

NORLANDIA KINDEROPVANG

2. Info booklet Norlandia daycare ASH Wassenaar



Introduction

The Norlandia information consists of two parts:

Part 1. General information Norlandia

Here you can read the general policy aspects of Norlandia, such as the general pedagogical policy, health and safety, quality, complaints procedure.

Part 2. Site information.

Here you can read all the practical information about the location, such as information about the pedagogical staff, the group composition, the parents' committee, the daily schedule, picking up and dropping off.

These two parts, together with the pedagogical circle and the pedagogical work plan, form Norlandia's pedagogical policy.

Content

Site information	5
Address and accessibility	5
The manager of KDV de Hummelhof.....	5
General mailbox	5
Email addresses KDV	5
Opening hours BSO.....	5
The group and group composition	5
Scheduling and deviation from the BKR.....	5
Description Indoor space.....	5
Description Outdoor space.....	6
Daily schedule KDV.....	6
Daily schedule.....	6
Playing environment.....	6
Nature and nature experience/outdoor play.....	7
Activities	7
Thematic work.....	7
Care	7
Potty training.....	8
What we take care of	8
What do you take care of	8
Breastfeeding.....	8
Hygiene measures	8
Communications	9
Intake/acquaintance.....	9
Mentorship	9
Pick-up and drop-off.....	9
Picking-up your child late	9
Contact with parents	10
Child/parent information transfer.....	10
Information transfer location	10
Parents' committee	10
Parties.....	11
Sweets and treats	11
Policy implementation	11

Nutrition	11
Infants.....	11
Toddlers and preschoolers	11
Disease	11
Covid-19.....	12
Health and safety.....	12
Other safety measures	12
Sleep	13
Pedagogical coach	13
Group rules and agreements.....	14
Getting used	14
Well-being/(tracking) development/observation system.....	14
Leaving the main group	15
Additional offer.....	15
Credit service	15
Photographer.....	15
Transfer to school and BSO	15

Site information

Address and accessibility

Norlandia daycare ASH Wassenaar
Deijlerweg 153-155
2241 AE Wassenaar
Tel: [088-5791008](tel:088-5791008)

Manager of Norlandia daycare ASH Wassenaar

Name: Soraya Ruchtie
Email address: soraya.ruchtie@norlandia.com
Information on attendance and accessibility through the teaching staff.

Email address KDV

Email address: @norlandia.com

Opening hours KDV

Norlandia daycare ASH Wassenaar is open daily from 07:30 to 17:30, except for school holidays and national holidays. A list of closing days can be found in Konnect (our parent app).

The group and group structure

<i>Groups</i>	<i>Ages</i>	<i>Number of children</i>	<i>Number of pm's</i>
	0 to 3 years	12	2

The main group has a fixed group room and fixed pedagogical staff.
On the memo board at the entrance to the group are the photos of the group's permanent teaching staff.

Scheduling and deviation from the BKR

As a starting point, we use the following working hours:

- Early shift: from 07:30 to 16:00
- Late shift: from 09:00 to 17:30
- Day shift: from 7.30 a.m. to 5.30 p.m.

Depending on the group and group size, the pedagogical staff members are scheduled; they work alone or in pairs.

Every child up to 1 year of age has two permanent pedagogical staff members (permanent faces) of which at least one pedagogical staff member is always working.

We deviate from the worker-child ratio at certain times. This is legally allowed for a maximum of 3 hours per day. In total, at least half of the required pedagogical staff are present during the deviated periods.

We ensure with registration that deviations never exceed 3 hours per day. This registration can be found on the deviation forms and in SDB.

Description Indoor space

The group has its own room, with its own sleeping facilities. In this group room, the furniture and toys are tailored to the age of the children in the group.

In addition, there is the possibility of using the ECC's facilities for activities.

Description Outdoor space

Adjacent to the group room is a large outdoor area. There is also a separate play and discovery garden in the grounds of the ASH.

Daily schedule KDV

Daily schedule

The babies follow their own feeding and sleeping schedule as much as possible. This schedule is agreed in consultation with the parents. For the other children, a fixed daily program is drawn up. This provides sufficient structure and clarity, but also room for variation and the children's individual needs.

