

Letter of Invitation

Welcome to your first parent-teacher conference at the preschool day care centre!

To the parents of _____

We wish to invite you to a first conference here at the preschool day care centre.

We would like to get to know you better as a family. You will have the opportunity to ask questions and we can clarify the expectations we have of each other.

We hope that it is possible for both of you to come to the conference.

Date: _____

Time: _____

In the course of the conference, we will touch upon the following topics and we ask that you reflect upon them in advance:

How to guarantee the best possible start for your child at the centre.

The child's family (important persons for the child).

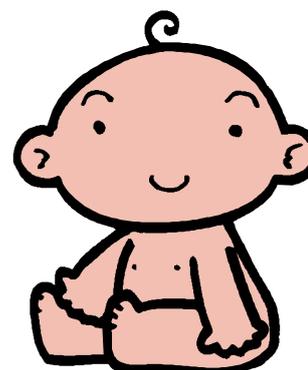
The child's beginnings (the pregnancy, the child's infancy).

The child's development.

Feeling of security and personal ties

Expectations of the preschool day care centre.

Possible things to cooperate on.



Best regards _____

**INITIAL PARENT-TEACHER CONFERENCE ON A NEW CHILD AT THE
PRESCHOOL DAY CARE CENTRE**

(Phase 2 – carried out by the pedagogical director)

- Goal:**
- *To get to know the child and his/her family better
 - *To share experiences had while starting up

It is decisive for a young child that his/her start at the preschool day care centre be as good as possible for him/her, as well as for his/her family and the centre's staff.

The time of the initial parent-teacher conference is set through agreement with the child's parents in the course of the child's starting period at the centre (the first days at the latest).

Date of the parent-teacher conference: The child started:

The child's name: Date of birth:

The child's parents/guardians:

The child's siblings:

The persons who attended the conference:

EARLY CARE

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| Has the child previously been cared for outside of his/her home? | |
| If so, how did he/she adjust there? | |
| How did the child bond with the adults there? | |
| Did the child thrive there? | |

FAMILY SITUATION

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| Who is to be considered the child's immediate family? The child's mother, father, siblings, grandparents, stepparents/stepsiblings? | |
| Is there anyone outside of his/her immediate family that the child feels especially close to? | |

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| Are there any special situations at home that we at the centre should be aware of? | |
| Who does the child live together with? If applicable: Who has parental responsibility for the child/provides daily care for the child? Who is to receive information from the preschool day care centre? | |
| If the child's parents do not live together, in what way is parental responsibility shared between them? Who is to inform the preschool day care centre if there are any changes? | |

MORE DETAIL ON THE CHILD – PRACTICAL FACILITATION

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| Can you describe your child for us? Or: What are your thoughts as parents on your child? Use five words to describe your child! (adjectives) | |
| EATING HABITS (the centre provides information on food – the food offered) Does the child have any allergies? Is there anything in particular that the child likes/dislikes? How much does the child usually eat? Do you have any wishes as parents? | |
| SLEEP/REST Does the child sleep during the day? If so, for how long? Does the child use a teddy bear/stuffed animal, dummy teat/pacifier, etc.? Is the child used to sleeping outdoors/indoors? Do the parents or preschool day care centre have any wishes when it comes to equipment or clothes at the centre? | |

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| <p>CHANGING/USE OF DIAPERS Does the child use a potty/toilet? Is the child used to regular routines? Do the parents have any wishes?</p> | |
| <p>ACTIVITIES/HABITS Are there any activities in particular that the child likes/dislikes? Patterns of reaction (for more detail, see the part on expressing feelings)?</p> | |
| <p>LANGUAGE What words or expressions does the child use? What does the child understand and what situations does he/she recognize (provide examples)?</p> | |
| <p>HEALTH Has the child previously had any illnesses? Does the preschool day care centre need to take any special precautions? Has the child received all the vaccinations that are part of the national programme?</p> | |

ANY ATTACHMENTS TO THE PRESCHOOL APPLICATION

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| Written by? | |
| Reason: | |

