

## **WELCOME TO**

SKIPPER CLEMENT SKOLENS FRITIDSORDNING  
- a good place to be



We would like to welcome you to Skipper SFO  
In this welcome booklet you can find information about  
values, practical information, payment, opening hours  
etc.

A warm welcome from the staff of Skipper SFO

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## **Values and visions in Skipper SFO**

- **Security** creates well-being and development for the child. If the child does not feel safe, he/she cannot evolve.
- **Empathy** is putting yourself in someone else's place. We support the child's interaction with other children and help them to verbalize feelings and actions.
- **Diversity**. We recognize that everyone is different. We do not have to like everyone, but we must respect each other's differences.
- **Presence**. We are present and take time to listen and show interest and care for each other.

### **It must be safe, fun, stimulating and educational to go to Skipper SFO**

Our vision is that Skipper SFO is a place where children have freedom to choose between a variety of activities, or just relax and play. Activities include various workshops, activities in the hall, bonfires, trips out of the house etc. In Skipper SFO, we are especially good at launching theme programmes such as Halloween, Olympics, circus and much more.

We also try to create the best framework for your child's well-being, development, learning and education. We see the whole child and support their imagination and creativity. We support and develop the child's relationships and the communities they are a part of.

## **Practical information**

Skipper SFO is open for students from 0. klasse to 3. klasse and students from the International Department Stage 1 to Stage 4.

### **Opening Hours**

**From 06.45 to 08.10**

**From 11.30 to 16.30**

### **Payment modules**

The price for SFO is 1050 kroner per month for all the hours the child needs.

These price do not apply to holidays which are paid separately.

### **Sibling rebate**

There is a discount for children who have siblings. The rebate is given in relation to the payment module.

1) 20 %

2) 20 %

## **Holiday openings in Skipper SFO**

We are open during school holidays as follows;

- Winter holidays week 8.
- Monday, Tuesday and Wednesday before Easter.
- First and last week of school summer vacation.
- Autumn holiday week 42.
- The week up to Christmas.

If your children are in Skipper SFO during the holidays, it costs DKK 130 per day.

You will be notified via ParentIntra when individual holiday periods are approaching. Here you must also register your child so we have an overview of the number of children. Since we often want to leave the house during the holidays, it is important that you make sure to call if your registered times change.

### **Closed days**

- Summer holidays 4 weeks (27, 28, 29, 30)
- Day after Kristi Himmelfartsdag(Ascension Day)
- Between Christmas and New Year
- Constitution Day

### **Morning SFO**

Morning-SFO is open from 6.45 to 8.10. Children who arrive before 7.50, **MUST** be in the morning SFO, which is located on the 0.class track. When the child is in the morning SFO, the child's first task is to say good morning to the pedagogue. Then some children go out and play, others read a book, play a game or relax and

wake up / enjoy themselves before the school day begins.

### **What can you expect from Skipper SFO?**

You can expect that we are always aware of your child's well-being and development, and that we always approach you if we have information about your child. We start with an open and honest dialogue, as well as a positive parenting collaboration. You can expect that we send a newsletter about well-being and important information once a month.

We expect your child to feel comfortable with appropriate outerwear, but at the same time, you can also expect us to remind your child to wear appropriate outerwear when we are out. In addition, you can also expect us to call you if there is a lack of extra clothes when the need arises. Forgotten clothes, etc. are put down in the basement.

### **What do we expect from you?**

We expect you to inform about significant changes in your child's life that affect his/her well-being. We expect you to cross yourself out and say goodbye to one of the pedagogues before going home. Each contact pedagogue holds a SFO assembly once a week, and we expect your child to participate. We also expect you to update your information on ParentIntra and Family, and keep updated on the information that is being posted.

We expect you to complete mobile calls before you pick up your child. We also expect you to write names in clothing - footwear - purse - mittens etc. and for rainwear - outdoor clothing - a change of clothes. We also expect you to empty your children's wardrobe for

a holiday, so the room can be cleaned, and put the box for changing clothes into the class on a table.

### **Boden (Stall) – Fruit arrangement**

Boden is a healthy place that allows for a small meal in the middle of the day. Boden is the children's little grocery store, where fruit and vegetables are sold as well as snacks of different varieties.

Boden opens every day about 13.50. Here it is possible to buy fresh fruit for DKK 1 each.

Each child can (along with a friend) be in Boden and learn how to prepare the various fruits and vegetables and then sell them. They accept money and keep accounts. Each child must buy a maximum of 3 DKK per day. (The booth is not a substitute for the child's packed lunch.)

### **Function divided SFO**

The purpose of the function room in Skipper SFO is that the children choose activities according to their desire and interest and not what is in their respective classroom. This will promote children's relationships across groups and departments as well as giving diversity in SFO. The children can make relationships with each other where they share an interest.

## General rules in Skipper SFO

- After the last school lesson, the children go to SFO. They start by checking into SFO via Family-App. It is the child and the home's responsibility for the crossing out and saying goodbye to an adult on the group (**IMPORTANT** - due to Security).
- Tablets, mobiles etc. must remain in the bag throughout the SFO time.
- Outerwear and bag must be in the wardrobe.
- Everyone cleans up after themselves for the sake of each other and our things. This the child must remember before he / she goes home, here you are expected to help your child remember this so that the other children do not clean up alone.
- The children may only play on mobile, tablets and other small computers on the first Friday of each month - however for a limited time - according to the staff's assessment.
- Mobile rules: It is forbidden to take pictures and video recordings with mobiles. The children must only call or write text messages by appointment with an adult. You can always get in touch with us by phone if there is anything we need to inform your child about. So all contact is made via the mobile which belongs to the group the child is attached to.
- We encourage play dates to be agreed upon the day between the parents. If the children want to go home with each other, it is each child's parents' responsibility to inform SFO about the arrangement.



## **Parties for the whole family**

Twice a year we have a party in Skipper SFO - A summer and Christmas party. The dates for the two events will be announced well in advance via the ParentIntra. The summer party is in May / June, and the Christmas party is in November / December.

## **Bullying**

Bullying is not accepted and tackled immediately, in close cooperation with parents and the school.

## **Policy to send children**

We can help to remind your children to go to their appointments such as music lessons during SFO-time to a degree. We see it as part of the cooperation around your children, but in this context we also expect that there is a shared responsibility for the children becoming as self-reliant as possible. We are aware that children in Stage 1 must have more help than children in Stage 3.

We do not send children out to the road in connection with a pickup. You need to come in and let us know that you are picking up your child/children and give us the opportunity to tell you about the day's events.

## **Contacting Skipper SFO**

Mail to staff and SFO leader: **via ParentIntra**

### **Telephone numbers to Skipper SFO**

Mobiles to the individual groups open every day from

**11.45**

Morning SFO + holiday use 41320066 mobilenummer.

(0.A & 0.B)	<b>41 32 00 66</b>
(1.A & 1.B)	<b>41 32 00 67</b>
(2.A & 2.B)	<b>41 32 00 62</b>
(3.A,3.B & Club)	<b>41 32 00 68</b>
(S1, S2, S3 & S4)	<b>41 32 00 69</b>
SFO Leader (Camilla)	<b>41 32 00 70</b>

**Find the latest updates on the website**

[www.skipper-clement-skolen.dk](http://www.skipper-clement-skolen.dk)

Enter through the tab: SFO

**Remember - we send out news through  
ParentIntra**