Day program overview:

7:30 – 9:00	Children are brought. Free play
9:15	Fruit juice for the smallest children. Then sleep.
9:30	Activity, fruit and drink.
10:15	WC round and changing nappies
10:30	Playing. If weather permits, outdoors, otherwise indoors.
11:30	Toilet, wash hands and sit at the table. Lunch: sandwiches
12:00	Tidying up and cleaning up. The sleepers undress and are changed.
12:30	Sleepers to bed. Break first teaching assistant. Non-sleepers free play or activity with material for older children.
15:00	Out of bed.
15:30	Drink and vegetables. Then free play or activity, indoors or outdoors, depending on the weather.
16:00	WC round and changing nappies
17:15	Cleaning up.
17:30	Close.

Playing environment

Children learn about the world and develop through playing. They discover the environment, materials, their own abilities and limitations, and learn to be considerate of others and to stand up for themselves.

We support the child's development by paying attention to the design of our rooms, the range of materials and activities on offer and interaction with other children. The pedagogical staff create the best possible playing environment for the children.

A well-designed play learning environment invites diverse play and creates the necessary calm in that play. The group room is furnished with various corners where the developmental areas are stimulated. For example, there is a reading corner, as well as a building corner and a house corner. There is also a playpen and a high playpen for toddlers.

In the corners, children can get totally absorbed in their play and develop their imagination. The children are also challenged to do all kinds of activities in the corners. They can develop themselves by experimenting, discovering, working and playing by themselves. The child can also be stimulated by the initiative of the pedagogical staff member, based on the child's own development.

Nature and nature experience/outdoor play

Nature is also a wonderful play-learning environment; there is always plenty to do. Indeed, outside you can marvel at all the beautiful natural things. Colours, smells and sounds develop the senses, and motor skills are refined through play and touch. Playing outdoors with natural elements invites you to use your imagination and invent your own game. Playing outside is always possible, because sun or rain, spring or winter, there is always something new to discover in the garden! So we go outside every day

The experiences make children more competent and independent. They feel more confident and they become more socially capable.



In very hot weather, we do water activities outside. If it is sunny, we apply sunscreen with a high protection factor to the children.

We keep them in the shade of trees, umbrellas or the canopy as much as possible.

Between 12 pm and 3pm (toddlers' and preschoolers' nap times), we are not outside as the sun strength is too high then.

Activities

The group room has materials for every age group, so that all children can develop to their full potential. In addition, a fixed pedagogical staff member of this group offers activities each day that are specifically aimed at the children's development. All children who are ready can then participate.

Different aspects of a child's development (emotional, social, cognitive and motor development) are addressed through the activities offered, taking into account the different developmental stages a child is in. Furthermore, a child is never forced to participate in activities.

Children can play freely with toys, with each other and with the pedagogical staff. There are craft activities for young and old. We do games on the lap, movement games and sing and practice songs (with gestures and with animals or other recognisable sounds).

Besides the activities within the group room, there is the possibility of using the ECC's facilities, such as the gym or the library.

Thematic work

In the group, during certain periods, we work with themes, such as post, traffic, senses, celebration, etc., giving children the opportunity to explore topics within that main theme.

Besides the activities offered, the environment is also adapted to the theme. For example, books appropriate to the theme are placed in the bookcase and there are materials for fantasy play within the theme.

By offering themes, new impulses and challenges are added to the play learning environment, so that there is a balance between familiarity and novelty.

Care

We pay attention to the care of the children by:

- changing of nappies
- cleaning noses, mouths, hands
- combing hair
- replacing dirty or wet clothing with clean
- ensuring adequate food and drink
- ensuring adequate rest and sleep
- ensuring they go outside regularly
- giving extra attention and care when they are not feeling well
- putting bibs on when eating and drinking

- treating bruises and wounds and providing first aid if needed
- lacing
- cleaning eyes
- putting on coats before going outside

We try to encourage the children to do some of these things themselves or together, such as putting on and taking off clothes and shoes. We teach them that taking care of yourself is important, such as washing hands.

Potty training

When the children are about one-and-a-half years old, after consulting the parents, we start introducing them gently to the potty occasionally. Then we take them to the toilet occasionally. Once the child is completely potty-trained, they are allowed to go to the toilet independently. Parents are then asked to put spare clothes in their boxes so that there is always clean clothing for the child.

What we take care of

We provide nappies, lotion wipes, bread, spreads, drinks (tea, milk and water), fresh fruit and vegetables.

What do you take care of yourself as a parent

Parents provide their own dummy, a sleeping bag, a cuddly toy to sleep with, spare clothes and possibly bottled food/breast milk and a bottle to drink from.

