

# Handbook for parents

## Skólasel

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### **Dear parents/guardians !**

Starting a school is a big step and for many children after-school center is regular part of a school day.

The role of Skólasel is to meet the needs of families from Grindavík and create a safe place for the youngest students after a school finish, where they can take part in organized leisure and free play outside and inside.

This document contains useful information about work of Skólasel, as well as instructions of how to ensure successful and secure cooperation between staff and households.

We would like to welcome your child to Skólasel and hope that their stay will be enjoyable.

### **The goal of Skólasels is:**

- to create safe and useful environment where they can enjoy themselves at play and at work
- to give children an opportunity to play freely with friends in a safe environment
- to enable the children to pursue sports and music during Skólasel's presence.
- to promote that the children experience themselves in a positive way and gain increased self-confidence.
- to strengthen the children's movement and expression skills.

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### **Skólasel**

Grunnskóli Grindavíkur. The youngest level, located at Suðúrhóp 2. 240 Grindavík. Applications through a website of the town of Grindavík - íbúagátt  
Principal: Sigurbjörg Guðmundsdóttir [sigurbjorg@grindavik.is](mailto:sigurbjorg@grindavik.is)  
The best is to contact before a lunchtime 6607321/4201287

## **Applying for a place**

Every year in May Skólasel's applications are opened. All children that applied for a place before 15th of June get a place from the beginning of a school year. If applied for a place after 15th of June it is not possible to guarantee a stay at the leisure center until the staff has been hired. Skólasel is intended for children 1. – 3. grade.

Applications can be made on the residents' portal on Grindavík's website: [grindavik.ibuagatt.is](http://grindavik.ibuagatt.is) You can get help filling out an electronic application from the director of Skólasel until 15 June. If the child has siblings in other places organized by Grindavíkurbær, e.g. kindergarten or daycare is available to apply for a sibling discount through the resident portal.

- 2nd child gets 35% discount
- 3rd child gets 75% discount
- 4+ child gets 100 % discount

Parents can choose between two types of stay, on the one hand from 13:00 - 15:00 every day and on the other hand from 13:00 - 16:00 every day. You can request an additional 15 minutes from 16:00 for an extra fee. A residence agreement is made for the entire school year.

## **Priority**

Applications for a stay at a leisure center are processed in chronological order, in such a way that children in 1st grade are first offered a stay, then children in 2nd grade and finally children in 3rd grade.

Applications must be made in writing to the director regarding the priority of disabled children, children living in difficult social situations and children who have lived in Iceland for less than 2 years.

## **Change of placement and resignation.**

It is possible to make a change in the length of stay around the middle of the school year, and this request must be submitted no later than 1st of December each year, and the change will then take effect at the end of the year.

You must apply for resignation of your stay with one month's notice.

## **Opening hours**

Skólasel's work begins on the first day of school in the autumn and ends on the last day of school in the spring. The school hall is open every school day from the end of school day until 16:00. It is possible to buy a quarter from 16:00 - 16:15

It is open on communication days from 8:00 - 16.00. You must apply separately for a stay from 8.00 - 13.00.

Closed on Christmas and Easter holidays, working days, winter holidays, annual holidays, spring festivities and school holidays.

## **Employees**

Efforts are made to have a diverse group of employees and provide training and education that is useful to them in their work, e.g. regarding communication and behavior and development of children, first aid etc.

## **Refreshments**

The child is automatically registered for a refreshment that starts at 13.30 in the hall and lasts until everyone has eaten. The children eat in small groups. Bread and a variety of toppings, crispbread, milk and fruits are served. Sometimes cake, juice, hot cocoa and popcorn and other such items are served. Fruits are offered again at 15.30.

## **Payment**

The registered stay is paid for, regardless of whether the child attends or not. It is not possible to cancel a fee due to illness or absence abroad, but a fee for refreshments can be canceled if the absence is longer than 3 weeks.

The price list is on the school's website <http://www.grindavik.is/skolinn/6019>

## **Attendance**

At the end of the school day, children from the second and third grades come over to the Skólasel by themselves and mark themselves on the attendance board. Children from the first grade are picked up in their classrooms for the first few weeks, where a names are called out and they are followed to the attendance board.

