

# Handbook for parents

## Skólasel

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### **Dear parents/guardian !**

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 Suðurrhóp 2. 240 Grindavík. Applications through a website of the town of Grindavík - íbúagátt  
FPrincipal: 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.

Svæðin eru

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|-----------------------|--|
| Selatangar            | Þar fer fram föndur, myndlist, perlur og önnur listsköpun.   |
| Salur                 | Þar er í boði ýmiskonar hreyfing s.s.körfubolti, gólfhokký og leikir. Búningar og dans. Opið svið er einu sinni í viku. Stundum höfum við bíó.           |
| Skólaselstofa         | Frjáls leikur, píla, kubbar ofl.   |
| Spila og kósýherbergi | Herbergið inn af Skólaselinu skiptist reglulega á að vera kósýherbergi (bækur, púðar og rólegheit ) og spilaherbergi .                                   |
| Útisvæði              | Leiktæki, sparkvöllur og körfuboltavöllur. Brekka og opinn mói þar sem gaman er að leika. Brettasvæði þar sem börnin renna sér. Göngu og skoðunarferðir. |
| Skólastofa            | Hlutverkaleikir t.d. búðaleikur og brúðuleikhús  |

Daglega bjóðast 2 börnum að aðstoða við að setja upp hressinguna. Einnig eru 2 - 4 börn gangaverðir. Hlutverk þeirra er að halda göngum snyrtilegum t.d. raða skóm, flíkum og töskum. Mjög vinsæl verkefni 😊

## Útbúnaður barnsins

Öll börnin hafa föt, skó og töskur á sama stað yfir daginn, við skólastofuna sína. Það er nauðsynlegt að vera alltaf búin eftir veðri og hafa aukaföt í tösku á snaganum. Nauðsynlegt er að merkja töskur, föt og skó vel.

Foreldrar og börn eru vinsamlega beðin að skilja ekkert eftir á föstudögum, til að hægt sé að þrifa vel á göngum og í andyri.

Allir óskilamunir eru í körfum við skólastofur eða á borðum og í hillum í andyri. Við hvetjum ykkur til að koma við og fara yfir óskilamuni reglulega.

Ef barn kemur á hjóli í skólann, er ekki í boði að hjóla á skólalóðinn vegna slysaþættu. En það er leyfilegt að fara á hjólinu á milli í íþróttastarf á tíma Skólasels.

## Veðrið

Við höfum í nokkur ár haft vindaviðmið þegar kemur að því að senda börn á æfingar. Mjög hvasst getur orðið við Hópskóla og eru viðmiðin okkar 17 metra vindur og yfir 20 metra hviður samkvæmt veðurspá. Gul vindaspá er nánast alltaf yfir þessum viðmiðum og hvassara er oft hjá okkur hér í efri byggðum. Ef þið viljið hækka þessi viðmið fyrir ykkar barn látið okkur vita. Það er munur á 6 ára og 9 ára barni. Ef þið viljið að barnið ykkar mæti á æfingu, þá þurfið þið að gera ráðstafanir. Fylgist því vel með veðurspám og tilkynningum frá skólanum á fb. síðu eða heimasíðu skólans. Foreldrar verða að láta okkur vita ef barnið á að ganga heim. Við viljum að barnið ykkar komi heilt heim. Hringið í 6607321 ef þið eruð óviss.

## Brottför

Gengið er út frá því að börn séu sótt í lok dags. Foreldrar geta skráð börn sín í kladdan okkar að *ganga heim* sem gildir þá alla daga. Ef barn má stundum ganga heim, þarf að láta vita í hvert skipti samdægurs fyrir hádegi með tölvupósti, sms eða hringja í síma 6607321. Látið okkur vita ef barnið má fara heim eftir æfingu, þó dvalartímanum sé ekki lokið.

Mikilvægt er að barnið skrái sig út af valttöflunni, þannig getur starfsmaður fylgst með að barnið er farið heim.

Vinsamlegast virðið skráðan dvalartíma og sækið börnin á réttum tíma.