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A. About Us

1. Organisation

Angelin Vrtec day-care is an organisational unit of the Ursuline Institute for Education, Religion and Culture, founded by the Slovenian Province of Ursuline Sisters of the Roman Union of the Order of St. Ursula.

Angelin Vrtec is a [private Catholic day-care](#), operating in accordance with the principles of the [Montessori method](#).

Students are divided into three heterogeneous groups of pre-school children (kindergarten, ages 3–6: Yellow, Green and Purple Room) and two heterogeneous groups of toddlers (crèche, ages 1–3: Orange and Red Room). There are 24 children in the first and 63 in the second age group, 87 in total.

12 professional staff work with the children: pre-school teachers, assistants to pre-school teachers and the Headmistress of the day-care.

Angelin Vrtec day-care follows the Montessori method, in accordance with a programme, which was approved





by the Council of Experts of the Republic of Slovenia for General Education on 17 June, 2004.

2. Location

Angelin Vrtec day-care is located in the Ljubljana city centre, in the Ursuline Convent in specially adapted facilities along the West wing of the Church of the Holy Trinity.

3. Facilities

The day-care indoor facilities are extremely spacious. Two rooms house children aged 1 to 3, and three rooms house pre-school children aged 3 to 6. An atrium, a gym and a multipurpose room are available to children for the Catechesis of the Good Shepherd, sport education, extracurricular activities and events. A large, fully equipped playground in front of the day-care is intended for outside playtime. A part of it (under the arcades) provides shelter on rainy/snowy days, thus enabling the children to take in some fresh air even in less favourable weather conditions. A terrace, attached to the facilities, is reserved for outdoor playtime for children aged 1 to 3.



4. Programme

Angelin Vrtec day-care carries out a full day programme, designed for children ranging from 11 months to 6 years old. It is based on the Montessori method with Catholic instruction. [Catechesis of the Good Shepherd](#) is integrated in the pre-school group programme, designed to develop and nurture the children's sense for religion.

[A foreign \(English\) language speaker](#) is present in each group for several hours a week. The programme also includes sports education.

Children ages 3-6 can also join the Pirueta ballet school or introductory musical lessons in accordance with the Edgar Willems method. Both activities are payable extra to the facilitators directly.

Dr. Maria Montessori (1870–1952), the first graduated and licensed female Doctor of Medicine in Italy, researcher and fighter for women's rights in Europe and elsewhere, devised and developed the Montessori pedagogy.

After countless hours of observing children at work and play, Montessori discovered some childhood principles, which later became the key for her further research: the





absorbent mind and sensitive periods. She learned that a child can best develop his or her inner potentials in specially adapted environments, which facilitate inner concentration, independence, free selection of activities and order. Children develop physically, emotionally as well as spiritually through their own work, mostly manual work. Therefore, their environment should stimulate them appropriately. Such stimulation is enabled by appropriate developmental materials, arranged around rooms in special areas. In the first age period, these areas encompass daily life, language, fine and gross motor skills and art, while in the second period, the environment is arranged **to stimulate skills development regarding daily life, sensory perception, language, mathematics, science and art.**

A teacher carefully observes each individual child, to notice their sensitive periods and their intrinsic needs. He/she assists the child to establish contact with the outside environment, directly influencing the child. The environment is arranged in a manner which facilitates the child's work with previously prepared materials, researches, expresses his/her emotions and character, all the while learning to coexist with him/herself and others. Children work in a respectful, free and responsible atmosphere.





The fundamentals of everyone's character are formed during childhood. Only a happy, internally fulfilled child is equipped to intrinsically form constructive positions to him/herself, other people and the world. This approach to upbringing is a pebble in the mosaic of [raising children for peace](#), which was Maria Montessori's great wish.

More information on our programme and work is available at our website:

<http://ursulinke.rkc.si/angelin-vrtec/o-nas/o-nas/>

5. Vision

We hope children leave our day-care:

- Independent,
- Self-confident,
- Respectful of other people and the environment (master a polite and adequate vocabulary, act responsibly),
- Capable of empathy to others,
- Capable of cooperation with others,
- Equipped with a more global world vision,
- Equipped with a keen sense of religion,
- Equipped with skills, knowledge and vocabulary, which will enable them to remain inquisitive and





pursue new knowledge successfully (prepared for the challenges of school education),

- Equipped with a patriotic sense,
- Joyful of being alive and permanently creative.

B. Please Note

1. Arrivals/Departures

The day-care opens at **6.45 AM** and the crèche opens at **7.00 AM**.

Breakfast is served from 8.00 to 8.30, and from 8.15. to 8.45 at the crèche. Lunch at the crèche is served at 11.30 and the kindergarten at 12.00. Afternoon snacks are served at 14.15, after nap time.