Breastfeeding

Breast milk should only be given to one's own child. The flasks should be labelled with the child's name and date and time of pumping.

We ask parents to remove breast milk from the fridge only just before leaving home and transport it as soon as possible, preferably in a clean cool bag or cooler.

Hygiene measures

Norlandia makes every effort to minimise health risks for the children and staff. We have therefore laid down hygiene measures in a hygiene protocol. To ensure hygiene, good cooperation with parents is important.

For children of all ages, we ask you to:

- on sunny days, apply sunscreen to your child before coming to the day care;
- taking responsibility yourself to check your child daily for ticks;
- food, drinks and treats that need to be kept cool/cold should be (allowed to be) placed in the fridge/freezer immediately upon arrival.

For children under 3, we also ask you to:

- provide a sun hat/cap, labelled with name, between May and September;
- for children who sleep during the day and are used to doing so in a sleeping bag, bring a suitable sleeping bag;
- wash this sleeping bag regularly and replace it if necessary;
- regularly boil out and replace the bottles, teats, dummies you bring with you to the day care;

Norlandia follows the hygiene guidelines of the RIVM. If you are interested in that, click on [this link!](#)

Communications

Intake/acquaintance

A child is placed in care by Norlandia's planning department. The pedagogical staff member who becomes the child's mentor contacts the parents by telephone. He or she makes an appointment with the parents for an intake interview. This takes place approximately two weeks before the child's first visit. During the intake interview, the intake form filled in by parents is discussed and questions are asked about the child and his or her habits, character, any allergies and other particularities.

Further issues are covered at the intake interview:

- the group
- the daily schedule
- door policy
- the parent portal, how it is used at the KDV
- the outside area
- introduce them to the other teaching staff
- name the manager and propose (if any)

Mentorship

All children are assigned a mentor, i.e. one of the pedagogical staff members deals specifically with this child in terms of contact with parents and the child. The mentor is responsible for monitoring the child's development, the annual mentor meeting, keeping the file in order and reporting.



Pick-up and drop-off

The children can be brought from 07:30 to 09:30.

Then, there is also time to catch up with the pedagogical staff member of the group.

At 09:30, the daily program starts. It is nice for the children to be there from the beginning. The children can be picking-up from 15:30 to 17:30.

However, it is possible to bring or pick up your child earlier or later. Please, let us know in advance. The pedagogical staff can then take this into account and the peace and quiet in the group will be disrupted as little as possible.

We give children to parents only. If the child is picked up by someone else, we need prior permission from the parents. **Plus the ASH's door policy, add here!**

Picking up your child late

The group is open until 5.30pm. This means that you should pick up your child before 17:30. If you still have some things to discuss with your child's group leader, please be there about 5 to 10 minutes before 17:30 or wait until the next morning to discuss them.

It can happen to anyone that they are late due to circumstances beyond their control. When this happens, please let the pedagogical staff know as soon as possible.

If you pick up your child late, the group leader may call you to account for it.

Contact with parents

Information transfer child/parent

A good communication between parents and pedagogical staff and between the staff members themselves is essential. We therefore keep a logbook, in which the pedagogical staff members, among other things, report on the most important events in the group and record the agreements made. We also use Konnect as a parent portal. This is a digital transfer in which parents can log in at home and see an overview of the day's care, such as what your child has eaten and drunk. Of course, a verbal transmission takes place every day between the pedagogical staff and the parent.

After the intake, contact with parents is mainly verbal, when bringing and picking up the child. Both in the morning and at the end of the day, there is an opportunity to discuss what your child has done and how your child is developing. The staff try to take time for everyone, but it can sometimes happen that many parents come in at the same time. Then attention must be divided.

Each child has their own box. This is where we put the crafts we have made. You can also put any sleeping bag/cuddles or spare clothes in there. It is important that you check the contents of this tray regularly or take it home with you.

Information transfer location

Important events and announcements are communicated through the parent portal. These include information about the group or the location, but also important dates, such as study days and closing days. So keep a close eye on the portal (this can also be done via the app).

Also, check the board at the entrance to the group and the children's personal boxes.

Parents' committee

The parents' committee consists of a few parents of a day-care centre and out-of-school care centre. They represent all parents of children cared for at the site.

The parents' committee can also play a role in communicating with parents.

