



# Undraland Parents Manual

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General information for guardians of children attending Undraland in 2021-2022.

*This manual contains the necessary information for you and your child regarding the after-school program Undraland. The amount of information to process is quite considerable so we have amassed it together in one place for your convenience. We look forward to work with you and your child this coming winter and hope that this manual comes to good use.*

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## **About Undraland, organization and procedures**

Providing the best possible assistance for your child, in accordance to its needs, is of paramount importance in our work. We look to establish good channels of communications with all guardians, as well as with all parties concerning the children's daily activities such as the school, sports clubs and the community center. Once every year we offer guardians the opportunity to attend a formal interview. It is however possible to request an interview at other times as well. Upon the guardian's request, the director can additionally attend regular progress meetings as well as transference meetings regarding specific children.

Guardians can reach the director most mornings between 9:00 and 12:00 via telephone number **411-5710** and **695-5054** or by email at [undraland@rvkfri.is](mailto:undraland@rvkfri.is)

On estimate, **14 children** are counted for each general employee. In addition to them, there are so-called supporting employees whose job is to service the needs of specific children. These guidelines regarding staff to children ratio dictates in what capacity the after-school program can accept and accommodate the children. If the number of applications increases proportionally to the number of staff, it might result in a temporary waiting list. In accordance with city council mandate, children in the 1<sup>st</sup> grade as well as those living with specific conditions are a priority group with regards to accepted applications. Consequently, we recommend to all guardians interested in applying for a stay at the after-school program for their children, to do so sooner rather than later. We start accepting applications in February each year, for the subsequent school year.

## **Staff**

The staff consists of a director and assistant director in full time job - and employees in part time positions ranging for 20% - 50%.

Undraland director is Eyrún Eva Haraldsdóttir. The assistant director is Bryndís Þórólfsdóttir. Daily work hours for employees acknowledge above is from 9:00 – 17:00. If needed, it is possible to contact us at the office via telephone numbers **411-5710** and **695-5054/695-5074**. If concerning matters arise, we strongly recommend that guardians contact us **before noon** as between the hours of 13:20–17:00 the staff is predominantly preoccupied with the children. We kindly request if possible, to limit the amount of phone calls after 13:20. On the occasion

guardians would like to schedule an appointment with the director it would be preferable to have contact in advance.

### Opening hours

The after-school program is open from **13:40-17:00**. When the children leave their classroom as their school day concludes, they are greeted by the staff and escorted to Undraland. The children bring with them all their belongings to Undraland, cloths, shoes and school bag.

**Undraland closes at 17:00.** We kindly ask guardians to respect the closing hours.

It is of great importance to let a member of the staff know when a child is picked up. When a child leaves, the guardian should always transfer his or hers designated identification card on the activities board (valtafla) to a section within it named "gone home" (farin heim). A so-called activity administrator (valstjóri) is continually throughout the day stationed next to the activities board. He is responsible for greeting guardians, answering their questions and maintaining a general oversight on daily activities.

### Fees

The price of attending the after-school program 5 days a week is **14.490 kr.** a month. The fee is invariably collected after each month. If a guardian request to withdraw the child's application to attend the program it is important to do so before the **15<sup>th</sup> of the month as the resignation takes effect at the start of the next month.** For further detail on the fee structure visit the city's website ([press here](#)).

### Afternoon refreshments

Shortly after arriving at Undraland, all the children are served afternoon refreshment. The school is responsible for purchasing the food while the staff at Undraland prepares and serves it. A monthly cost of refreshments is **4.185 kr.** per child attending 5 days a week. This particular fee is charged alongside the monthly admissions fee. When all the children have eaten, the formal program begins.

### Program

At 14:30, when the afternoon refreshments, a shared time period (samverustund) and some outdoor play have concluded, the formal program begins. The program is an amalgamation of diverse and entertaining leisure activities, striking a balance between organized and less restricted play. On account the children have spent most of their day in a classroom we deem it imperative that they'll be granted a period for free play. Around 16:20 gradually components of the program cease to operate as increasingly more children go home. The final 30 minutes or so are devoted to relaxation and tidying up.

13:40: Accompanied by an employee, the children leave their classrooms and go to Undraland.

13:45: The children select what type of activity they would like to engage in during the day.

13:50: Shared time period/outdoor play/afternoon refreshments.

Each class attends a shared time period once a week. The shared time period takes place after the children have picked activities for the day and its duration is about 15 minutes. During these periods a wide variety of subject matters are discussed, designed to improve the children's social skillset. In addition, we examine the content of the theme weeks, participate in collaborative games, read stories and more. When the shared time period has concluded the children enjoy afternoon refreshment.

During the days where the children don't attend a shared time period, they engage in outdoor play instead. Afternoon refreshments are an everyday occurrence.

14:30: The Formal program begins.

