

The International Preschool



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Background of The International Preschool

The International Preschool AB (IPS) is presently the largest and oldest English-speaking preschool in Gothenburg. The organization currently has three preschools in the city of Gothenburg, one of the buildings lies in Majorna, one in Biskopsgården and one in Guldheden.

Lisa Ferrazzoli, an American woman, founded The International Preschool in 1989. Lisa was born and raised in Newport, Rhode Island and gained a degree in Education from Salve Regina University in 1982. Upon moving to Sweden, she found that the cultural similarity in Sweden did not fully reflect the increasingly multicultural world which is important for a growing child to experience in today's society. Thus, in October 1989 The International Preschool began at Allmänna vägen 13 in Majorna.

In 1995 the headmaster of The International School of the Gothenburg Region (ISGR), Gunnar Backman invited The International Preschool, to open another preschool in a vacant building on their school grounds, and The International Preschool Guldheden opened its doors. Ten years later, in January 2005, The International Preschool opened their third preschool on Hisingen due to popular demand.

In total, the organization has 14 departments. Each department is headed by a preschool teacher with at least one assistant. IPS welcomes all families who live, either permanently or temporarily in Gothenburg. The International Preschool today has approximately 210 children enrolled in the program where six continents are represented throughout the preschool's staff and pupils.

From the beginning, IPS has had a fundamental ideology which has always been a common theme throughout the preschool. We are working actively on a daily basis on how best to incorporate the ideology of preschool every day. The ideology includes the idea of giving children tools to help them become more open minded to diversity in our society, and thus become more tolerant and understanding global citizens. The method is to highlight each individual child, with their heritage and culture and mix the different cultures and not "smother" the children under a common norm. Ms. Ferrazzoli is a pioneer in the field of early childhood education in Sweden. The International Preschool was the first privately established preschool in the country to receive regional funding. The International Preschool's ideology is the same today as it was when founded in 1989:

"To acquaint children with diversity and increase their tolerance of dissimilar cultures. To equip them with a strong foundation of knowledge within a multicultural microcosm and prepare them to become better world citizens."

Both children and staff at IPS come from all over the world and thus have very different socio-economic and religious backgrounds. Approximately 80 countries are represented in the various preschools and multiculturalism is highlighted in the interaction between children and adults on a daily basis. Employees are encouraged to apply the methodology they originally learned, providing diversity also in teaching. We often say that we not only work with children at IPS, but with families. Contact

between staff and parents is tight and close. Some of the families who have children at the preschool live in Sweden temporarily, which can sometimes lead to a "left out" feeling. IPS always tries to be there for them, to help with questions of a general and sometimes practical nature relating to the Swedish society. Through good contact between staff and parents, it makes it easier to see the individual child's needs. IPS has always functioned as a sort of medium between the individual family and community.

IPS uses many methods of education that will best achieve the goals laid out by LPFÖ98 and integrates the basic ideology. The key word is diversity. We also work with the study of peace for children with the help of our experiences from the project *Lessons in Living*. IPS also uses *Second Step* (*Stegvis* in Swedish), which is an educational program that seeks to promote the development of social and emotional skills in children. By working with these programs it gives the children the opportunity to learn how to create peace in their lives. Some other interesting methods used at preschool include *Letterland* (a phonics based program), empathy dolls, various mathematical principles etc. The organization also strives to create democratic conditions for both children and staff. Furthermore, IPS works actively with a gender perspective and counter balancing stereotypes of any kind. All three preschools have also achieved their green flag for environmental effort and continue to actively work with recycling and teaching children to conserve energy and resources and to live green.

Although the early childhood educational system has changed drastically in Sweden since 1989 and there are many new English speaking programs springing up within the community, there are currently none comparable with The International Preschool's history and background.

Telephone Numbers and Addresses

Mailing Address:

The International Preschool AB
Karl Johansgatan 152 B
414 51 Göteborg

Owner: Lisa Ferrazzoli
Financial Director: Maria Bayer
Managing Director: Sonu Deva
Tel: 031-54 51 30
sonu.deva@theinternationalpreschool.com

Visiting Addresses:

Majorna

Slottsskogsgatan 5E
414 53 Göteborg

Tel: 031-42 33 35

School Director: Eileen Korczak
Tel: 031-54 51 34
eileen.korczak@theinternationalpreschool.com

Head Teacher: Penny Smith
Tel: 031-54 51 36
penny@theinternationalpreschool.com

Guldheden

Doktor Heymans Gata 1
413 22 Göteborg

Tel: 031-41 33 35

School Director: Eileen Korczak
Tel: 031-54 51 34
eileen.korczak@theinternationalpreschool.com

Head Teacher: Joseph Major
Tel: 031-54 51 38
joseph@theinternationalpreschool.com

Biskopsgården

Friskvåderstorget 11-12
418 38 Göteborg

Tel: 031- 54 65 35

School Director: Alison Hårdstedt
Tel: 031-54 51 35
alison.hardstedt@theinternationalpreschool.com

Head Teacher: Luckana (Mook) Mitmak
Tel: 031-54 50 63
mook@theinternationalpreschool.com

Opening and Closing Times

The opening and closing times vary between the three preschools to meet demands. Majorna preschool opens at 07:00 am and closes at 17:00 pm, Monday through Friday. Guldheden opens at 07:00 am and closes at 17:00 pm, Monday through Friday. Biskopsgården opens at 07:00 am and closes at 17:30 pm, Monday through Friday.