Thanks to the co-determination (advisory) right of the parent committee established by the Childcare Act, the parent committee has a say and thus influence on various aspects of childcare. The parent committee advises the reception organisation, solicited and unsolicited, on the advisory topics laid down in the Childcare Act. During meetings, requests for advice from the reception organisation are dealt with, and recommendations are formulated.

In addition, the parents' committee liaises with parents, the organisation and the GGD.

The parents' committee organises theme meetings, parents' evenings and/or activities for the Pedagogical Staff Day. The tasks of the parents' committee are officially laid down in participation regulations.

Every parent who has a child at the day-care centre and out-of-school care can sit on the parents' committee. The composition of the parent committee strives for the most proportional representation of the different age categories at the day-care centre.

As this site is just about to start new, we do not currently have any parent committee members. Interested? Contact the site manager.

Parties

Birthdays or other special occasions, such as the birth of a sibling or farewell to Norlandia daycare ASH Wassenaar, are of course celebrated. If parents communicate festive moments to the pedagogical staff in good time, they can make the preparations. For birthdays, there is a party hat, a treat, music and singing. For the arrival of St Nicholas, we always organise something special. At Easter and Christmas there is a festive lunch and around Christmas there is a Christmas tree. In the period before the holidays, we make crafts and decorations. The educational staff may take photos of the festivities. As a parent, you give permission for this in the parent portal.

Sweets and treats

With birthdays or a special event as described above, children are allowed to hand out a treat.

We prefer small, healthy treats. Tips for this can be found via the Nutrition Centre's [treat guidelines](#). For treat ideas, we recommend the website www.gezondtrakteren.nl or ask the pedagogical staff for ideas.

Peanuts and nuts are banned on the entire ECC site due to possible allergies. This also applies in the group. We ask parents to take this into account when giving a treat for the group.

Policy implementation

Nutrition

We have a general nutrition policy, which is inspired by the Nutrition Centre. Working hygienically is important to prevent food infection or poisoning. All our staff are familiar with, and work according to, the requirements set out in the food hygiene code.

You can request the detailed nutrition guidelines from the site manager.

We also follow the rules and guidelines on nutrition and allergies at ECC.

Infants

As far as possible, infants follow the schedule they are used to at home. Sometimes it is so convenient that we slightly advance or abandon a feeding. If there has been a significant deviation from the usual feeding schedule, we inform the parents. When a baby switches to another feeding, the parents discuss this with the pedagogical staff. What is discussed is recorded in the logbook and the care lists are updated.

Toddlers and preschoolers

Most children arrive at the schedule in the daily program around their first birthday. If the child cannot eat something, for example because of an allergy, the parents inform the pedagogical staff. The fruit juice is replaced by a piece of fruit in the morning as soon as the child can chew properly. Gradually, the transition from the bottle to the regular drinking cup also takes place.

Children choose for themselves what they want on their bread. The pedagogical staff member encourages variation in fillings. Milk, yoghurt and water are served at lunch. For snacks, vegetables are eaten and water or lukewarm tea is drunk.

Disease

The pedagogical staff are aware that it causes problems for parents if their child is temporarily unable to come to reception or has to be picked-up. They will only take this measure if it is in the child's and/or the group's interest for the child not to come to reception or be picked-up.

We advise parents to devise solutions in advance in case their child cannot use childcare due to illness.

Norlandia insists that the ultimate responsibility for their child's health lies with the parents.

- If the child falls ill in care, one of the parents is always contacted, after consulting the manager, to inform them and discuss whether it is necessary to pick up the child earlier. If parents cannot be reached, the spare or emergency phone number is used. It is the responsibility of parents to ensure that these numbers are entered in the parent portal. If necessary, if parents cannot be reached, advice will be sought from the child's GP by telephone in urgent cases. Until the child is picked-up, he or she will be cared for in the group as best as possible.
- If there is an infectious disease, all parents are informed through posters, announcements on the door, letters and/or through leaflets provided by the Public Health Service, which contain advice on measures to be taken.

For the use of medicines, including homeopathic ones, a 'medicine form' must be completed and signed. This form can be requested from the pedagogical staff member and will soon also be available digitally. Norlandia has a policy of not giving paracetamol or sinaspril to children, other than on doctor's advice.