Parents are to pick up your child at **16.30** at the latest. That is also when the day-care closes. Out of respect to the staff, you are kindly asked not to be late. In case of running late due to unforeseeable circumstances, you are kindly requested to give us a call. You will be charged





penalties in the amount of 1 euro per minute for failing to comply with the day-care opening hours, payable as part of your monthly contribution.

The day-care is not accessible by car. Our staff will provide parking tickets for the garage at Šubičeva Street. Parking expenses are payable with your monthly payment. The day-care is allowed to use three parking places at Erjavčeva for short-term parking. To qualify for parking, please ask the staff to provide you with a special parking permit. **Time of arrival** should be stated with the parking permit each time it is used. Parking in front of the day-care gate is not allowed.

Morning arrival times are important for the development of the child's independence. Unnecessary help only hinders their development. You are asked **to appreciate the day-care philosophy**: speak quietly, move slowly. Prepare your child for the period of separation before leaving home. You are strongly urged to hand the child to his or her teacher and to make sure your child enters his/ her room. Thus is of crucial importance in the morning hours, with several children arriving simultaneously.

When collecting your child, make the teacher aware of your arrival discretely, and wait in front of the





room or the playground. Your child will join you after putting away his/her work. You then leave together. After collecting your child, you are responsible for his/her safety. (You are kindly asked not to stay in the playground, which will greatly help us to ensuring safety for the remaining children).

2. Notes to Teaching Staff

While in day-care, children need the attention of their teacher. It is crucial for the parents to be aware of the fact that, while actively working with children, the teachers are unable to communicate with parents (neither in front of the room nor at the playground). Parents are kindly requested **to forward to us all notes** concerning relevant information, questions, explanations, changes, earlier pickup or requests for a parent-teacher interview in written form.

Parents are advised to regularly check the notice-board and the parents' shelf. They will be provided with all essential information via e-mail or via Angelin Vrtec website: <http://ursulinke.rkc.si/angelin-vrtec/o-nas/o-nas/>.





3. Parent-Teacher Interviews

Regular individual parent-teacher interviews are organised twice a year, in autumn and in spring. Teachers familiarise parents with their children's life and work in the day-care and their development.

The day-care staff certainly **can agree on additional meetings**, should parents or the day-care staff see it necessary, pending to previous arrangement.

4. Illness

Angelin Vrtec strives to enable a healthy lifestyle by encouraging daily exercise in the open air, regular hygiene, prevention against infectious diseases and a balanced diet. The day-care encourages frequent hand washing of both, children and adults, airing out of all facilities and moderate room temperature of all rooms, regular hydration, frequent changing of linens on naptime equipment and disinfection of furniture and materials.

In case of illness of your child, **please inform the day-care by 8.30AM** (for children on a diet by 7.15 due to breakfast preparation); in other cases the day-care will charge meals for the day of absence. Please inform the day-care of your child's absence by calling:

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041 984 985 for kindergarten children and 031 816 596 for crèche. The best way to let us know of your child's illness is a text message with a content like: »My child is ill, and will not attend day-care today (date), tomorrow and on Wednesday. I will provide more information then. «

If your child falls ill with a potentially dangerous, fast-spreading infectious disease (e.g. Rubella, tick-borne viral meningitis, Rotavirus, chickenpox, etc.), which might be a health hazard to other children and families, you are kindly requested to immediately inform the day-care about it.

When your child is suffering from one or more of the symptoms below, they ought to stay in home care. Day-care staff will refuse to accept an ill child in their care or will contact you and request to pick him/her up as soon as possible. The symptoms include:

- Elevated body temperature
- Extraordinary fatigue
- Respiratory problems
- Vomiting more than twice (at home or in day-care) in the last 24 hours
- Diarrhoea - liquid stool more than twice a day, the stool containing mucus or blood





- Mouth ulcers and salivation
- Rash with or without fever
- Purulent eye discharge
- Sore throat and swollen lymph nodes
- A severe cough
- Lice – until the child has been de-loused by suitable shampoo.
- Requiring medication – day-care staff does not administer medication, with exception of life threatening situations (e.g. allergic reaction) in case the parents have provided the staff with according medication and detailed instructions for use and a signed permission by the child's parents

To recover from any sort of infection, children need home care and rest. This will ensure faster and better recovery for the patient and prevent spreading the infection to other children.

5. Clothes and Footwear

Pack **additional clothes** for your child – weather and child appropriate. Regularly revise the clothes. For younger children, pack at least 2 spare sets. Make sure your child's clothes, backpack and footwear are marked. Provide simple, good-grip slippers, to ensure safe movement in the classroom and the gym. Outdoor





footwear ought to keep the children's feet stable. Flip flops are not advised in the summer.