MORE INFORMATION ON THE CHILD'S FIRST YEAR OF LIFE

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| <p>How have you found the child's development to have gone? - in relation to motoric skills - in relation to social development - in relation to personal independence</p> | |
| <p>How have things gone between you and the child when together with him/her? Were there any special happenings in connection with having the child?</p> | |

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| How did the pregnancy go? How did the first period after childbirth go? | |
| How was the parental leave apportioned between the two of you? | |
| Did the child have any illnesses during his/her infancy? If so, was he/she followed up by a specialist or put on medication? Does the child currently have any particular medicinal difficulties? (if so, see the part on <u>food</u> for more detail) | |
| COOPERATION WITH THE LOCAL PUBLIC HEALTH CLINIC To which local public health clinic is the child attached? Has the clinic worked on anything in connection with the child? | |

DROPPING OFF/PICKING UP THE CHILD (also in phase 3)

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| How do you find that dropping your child off at the preschool day care centre and picking him/her up there is going? | |
| How does the centre's staff receive you in the morning? | |
| What are your thoughts on parting with your child at the centre? Who will be picking the child up from the centre? | |
| How does your child react to parting with you as his/her parents? | |
| What can we do to help make the experience of parting as good as possible? | |

ACTIVITY, PLAY AND INTERACTION – SECURITY AND FEELINGS

(also in phase 3)

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| Interaction with the child – What activities do you as parents engage in with the child on a day-to-day basis? | |
| Does the child provide clear signals – Is your child ‘easy to read’? Does your child express his/her own needs? What feelings does your child have/show on a day-to-day basis (sad, happy, afraid, embarrassed, worried, etc.) | |
| How does your child show that he/she is happy/satisfied? | |
| How does your child react in situations where he/she feels secure/insecure? How does your child react to separation from you as his/her parents? Is your child used to strangers? Is your child used to being taken care of by other adults (in your social network)? What do you do when your child needs to be comforted or feels insecure? | |
| Is your child afraid of anything or does he/she struggle with anything in particular? | |
| Is there anything that you as parents feel that you are struggling with? | |

COOPERATION AND EXPECTATIONS

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| Is there anything else you feel that it is important that we know about (for example, traditions, culture, etc.)? | |
| EXPECTATIONS What will it be important that the preschool day care centre maintain/take care of? What will be important in cooperation between the centre and the child’s home? | |
| How long will the child’s days at the preschool day care centre be? | |

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| How do find the initial parent-teacher conference to have gone? | |