Covid-19

Since 2019, we have been dealing with the Covid-19 virus. As a result, the 'Protocol Childcare & Covid-19' has been drawn up. This protocol was drawn up by the Brancheorganisatie Kinderopvang, Branchevereniging Maatschappelijke Kinderopvang, BOinK in consultation with SZW and in coordination with Voor Werkende Ouders and FNV. The protocol serves as a guide for the childcare sector when working in times of Covid-19 and is a translation of the RIVM guidelines to the specific situation of childcare.

For the smooth running of the GGD's Source and Contact Investigation (BCO), the Childcare and Covid-19 protocol requires childcare organisations to draw up a roadmap or action plan. In addition to the GGD's roadmap, a step-by-step plan outlining how Norlandia communicates with parents and staff in the event of a positive infection of staff and children has been described. Norlandia also informs the GGD. Norlandia communicates the measures and actions to parents, staff and, where possible, children and discusses them with the parents' committee and staff representation where required.

Health and safety

At our site, a health and safety policy has been drawn up together with the team, outlining the main health and safety risks.

This policy can be requested from the manager and/or the teaching staff.

Other safety measures

- For the sake of safe childcare, people working in childcare must hold a *certificate of good conduct (VOG) and thus be registered in the register of childcare workers*. All employees are *continuously screened* for criminal offences.
- At least one trained *FAFS and child First Aid officer* is present at each site. A refresher course takes place annually.
- We ask parents not to put or wear children's *jewellery or clothes with strings in the hood* when they are present in the group.
- It is also important to keep our corridors *free of obstacles*.
- Door policy: We will follow the ECC/ASH's door policy. **More information to follow**

At our site, a safety and health policy has been drawn up together with the team. Based on our identity, we believe it is important that children are given room to discover and make mistakes. This is how they discover boundaries and can develop to their full potential. To make this possible, we offer the children an emotionally and physically safe, healthy environment.

Awareness and ability to assess potential risks by pedagogical staff is essential here. They teach the children to deal with the smaller risks. This enables the children to take responsibility at their own level for the consequences of their actions.

Our health and safety policy outlines the bigger health and safety risks and the measures we have taken to prevent anything happening as much as possible.

All with the aim to have a safe and healthy environment, where children can play free and develop to their full potential.

Sleep

The babies sleep as needed and in consultation with the parents. The toddlers also sleep as needed, but, when ready and after consultation with parents, they join the toddlers' rhythm: to bed after lunch.

The toddlers sleep once a day, after lunch. If a child no longer needs an afternoon nap, the pedagogical staff discuss this with the parents.

Children who stop sleeping do get rest when the other children are in bed. They snooze, do puzzles or read books together with the pedagogical staff member.

Each child has a fixed cot that is changed weekly.

After the children have been given their own dummy and cuddly toy, they are put to bed. When the pedagogical staff member has wished the children goodnight, he or she leaves the room.

A child who cannot sleep, we first try to let him/her lie down anyway. If a child really doesn't want to sleep, we look for another solution, such as resting in the group.

The baby monitor is on to keep an eye on the sleeping children. The staff regularly check on the children. Those who are awake are taken out of bed.

The children are encouraged to dress themselves. Cuddles and dummies are put away.

We do not put babies to sleep on their stomachs unless we have explicit, written permission from the parents. Written consent is also required for swaddling in a baby bag.

Pedagogical coach

All staff members within Norlandia are coached by a pedagogical coach. This coaching is aimed at improving the pedagogical quality and service and the professional development of the pedagogical staff members. Among other things, they do this by working on the further development and implementation of our pedagogical policy and by coaching the pedagogical staff members both individually and as a team in their work in the group.

The pedagogical coach at Norlandia daycare ASH Wassenaar uses *Video Interaction Supervision*, also known as VIB for short. VIB means that the pedagogical coach makes short video recordings of everyday situations (such as a meal or an activity) at the locations and then watches these with the pedagogical staff members. In a conversation between the pedagogical staff member and coach, the images are used to discuss how the pedagogical staff member's interactions with the children proceed and how the positive contact moments with the children could be extended even further.

The recordings made are intended only for the learning process and professional development of the pedagogical staff and will not be used for other purposes. Also, the video recordings for the purpose of VIB and coaching are never shown to third parties without permission and no video recordings are kept within Norlandia without permission.

If, as a parent, you have questions or concerns regarding the VIB, you can contact the manager of the location where your child receives care.