Sickness and absence notifications to the school secretary are returned to us. It is important to let us know if a child is picked up immediately after school.

## **Sports during a Skólasel attendance**

Many children practice sports and when the program of each sports department is available, we send children to practice. We follow the first grade children until they find their way, after which they go together in groups. If your child will practice sports this winter, let us know by e-mail at [sigurbjorg@grindavik.is](mailto:sigurbjorg@grindavik.is)

The employee will send them off and make sure they return.

Remember sportswear.

## **Phone calls**

It is not possible to use your own phone in Skólasel and it must be kept in a school bag at all times. The children are not allowed to call from Skólasel's phone. In case of illness or discomfort, the employee calls home and provides information.

## **Well-being and good behavior**

There is a great deal of closeness in play and work in the Skólasel and all communication is generally successful. An important part of the development process is learning to consider others. Getting a good grip on communication is a challenge for many children and takes time

We want to teach the children to react correctly if they dislike something, and to treat each other well. It happens that a child loses control of his temper and collides with other children. The first reaction of the staff is to talk to the children involved and give them the opportunity to explain their side. After that, it is discussed how it would have been possible to react differently and the children are encouraged to find a way of reconciliation.

In the event of a serious incident, accident or injury, the parents are notified. In some cases, staff may need to contact you and request to pick up a child .

If a child runs away / home from the school area, parents are notified. It is important that the parent returns the child to the Skólasel immediately to try to avoid future repetition.

Parents are encouraged to share information about their child's well-being and health if necessary, so that it is easier to promote the child's well-being.

## Activity

It can be expected that the work in the first weeks of autumn will be about getting to know each other. When that time is up, the work becomes more permanent.

The free time always starts with the children choosing an area until refreshment. There is an employee in each area and the job is characterized by free choice mixed with tasks or games that the employee takes care of.

After refreshment, it is then free to move between areas.

Areas are:

Selatangar	Crafts, art and other artistic creations take place there.
Salur	There is a variety of activities available, such as basketball, floor hockey and games. Costumes and dance. Open range is once a week. Sometimes we have movies.
Skólasel stofa	Free games, darts, blocks etc.
Play and cosy room	The room inside Skólaselin is regularly divided into a cozy room (books, pillows and a quiet room) and a games room.
Outdoors	Playground, football field and basketball court. Slopes and open peat where it is fun to play. A folding area where the children slide. Hiking and sightseeing.
Skólastofa	Role-playing games e.g. booth play and puppet show

Every day, 2 children are offered to help set up the refreshment. There are also 2 - 4 children walking guards. Their function is to keep the corridors tidy for example arrange shoes, clothes and bags. Very popular project 😊

## **Children's clothing**

All children have clothes, shoes and bags in the same place during the day, by their classroom. It is necessary to always be prepared for the weather and to have extra clothes in a bag on the hanger. It is necessary to mark bags, clothes and shoes well.

Parents and children are kindly requested not to leave anything on Fridays, so that it is possible to clean the corridors and the lobby.

All unwanted items are in baskets by classrooms or on tables and on shelves in the lobby.

If a child comes to school on a bicycle, it is not possible to cycle on the school area due to the risk of accidents. But it is allowed to go on the bike in between for sports activities during Skólasel's time.

## **Weather**

For several years we have had wind standards when it comes to sending children to practice. It can be very windy at Hópskóli and our criteria are 17 meters of wind and over 20 meters of wind according to the weather forecast. Yellow wind forecast is almost always above these criteria and we are often sharper here in the upper settlements. If you want to raise these standards for your child let us know. There is a difference between a 6-year-old and a 9-year-old child.

If you want your child to come to practice, you need to take action. Keep an eye on the weather forecasts and announcements from the school on fb page or website of the school. Parents must let us know if the child is going home. We want your child to come home safe and sound. Call 6607321 if you are unsure.

## **Departure**

It is assumed that children are picked up at the end of the day. Parents can enroll their children in our journal to walk home which is available for them every day.

If a child can sometimes go home, you must notify each time the same day before noon by e-mail, sms or call 6607321.

Let us know if the child can go home after exercise, even though the period of stay is not over.

It is important that the child logs out of the attendance board, so that the employee can monitor that the child has gone home. Please respect the registered time of stay and pick up the children on time.