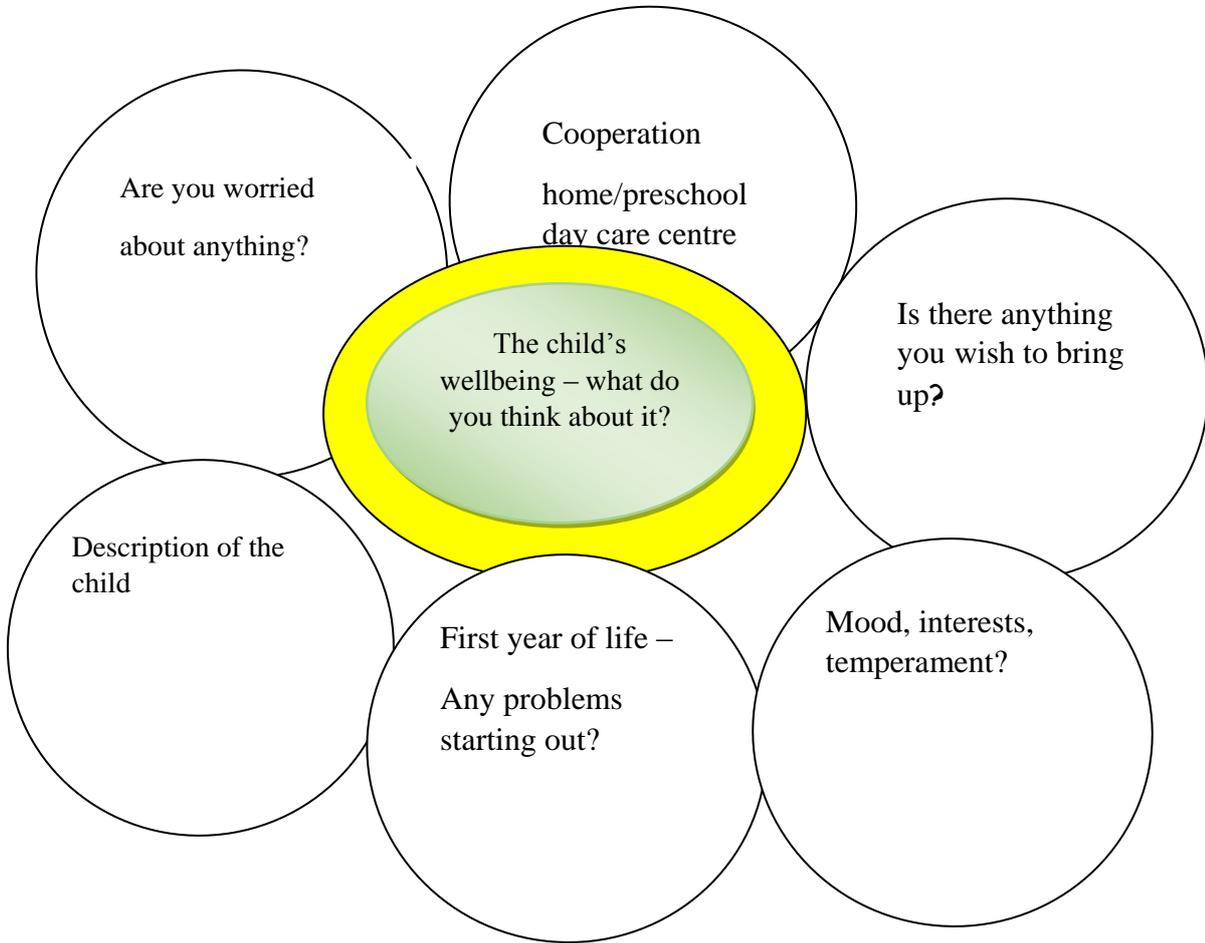
CONCLUSION/SUMMARY

The way ahead

Signature of the preschool day care centre

Signature of the child's parents

This is page is to be filled out and copied for the child's parents.



TO _____

Welcome to the parent-teacher conference!

Time and date:

ASSESSMENT FORM

A questionnaire to be given to the child's parents a couple of days before the conference.
 The parents/guardians of
 Are invited to a follow-up parent-teacher conference onday/o' clock.

Ahead of the conference, we ask that you ponder the following questions and answer them.
 At the latest, this form is to be delivered to the centre on the same day as the parent-teacher conference is held.

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| How well have you child's first days at the preschool day care centre gone? | |
| How were you received by the centre's staff? How have things gone when it comes to gaining an overview of the centre's staff? | |
| What contact kind of contact have you established with your child's primary contact person (if applicable)? | |
| Do the adults seem focused on your child? How is dropping off your child at the centre and picking him/her up going? | |
| Do you receive sufficient feedback from the centre? If no, what do you feel is lacking? | |
| Wellbeing and security are important – How are things going for your child with respect to them? Does your child look forward to coming to the centre in the morning? | |
| Do you feel that you are being heard when it comes to your child's needs? | |
| How are the routines working out when it comes to sleeping, eating and diapers? | |
| Did you receive sufficient information before your child started at the centre? If no, what do you feel was lacking? | |
| Is there anything else that you wish to bring up? | |

PARENT-TEACHER CONFERENCE

QUESTIONS FOR MULTILINGUAL PARENTS

Note: Please clarify any need you may have for an interpreter well ahead of the conference. If you are uncertain as to whether or not you need an interpreter, order one for your own surety.