Make sure your children wear **clothes they can independently put on/take off**, thus enabling unrestricted movement in- as well as outdoors.

Parents provide nappies, crèmes and baby wipes (for nappy changes) as required and previously agreed with the staff. All the items should be marked. On starting potty training, your children will only be successful if carried out in the crèche as well as at home.

Kindergarten children will require gym equipment: a T-shirt, jogging pants or shorts and a pair of socks. Please prepare the equipment in a separate bag and leave it in the wardrobe on gym days. Please leave all toys and small objects at home.

6. Birthday Celebrations

It is customary to prepare birthday celebrations for the entire group. On this occasion, **please prepare some (4-7) photographs**, marking your child's major milestones. The day-care staff will use them as prompts to show to other children during the celebration and later return them.





If you chose to provide treats (optional) for the entire group, please **keep it simple**: fresh or dry fruit, salted snacks, fruit juice, etc.), preferably not too much sweet.

To commemorate his/her birthday, your child **can bring a practical gift** for the entire group. You can inquire on what the most suitable and desirable gift would be with the day-care staff. Angelin Vrtec also has gifts you can purchase at your disposal. Mark the giver and the occasion the gift was donated on (if possible). Wrap the gift for the child to unwrap in front of the group.

We also celebrate name days. The children learn about the patron saint they were named after. You are welcome to present the life of your child's patron saint in text and pictures.

7. Parent Involvement

Discuss ways in which you can get involved in the day-care with our staff. There are plenty possibilities:

- Help with sowing materials
- Organising workshops for kindergarten children
- Presentation of your profession, hobby, animal, instrument, travels
- Help with the kindergarten newsletter Hiša otrok





- Attendance at mom/dad afternoons, day-care mass, day-care family day, etc.

Parents are kindly invited to participate by bringing flowers to decorate their children's playroom and doing the day-care laundry. Sign your name on the flower and laundry lists. Flowers are brought each Monday, while the laundry is taken home to be washed on Fridays. More information about parent involvement is available at the day-care website, our notice-boards and during parent-teacher meetings.

A Parents' Board is active in Angelin Vrtec, with one voting representative for each group (room). Representatives and their deputies are elected at the first parents' meeting, with a yearly mandate. The names of your representatives are published on the day-care notice-boards.

8. Payment

Parents are forwarded **receipts for payment** of day-care services **via e-mail**. Should you wish to receive them via conventional mail, please notify the accounting office of your wish at: **franciska.kosmac@siol.net**.





If you are unable to settle the outstanding accounts regularly, you will be forwarded a list of outstanding obligations towards Angelin Vrtec, later followed by a demand letter. Parents can work out a payment plan with Angelin Vrtec Head.

Angelin Vrtec also runs the **Izak Fund**, purposed to aid families in financial distress. (<http://ursulinke.rkc.si/angelin-vrtec/za-starse/placilo-vrtca/>)

9. Calendar

Angelin Vrtec day-care is closed on all state holidays, on 24 December (Christmas Eve), during the Christmas holidays, on Good Friday and 2 weeks during the summer holidays (collective leave), as stipulated in the Annual Work Plan. Angelin Vrtec also adheres to the national school calendar regarding days preceding state holidays. Parents are familiarised with the day-care calendar at the first parents' meeting.



C. Parents' Rights and Obligations

1. Parents' Rights

- Respecting their role as primary caregivers and persons responsible for the education and development of their children.
- Gradual introduction of child into the day-care.
- Right to accurate and adequate information on their child's work and progress.
- Right to information about life and work in the day-care.
- Access to Angelin Vrtec/montessori day-care programme.
- Privacy protection with a special emphasis on safeguarding of personal information.
- Participation in the planning and organisation of day-care life.

We realise that the more parents feel connected with the day-care, the greater their confidence in our work and more active and stronger the educational community including the teaching staff, technical staff, the children and all others, participating in the life of Angelin Vrtec. Trusting parents equal trusting, confident and creative children in our day-care.



2. Parents' Obligations

- Respect of the professional autonomy of the day-care.
- Acceptance of day-care orientation (re. content, organisation, diet).
- Providing the staff with all relevant information about your child.
- Cooperation with the day-care to your child's best interest.
- Observance of the day-care safety rules by bringing your child in only when healthy.
- Informing the staff about your child's health problems and absences.
- Adherence to all the jointly adopted agreements regarding the day-care opening hours and financial obligations.





Notes:

A series of horizontal dashed lines for taking notes.





Handwriting practice area consisting of 18 horizontal dashed lines.