To make sure that you have time to meet the teachers and receive any messages from the day, please collect your child at the preschool about 15 minutes before your preschool's closing time. If you are going to be late picking up your child please call and let us know what is happening. There is a 250kr charge for every 30 minutes or part thereof that you are late as the staff member has to be paid overtime to stay with your child. This has been agreed to when you signed our policy document.

The teachers start and finish times vary, so please be aware of your child's teacher's time if you wish to speak to them at the beginning or the end of the day.

Authorized Collectors

In order to ensure the safety of your child in the school, we will not allow your child to leave the building with anyone who is not on your authorized collectors form. We also ask for pictures of both parents as we use substitutes to cover the teachers leave and they may not be sure of what all the parents look like. The form can be changed and added to at any time by you in person, so please ask your Head Teacher or Director if you would like to do so. Please make sure that anyone coming to collect you child has an ID card or driving license to confirm their identity. Please do not be upset if you are asked for identification as we are doing this for your child's safety.

Attendance and Arrival Times

Whenever your child is not coming to school please call and notify the preschool before 09:00 am and let us know so that the teachers can better plan the day.

For your child to have the full advantage of a good learning experience they need to arrive and be in their classroom by 09:30 am. Circle time starts at 09:30 am in all three preschools and this sets the day for the children. If you arrive and circle time has already started please wait with your child outside the classroom until circle time has finished.

Breakfast, Lunch and Snack

At IPS, breakfast, fruit snack and afternoon snack are provided; however, the children bring their own lunch to preschool every day. Food is a very important part of any culture and lunchtime at preschool is a lovely mix of different foods. Lunch should consist of food that your child can manage (youngest children will have help eating if needed); the lunchbox should be clearly labeled with the child's name. You need not provide your child with a drink unless asked to, and sweets for dessert are discouraged.

We serve breakfast at 08:00 am. Breakfast consists of fresh fruit of the day and one of the following: yoghurt and cereal, porridge, eggs and toast or sandwiches. This is served with milk and or water. The children will also be given fruit snack after their circle time in the morning. Afternoon snack consists of fresh fruit of the day and a carbohydrate based snack for example, sandwiches, pancakes, fresh baked bread, noodles etc. The menus for each individual preschool can be viewed online at www.theinternationalpreschool.com

What to bring to Preschool

In the classroom or cloakroom area, your child will have a labeled box for their spare clothes. Please make sure that they have a full change of clothes and then some extra socks and underwear is always a good idea. Since we go outside with the children everyday your child will need appropriate outdoor clothes and shoes for the season. As the weather in Sweden is often unpredictable, we need to have rain clothes and winter outfits at school. Rain clothes consist of a waterproof jacket, waterproof trousers and rain boots. Winter clothes consist of warm overalls, gloves, hat, warm socks and warm winter boots. If you need further advice on what to provide for your child, please ask their teacher who would be happy to assist you.

If your child has a pacifier, blanket or soft toy that they use when sleeping, please let the teacher know and they will show you the appropriate place for them in the classroom.

Please do not bring toys or other items from home unless your child's class has a designated show and tell day. This will cause distress for the children if something is broken or lost.

Keeping in Touch

During the year you will receive letters or messages from the teachers or from the Head Teacher or Director. When your child has been enrolled in preschool, you will be signed up for our website (www.theinternationalpreschool.com), for which you will receive a personal login and access to your child's daily schedule, monthly newsletter and any other information. We will also post additional information and reminders on the class boards and on the main notice boards around the school.

Change of Information

You must inform us of any changes in your personal information, for example, a change of your income, a new phone number or a change of address. The best way to inform us is to email either the director or the head teacher of your preschool. If email is not available to you please hand the changes written on paper to either the head teacher or the director of your preschool.

Dates for your Diary

The preschools will be closed on all the Swedish public holidays throughout the year. You will receive a list of these at the beginning of each term. We will also close for two study days for the teachers per term, these dates vary from term to term, however you will always be notified in good time. We are closed for the whole month of July each year and reopen again on the first weekday in August.

