their own group leaders. We can go for a walk, play in the garden, play games at the table or do manual activities. Ofcourse the children are also allowed to play by themselves. At twelve o'clock we will have lunch and after that we brush the children's teeth. After this the children are changed and most children then sleep between 13.00hrs and 15.00hrs. With the bigger children, who do not sleep anymore, we do quiet games like memory, reading or coloring. At 15.30hrs we all have a drink and eat some fruit. After this we organize another activity together or in smaller groups. Between 16.00 hrs. and 18.00 hrs. you can pick up your toddler and the group leader will tell how the day went for him or her.

### **Creativity**

Willem Sparkje emphasizes creativity. Children like finger-painting, model claying, drawing etc. While playing the children learn the difference between different shapes, colors and measurements. The result of the creative activities is not important, for us working with different materials is important. The toddler groups work with themes like: animals, traffic, children's book week, colors etc.

### **Play materials for babies**

The toys for babies are specially tuned to different ages and development stages of your child. These are a few examples of toys you can find on our baby groups:

- 1 Coarse motor toys: walking-bike, walking-car, rolling toys, a little slide etc.
- 2 Fine motor toys: a rattle, toys for in the playpen, activity centers, box of bricks, books and music, musical instruments etc.

### **Play materials for toddlers**

- 1 Creative expression materials: a little cooking range, puppet theatre, musical instruments, handicraft materials, a little store, etc.
- 2 Coarse motor toys: push carts, bicycles, a play house etc.
- 3 Fine motor toys: balls, puzzles, domino, lotto etc.
- 4 Construction materials: duplo, wooden bricks, train-tracks a garage etc.
- 5 Materials for language and thinking development: music discs, reading books, picture books,

different language, thinking and coloring games

The toys are of good quality. The furniture, games and puzzles are made of wood and the toys are manufactured in bright colors.

### **Interior of the day care center**

What does our day care center look like?

Of course you can always make an appointment to get a tour at Willem Sparkje.

### **What are you supposed to bring?**

- 1 A dummy or something else your child is attached to
- 2 Extra clothing like underclothes, socks, pants etc
- 3 A sleeping bag for the babies
- 4 A description of your child's behavior at home, like a feeding and sleeping schedule which we can use to make your child feel safe and at home here

### **What do we provide?**

- 1 Diapers
- 2 Food (hot meals, fruit, bread, crackers) & drinks
- 3 Towels
- 4 Their own basket
- 5 Toilet articles like Sudocreme
- 6 A book made of handicrafts of your own child
- 7 Lunch consisting of brown sandwiches and crackers, cheese, cream cheese, apple marmalade, strawberry marmalade, cucumber, tomato, toast and hot meals. We eat hot meals every day during lunch time.
- 9 The fruit snacks are made from seasonal fruits and are freshly prepared. In between meals we eat ricecrispies, raisins, bread sticks and we drink water or tea.

If your child has any allergies or a special diet, you bring your own food from home, and we can of course change the menu.

### **Hygiene**

Hygiene is very important in our day care center. Every day all the floors, the group rooms, the bathrooms, the bedrooms and the kitchens are cleaned by our . The beds are changed twice a week. The beds in the babies sleeping room have a cover sheet which is changed every day. Towels in children bathrooms are changed twice a day. The diapers are changed at least four times a day.

Before eating the children's hands are washed and after eating the hands and faces are washed again.

In the entrance there are plastic shoes you can put over your own shoes when you enter the baby group, this way the floor stays clean for the crawling babies.

### Illness and health

We strive to create a healthy environment for the children at Willem Sparkje. This means we always try to avoid health risks. We do this by making sure the day care center is clean and we do not allow sick children or children who have not had their shots into our Willem Sparkje. For you this means your child has to stay home or has to be picked up when:

- 1 He /she has a contagious disease
- 2 He /she has a fever (38°C+)
- 3 He /she has head lice

If your child is ill and cannot come please let us know before 09.00hrs. We would also like to receive a call when he or she is feeling better again.

In case your child falls ill while at the day care center we will contact you immediately. We understand that having to pick up your child so suddenly can create problems for you, however, our priority at that moment is with your child. Furthermore we have to prevent the other children, the group leaders and other parents from getting ill. We will only contact you when we feel it is absolutely necessary. Therefore it is very important that you leave us a phone number where we can always reach you, or someone close to you. We have a regular house doctor connected to Willem Sparkje, so we can call him for advice when needed. We also consult the GGD when needed.

### Privacy policy

All our group leaders are obliged to sign a privacy policy. All the information we have about you and your child is treated as confidential information and will stay inside the day care center.

### Any questions?

For all your questions you can call or mail Hanneke Verkerk.

All correspondence needs to be send to:

KDV Willem Sparkje

Willemsparkweg 35

1071 GP Amsterdam

T: 020-664.21.25

administratie@willemsparkje.nl

www.willemsparkje.nl

ABN-Amro Bank : NL03ABNA0405256418 / KVK 332.702.44

30 januari 2019, Hanneke Verkerk

