***Information about Foundation Playgroup Teddy.***
***The target group.***Playgroup Teddy offers children 2 to 4 years the opportunity to develop in a safe environment. We encourage the children in their development by singing songs, be creative, play with each other and share. Accompanied by a teaching assistant who works as a volunteer.

Playgroup Teddy is a playgroup where the atmosphere, trust and security are key. The child should feel at home and protected. We offer 8 children's places. The children are in one group. The spacious lounge and play area for the toddlers is 87m². The outdoor area is 40m². The space is equipped for security for and adapted to the needs of the toddler. He can find his way independently and is challenged to play and go on adventures.

***Our opening hours are Monday, Tuesday, Wednesday, Thursday and Friday from 8.30 to 12.00.***

***The location.***Playgroup Teddy is located in the community center de Meent Orion 3, 1188 AM Amstelveen. There is plenty of parking for parents and space to put bikes. Tram 51 stops about 30 meters away and there is a bus stop nearby. Phone number during opening hours is 020-6438015. Outside opening hours you can, if necessary, call Sandra Gijsel 06-41383733.

Playgroup Teddy works with a professional worker Sandra Gijsel with SPW diploma aimed at children. She works with the volunteers. Volunteers work according to the volunteer policy, it is available for inspection at the playgroup. There are always two teachers present. This is an entire group of 8 children. There is always a qualified teacher available - This means with SPW diploma or a degree equivalent to an SPW diploma.

We work with a structured program but we are dealing with this in flexible manner.

 **8:30 to 9:15** the children and parents enter.

 **9:15** toddlers go grab a chair and teachers sit in a circle. We discuss today’s program which is hanging with pictures in the group. So the children have support and know what we are going to do. The teacher reads a book. We sing songs or we do a development game - for example, colors or counting. We regularly work with a theme of Puk and Ko. After this, the children are allowed to play. **10:00** the children will sit at the table for a snack and drink. The children are accompanied to the toilet. The change of nappies will be done.

**11:00** the children will sit at the table for fruit. Then the children can bike and walking cars.

**12:00** are the children picked up by parents. In between we do creative things (paste, clay, painting, beading etc. ..)

With Sinterklaas, Christmas celebration, before the summer holiday and the annual outing to the farm, your child may come, even if it is on another morning than the child usually is.

***Educational policy***
We work according to the Educational Policy of Stichting Peuterspeelzaal Teddy. It describes how we deal with emotional security, social competence, personal competence and the transmission of values and standards. These can be found in the red folder that is available for inspection at the playgroup. You can request a copy from this by one of the teachers.

***Information for parents:***

On the bulletin board in the playgroup, a monthly list showing who is working what morning.

In collaboration with the parents' committee, we make at least four times a year, a newsletter for parents. Here the parents are among others informed about how the policy are shaped in the playgroup. This we will send to you via e-mail.

***Interview.***
On the first day that your child will get to the playgroup the head teacher has an interview with the parents.

***Getting used.***
We have no fixed procedure for getting used, but we let it depend on the wishes of the parent / guardian and the needs of the child. For a stable group structure, we consider how it is in the group and there are no more than two new children in a group.

***Parent Help***we like it when there is occasionally is help from a father or mother. The parent will then how the child is at the playgroup and parent and teacher can get to know each other better. This is entirely voluntary we leave this up to the parents. We would like to know in advance if you want to rotate.

***Safety and Health.***
The document security Playgroup Teddy describes how we guarantee the safety of your child. We do this to implement by the means of agreements with the teachers and children and also a maintenance plan. The maintenance state when security checks are performed.
There is always a BHV-er in the building. We use a flight plan and an evacuation plan which is practiced at least once a year with the kids. We guarantee the safety and health also by the personal hygiene of Playgroup Teddy. The document "The personal hygiene Playgroup Teddy" describes how we deal with hygiene such as washing hands, changing, cleaning (described in the cleaning schedule), disinfect etc. Here also described how we deal with the health risks the indoor and outdoor environment. The safety measures and personal hygiene at Playgroup Teddy, the maintenance and cleaning schedule may be consulted at the Playgroup. The parents' committee may make recommendations for improvement. You can ask one of the assistants for inspection. The inspection reports from the Public Health Service can be

 found on the website - under www.peuterspeelzaalteddy.nl documents.

***Buggy / pram***
your stroller or pram can be put in the hallway across from the children's coat rack.

***Spoken language***
the language of Playgroup Teddy is Dutch. There is always a teacher there who speaks English to provide information to parents, who are not Dutch but do speak English.

**Parent-teacher association**
In May we are going to recruit parents for the parents' committee. If you are interested to participate in the PTA please indicate with Sandra or any of the other teachers. Playgroup Teddy has a parent committee rules available for inspection at the playgroup.

***Confidant***
Playgroup Teddy has a counselor. If parents or persons with parental authority over a child at Playgroup Teddy have a dispute and can’t resolve/ settle this with the staff or owner of the Foundation Playgroup you can speak with the counselor.
More information about the counselor can be found in the Educational Policy Foundation Playgroup Teddy. These can be found on the website [www.peuterspeelzaalteddy.nl](http://www.peuterspeelzaalteddy.nl)

***Complaints***
we hope that parents discuss with the teachers if there are complaints and that we come together. Parents can take their complaint to the parents' committee, the counselor or contact the Disputes Committee. The Disputes Committee is an independent body that hears complaints and questions, gives advice and makes clear what steps can be taken. Information about the Disputes Committee are available for inspection at the playgroup.