Name of the child: _____

Date of birth: _____ **Place of birth:** _____

Will you need an interpreter? Yes No

Language/dialect: _____

Mother's name: _____ **Father's name:** _____

Nationality: _____ **Nationality:** _____

Date of the conference: _____

Present at the conference: _____

LANGUAGE

| | | | |
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| 1. The mother's mother tongue/dialect | | | |
| 2. The father's mother tongue/dialect | | | |
| 3. Are these written languages? | | | |
| 4. What language does the family use in communication with the child? | | | |
| Mother | Mother tongue | Norwegian | Other: |
| Father | Mother tongue | Norwegian | Other: |
| Siblings | Mother tongue | Norwegian | Other: |
| Other family | Mother tongue | Norwegian | Other: |
| 5. What language does the child use in communication with....? | | | |
| Mother | Mother tongue | Norwegian | Other: |
| Father | Mother tongue | Norwegian | Other: |
| Siblings | Mother tongue | Norwegian | Other: |
| Other family | Mother tongue | Norwegian | Other: |
| Friends | Mother tongue | Norwegian | Other: |

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| 6. What are the following word/phrases in your mother tongue? | | | |
| Welcome! | | Yes/no. | |
| Good day/Hello! | | I don't want to. | |
| Goodbye/Adieu! | | Mummy | |
| What's your name? | | Daddy | |
| My name is.... | | I have to pee/poo. | |
| I like you. | | I've peed. | |
| I'm hungry. | | I've pooped. | |
| I'm thirsty. | | 1, 2, 3, 4, 5 | |
| Are you tired? | | Are you upset? | |

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| 7. At what age did your child become familiar with the Norwegian language? | |
| 8. In which contexts does your child use Norwegian? 8b. Which language do you find that your child uses the most? | |
| 9. How would use assess your child's competency in his/her mother tongue in relation to his/her peers? | |
| 10. How do you find your child's Norwegian language skills to be? | |
| 11. Does your child have friends who speak his/her mother tongue? | |
| 12. Does your child have friends who speak Norwegian? | |
| 13. Is there a simple children's song that we can learn in your child's mother tongue? | |

BEFORE AND NOW

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| <p>14. Relate a little about your family's background using the following supports as points of departure:</p> <p>History before arriving in Norway (youth – your play environment, living situation, family, friends, other happenings at home, etc. and if applicable, burdens, traumatic experiences for your child – Note: Not everyone has had them!)</p> <p>Moving/escape story (moves, length of various stays, where, etc. and if applicable, one's time at an asylum processing centre)</p> <p>Has your child lived in his/her country of origin? If so, for how long?</p> <p>Current situation (status, residence, work, etc.). Is there anything that you find difficult with respect to your personal situation/the things going on around you?</p> | |
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CULTURE AND RELIGION

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| <p>15. Do you take any special precautions with regard to religion, culture or tradition?</p> | |
| <p>16. What holidays does your family celebrate? Do wish for them to be celebrated at the preschool day care centre? If so, how, and is there anything that you can assist with?</p> | |
| <p>17. Are there anything else that we must take into consideration/should know about (with respect to food or clothing, for example)?</p> | |
| <p>18. Are there any activities at the centre that your child is not to participate in?</p> | |

SUMMARY AND THE WAY AHEAD

Place/date: Signature of the person responsible for the conference

Provide a copy of this page to the child's parents.

LIST OF EQUIPMENT (to be handed out when the child starts)

You must bring:

- Breakfast (if your child has not eaten at home) (for your information, some preschool day care centres provide all food/drinks, while at others one must bring all food from home)
- Diapers
- Sun screen/cold cream
- Indoor shoes/slippers
- Seals, sleeping bag, rain cover, mosquito net (if your child is to sleep in his/her pram/stroller/baby carriage)
- Security blanket, pacifier/dummy teat, stuffed animal, etc. (as needed)
- Clothes for all kinds of weather
- Pantyhose or long johns
- Wool socks
- Wool trousers or fleece pants
- Wool blazer or fleece sweater
- Wellies/rubber boots
- Right shoes for the season (winter shoes/summer shoes)
- Winter suit/jumper (for summer, a pullover jumper/overalls)
- Rain pants, raincoat
- Scarf or neckpiece
- Caps/woolies (suitable for the season) (a sunhat for warm days)
- 2 pairs of mittens

In your child's change-of-clothes bag, there should be:

- Pantyhose or long johns
- Socks
- T-shirt/neck/body
- Underpants/briefs
- Pants/trousers
- Sweaters/blazers