Website

As previously mentioned, the preschool has a website that you as a parent will be required to use. On there, you will find your child's class newsletter and schedules, photographs, and messages. Only parents and teachers can register and see this side of the website so all photographs are protected. As mentioned, you will automatically receive your username and password to the website www.theinternationalpreschool.com upon your child's enrollment in the program.

Parent Volunteers

Each family and parent is unique. If you have an interest in sharing your talents and/or culture with the children at our preschools, we welcome your involvement.

If you can cook a special food, play a musical instrument or do a craft, let us know how you would like to help. Parents are also welcome in the classroom, for example, to read stories, helping with field trips etc. Please arrange this prior to your visit, with your child's teacher, the head teacher or director of your preschool.

Complaint Procedure

From time to time you may have a particular concern. Your concerns are important to us. We ask that you follow the procedures listed below so that your concern will be properly addressed.

- Talk to your child's teacher and give them the opportunity to solve the problem.
- If this does not resolve the problem you should then talk to the head teacher or director of your preschool, to give them the opportunity to solve the problem.

We are always very happy to hear your positive comments about the preschools as well.

Children's Rights in Sweden

In Sweden it is against the law to hit any child. All childcare organizations and schools in Sweden have a legal obligation to report any occasions or incidents of child abuse in line with the United Nations Convention on the Rights of Children. This includes any time when a child tells us they have been hit or treated cruelly by any family member, friend or teacher.

Nuts

There is a total ban on all nuts and nut products in Swedish schools. Nuts and products containing traces of nuts are not allowed in the preschool buildings. Please do not send your child to preschool with any nuts or food made with nut products, this includes pesto which may contain cashews and/or peanuts along with the pine nuts. This rule is due to allergies which can be very severe and is strictly adhered to at all times.

Medicines

We can administer prescription medicine to your child at preschool. The medicine must be in the original container with the child's name on the container and the dosage. We also need you to complete and sign a form to give us permission. Please ask your child's teacher for the form before you leave the medicine. Medicine will not be given to your child without the completed form.

Rest Time

In all the groups within the preschools, your child will have rest time after lunch. In the Nurseries and Preschool 1, the children sleep for up to two hours. In Preschool 2 and Kindy, the children rest for 30 minutes, some of the children sleep and some do not. The children are given their own mattress and are asked to lie quietly and listen to some music, listen to a story tape or look at a book for 30 minutes. We feel that this is an extremely important part of the day and allows the children to recharge their batteries so they are ready for the afternoon activities.

Letterland

Throughout the preschools, in all the groups, we use a phonics based (reading and writing) program called *Letterland*. This program is used worldwide in many English as a second language schools. The program gives each letter a character and a name and uses songs to help the children to remember the sound and the shape of the letter. The program is fun and interesting for the children and brings each character to life.

Attached to this pack is a copy of each Letterland character so that you may familiarize yourself with them in order to better assist your child at home. Additional information and learning tools can be found at www.letterland.com

Second Step

Throughout the preschools, in all groups, we use a program called *Second Step*, (*Stegvis* in Swedish). This is a violence prevention program originating from USA. It teaches the children about their emotions, what they are, why we have them and that it is ok to feel them. It then teaches them how to deal with these strong emotions in a

non-violent way. The program works very well and we find that the children are able to use the tools given to them to solve their own problems.

Outings

All the groups in all preschools will go on outings (on different days of the week) within the Gothenburg area using the fantastic public transportation. These outings are more frequent in the Kindy and the Preschool 2 groups but in the spring and summer months the Nursery and Preschool 1 groups will also take trips out from the preschools. On these days you may be asked to provide a cold lunch for your child. This could be sandwiches, cold pasta salad, pancakes etc. but should be something that your child can manage to eat sitting outside on a picnic blanket. Please remember to also provide a drink for your child (we ask that you give them water, juice or any other healthy alternative, soda is discouraged). In preschool 1, preschool 2 and Kindy, the children carry their own lunch. Please provide a backpack for your child that they are able to carry on their own.

When the children go on outings they all wear fluorescent vests and we walk holding a rope so that it is easy to keep the children together.

Sometimes the teachers will take the children on unplanned outings. To avoid disappointment for your child please make sure that they are at school for circle time in the morning so their group has not gone without them.

If your child is going to be absent from the outing, please inform the preschool by 09:00 am so the teachers can better coordinate their travel plans.

Child Development Talks

Twice a year you will be able to sign up for a time with your child's teachers to discuss your child and their development. The meeting is designed for the teachers to show you the progress that your child has made so far in the term. Your child's teacher will discuss with you daily how your child's day has been and anything else that they feel you need to be aware of.

Birthdays

We are happy to celebrate your child's Birthday with them. We will do this by making a birthday crown for your child and giving them a special birthday badge or sticker. Their class friends will sing to them and we have a birthday candle train for the children to blow out the candles on.