Norlandia daycare ASH Wassenaar will have 1 site with its own LRK number, 0.88 FTE of staff on 1 January 2023. Under the IKK Act, therefore, on an annual basis:

- Pedagogical policy development/implementation 1x 50 hours = 50 hours
- Coaching pedagogical staff 0.88 x 10 hours = 8.8 hours

Total 58.3 hours (50 + 8.8)

Norlandia daycare ASH Wassenaar employs 1 pedagogical policy officer/coach. She has 50 hours of formation for 2023 for pedagogical policy development and 8.8 hours of formation for coaching our pedagogical staff. When allocating coaching hours, we ensure that each pedagogical staff member receives at least 1 hour of individual coaching annually.

Group rules and agreements

The daily program for the group is broadly fixed. In addition, there are daily recurring rules and habits. For example, around getting in and out of bed (waiting for each other and going to bed together, reading a book), eating (washing hands and singing songs) and changing.

When saying goodbye and going home, fixed patterns, such as waving and kissing, also usually emerge. These provide the peace and regularity children need to feel safe.

Before we play outside, we wait until all children have put on their coats. Then we go outside at the same time.

Before eating, we sing a song together. Then too, rules such as staying at the table while eating, waiting your turn, and cleaning up together apply. While eating and drinking, the children stay at the table or in the circle.



Getting used

A settling-in period lays a good foundation for the trusting bond between the child, the parents and the pedagogical staff member. It is an exciting moment when your child goes to the nursery for the first time, both for the child and the parents. Your child gains many new impressions. There are other children, other adults, different toys, a different play environment and group rules.

To process all this news in peace, a well-constructed settling-in period is very important. During the settling-in period, the time your child spends in care is gradually increased.

The first day your child comes for a few hours, the next day a little longer, until he or she stays for the whole day. Every care day, we add an extra 'group moment' to the program, such as fruit, eating or sleeping. This gives your child a chance to find his or her own place in the group and become familiar with the children and pedagogical staff.

A settling-in period is generally spread over two to three days. If the agreed time is too short for your child, we will discuss with you whether the settling-in period can be extended. We ask parents to be available by telephone during the settling-in period.

If necessary, the pedagogical staff member can then discuss with you whether your child can be picked up earlier or later than agreed. Reciprocally, of course, you can always call to ask how your child is doing.

Well-being/(tracking) development/observation system

The children's well-being is an important measure at Norlandia. Every year, we observe the children in the group and measure their well-being. Parents are informed of this observation at intake.

The result of the observation is part of the annual mentoring meeting that parents have with the pedagogical staff member. Parents who need an earlier conversation or more conversations can indicate this to the mentor. The mentor can also make an appointment with parents in between.

Striking behaviour and remarkable developments in a child are always discussed with the parents and the manager. The pedagogical coach can also be asked for advice on how to act in the group.

If necessary, separate arrangements are made to solve problems or to encourage positive things. There will always be a follow-up meeting to establish whether the agreements are effective.

Sometimes we alert parents to the possibility of using the CJG/consultation office or other experts. Pedagogical staff can also call-in additional expertise through the CJG (Centre for Youth and Family).

Leaving the main group

Sometimes we leave the group to do an activity within the ECC, for example on the outside grounds, in the gym or the library. A pedagogical staff member is always present for this.

Additional offer

Purchase of additional days

A parent can request an extra day (part) through the parent portal. Depending on the spots available, a child may or may not come extra on the requested day.

Credit service

If you cancel your child(ren) at least 2 weeks in advance via the Kid Konnect parent app, you will receive credit for this (these) day(s). This credit is valid 2 months before and 6 months after the cancelled day and can be used to request another childcare day. After this period, the credit will automatically expire. Working with credits is a service offered by Norlandia and is only possible if there is availability at the group. The conditions can be found in the parents' portal.

Photographer

Every year, a photographer comes to the venue to take portrait and group photos. You will be notified of this in good time.

Transfer to school and BSO

The pedagogical staff complete a transfer form when the child is between 2 and 3, when the child is 3 and when the child is almost 4. The completed transfer form is discussed with the parents and parents can indicate whether they agree with it and add information if necessary. Parents are then asked for permission to transfer the discussed form to school and, when applicable, to the BSO. A PDF version of the form is sent via a shared portal to the school, BSO and to parents. (Please note, this mail comes from 'A transfer in Voorschoten'). The site of this portal has an encrypted connection, and the information can only be accessed by the chosen recipient with login details. In this way, we securely transfer the information that ensures a good connection for the child between nursery and school and BSO.