We do not serve cakes or sweets to the children so please do not bring them.

Sickness

Please keep your child at home for a full day if they have had:

- Fever
- Vomiting
- Diarrhea

If your child has had any of the above they should be free from these symptoms for two days before their return to preschool. In the case of vomiting and diarrhea, brothers and sisters must also stay home to prevent spreading in other groups.

Your child has to be able to do all the activities during the day including going outside. If we feel that your child is not coping or has any of the above sickness we will call you to come and collect your child from the preschool as soon as possible to prevent the spreading of the illness to the other children.

The Golden Rule is that your child should not be in if they cannot do the day!

Fire Drills

In order to ensure the safety of everyone in the buildings, we have fire drills about four times a year (twice per term). These drills happen randomly and are necessary for the children to experience so they are familiar with emergency routines. Fire drills are not determined by weather conditions, so there may be a time when the children have to exit the building in only their socks. We ask that you have understanding for the importance of these fire drills and make sure that your child has indoor shoes if you would like to prevent dirty socks.

Fees / Payments

The International Preschool is funded by the local government "MaxTaxa" system. The fee is paid during 11 months of the year and July is free of charge. Vacation, public holidays or other time off does not affect the fee. The fee is based on the gross income of the household per month, the age of the child-children, and how many children in the family hold a position in preschool.

You pay the fee on the same invoice regardless of how many children you have within the preschool. The bill is mailed on the 10th with a due date on the 25th of the month.

In such cases where the child divides his/her time between parents, both have responsibility for the fees. The fee may in this case be based on the joint income of both households. The joint fees may however, not exceed the maximum rates for a position. Both parents pay half fee depending on their household income.

For joint living conditions, the fee is based on both incomes, regardless of whether the child is mutual or not.

If you have two or three children in the preschool, a full fee is charged only for the youngest child. For the second and third child in the family, you pay a sibling fee. As of the fourth child, no fee is charged.

Changes regarding income and family conditions that affect the fee should be reported as soon as they are known. The preschool has the right to charge an extra

amount if the actual incomes are higher than those the fee was based on. In such a case where a parent fails to produce an income statement upon request, the fee will be based on a gross income corresponding to the maximum income rate.

For planned closing days (teacher study days etc.), up to four times per school year, regular fees apply with no deduction.

The fee is not affected by the child's short-term periods of sickness.

Parents who are seeking employment may be required to utilize the position in preschool only 15 hours per week.

Should you leave us, the resignation time is two months. The fee should be paid during the time of resignation whether or not the position is being utilized. When moving from the Gothenburg region, the position may be kept for a maximum of two months.

Children in preschool	Children 1-2	Years	Children 3-6	Years
The fees change in August, the year your child turns 3	% of gross	Maximum monthly fee	% of gross	Maximum monthly fee
Youngest, Child 1	3,0	1260	2,0	840
Sibling fee, Child 2	2,0	840	1,0	420
Sibling fee, Child 3	1,0	420	1,0	420
As of the fourth child, no fee is charged.				

1. Maximum monthly rates based on gross income reach up to 42000kr per month. The amount of children in the household who have a position in preschool affect the fee regardless of whether the position is local government or private. The youngest child is always referred to as "Child 1".
2. Households with a calculated childcare fee under 100kr per month will receive no fee.
3. Households that collect social security support payments will receive no fee.
4. Fees are paid 11 months out of the year. No fee will be charged during the month of July.

In-Schooling

When your child is first enrolled, we at IPS like to ease them into the program by starting them off on a scheduled routine with increasing hours spent at preschool. Below is a sample schedule of in-schooling, you will receive a personal letter with the dates for your child's in-schooling.

DAY 1	09:00 - 10:00	Welcome and meet your teachers. Parents to stay with their child.
DAY 2	09:00 - 10:00	Parents to stay with their child.
DAY 3	09:30 - 10:30	Parents to leave for 10 - 20 minutes.
DAY 4	09:30 - 10:30	Parents to leave for 1 hour.
DAY 5	09:30 - 11:30	Parents to leave for 2 hours. Please bring lunch for your child.
DAY 6	09:30 - 11:30	Parents to leave for 2 hours. Please bring lunch for your child.
DAY 7	09:30 - 11:30	Parents to leave for 2 hours. Please bring lunch for your child.
DAY 8	09:30 - 14:00	Parents to leave when circle time starts. Please bring lunch for your child. Your child will stay for rest time.
DAY 9	09:30 - 14:00	Parents to leave when circle time starts. Please bring lunch for your child. Your child will stay for rest time.
DAY 10	09:30 - 14:00	Parents to leave when circle time starts. Please bring lunch for your child. Your child will stay for rest time.