15:10: The first opportunity for the children to switch activities.

16:00: The second opportunity for the children to switch activities. On occasion, when the weather is wonderful everyone goes and plays outdoors.

16:30: Relaxation and tidying up.

17:00: The after-school program closes.

## **Facilities**

Undraland is located on the lowest level at Grandaskóli and in a house on the school property. The main entrance is on Rekagrandi. The activities board for 1<sup>st</sup> graders is located in Grandaskóli and for that reason it is advisable to visit that portion of Undraland first, because the board contains information regarding the current whereabouts of each child. The activities board for 2<sup>nd</sup> graders is located in our house outside of Grandaskóli.

### **Undraland is divided into the following sections:**

**Card and Board games (Spil):** Card and Board games is in Grandaskóli, through Undraland's main entrance. There, quietness and concentration reign supreme. We offer an array of board games; chess and puzzles suited for children aged 5-8.

**The Gymnasium (Íþróttasalur):** In the gymnasium we participate in different types of organized games and activities. On occasion we offer free play, making the most of all the gym equipment on hand, arranging it throughout the gymnasium in a manner so might

resemble a circus. In addition, we might every now and then dance our socks off in Just dance. The gymnasium is in Grandaskóli, through Undraland's main entrance.

**The Beads (Perlur):** Beads have always been a mainstay in Undraland, by virtue of it being the perfect avenue for everyone to express oneself creatively. When one has finished his or her masterpiece the staff can iron the artwork, making it durable and in a condition perfect to take home and exhibit to loved ones. We offer all kinds of instructions to help spur the creativity, many of them in correspondence with sessional events. With regular intervals we rotate the instructions available, maintaining a fresh enthusiasm for the craft. The beads area is located in the dining hall in Grandaskóli, through Undraland's main entrance.

**The Kitchen (Matreiðslustofa):** Undraland has occasional access to a kitchen. When we can offer the activity of cooking and baking, we do so with simplicity, security and sanitary measures in mind. The Kitchen is the place where we allow ourselves to tingle our sweet tooth. It is in the same hall as the children's classrooms.

**The Outdoors (Útivist):** The Outdoors are always available in Undraland, that is to say that everyone, at all times, has the option to play outside. A staff member is always present outside and determines a designated area available for play. All areas are on school property.

#### **In Undralands house:**

**Arts room:** In the arts room one can craft, paint and draw. We try to have organized work there, but we also have days where is freedom and the children decide what they do. The Arts room has also a little club room, used for all kinds of clubs.

**Blocks, Lego and Sylvaniaian:** Undraland possesses a vast quantity and variety of blocks to build and play with. The same also applies for the Legos. To top it off, Undraland also offers all kinds of Sylvaniaian figures, miniature houses and toy animals to play with. The area containing the blocks, Legos and Sylvaniaian is in Undralands house on the school property.

**The Book Corner and Cozy:** The Book Corner and cozy is unquestionably the most tranquil place in Undraland. When feeling fatigued after an energy-consuming day, this is the best place to visit while recharging the batteries. Once a week (on a Friday) the Cozy Corner is utilized for video game play. The only video games played in Undraland are age appropriate.

**The Secret Theater:** The secret Theater is an adventurous area in our house. There is a large stage to set up a play, a store and a small house. All kinds of fake food items, big blocks and more are in this area to make a good game better.

## Whole Days

When traditional school activities are not occurring, for example during the teacher's staff days, Easter, Christmas and other holidays, Undraland offer a full day service. **However, Undraland is not open during the school's winter break.** On whole days, Undraland is operational from 8:00-17:00. An extra fee is charged for service provided before noon during these days. Applying for an extended stay (viðbótarvistun) is done via Vala (vala.is). Registration for a stay during a whole day is advertised via email well in advance. It is of great importance that guardians inform Undraland whether their children will or won't attend the program when the school is not operational. Nevertheless, if a guardian chooses not to apply for an extended stay during the morning, chooses only to have the child attend in the afternoon or not at all; knowing in advance is of great benefit about organizing shifts and planning our activities. **It is worth noting that unregistered children, during entire days, are not accommodated.** It is important that the children are clothed in accordance with the weather conditions, and that they carry with them an ample number of snacks, generally a morning snack and a lunch. On whole days it is commonplace we take day trips away from Undraland, except for the days when scheduled teachers/guardians interview take place.

To see which days are entire days this coming school year, 2021-2022, explore the calendar located on Undraland's website ([press here](#)).

## Website, Social Media and E-mail

It is our belief that the channels of communications between the after-school program and guardians are imperative. Undraland hosts a website and with regular intervals we post accounts of daily happenings, as well as sending emails to guardians with all matters related to our service. It is essential that guardians present the correct e-mail address whilst registering with Vala and we kindly request that they monitor their inbox. It is possible to reach us at the e-mail address, [undraland@rvkfri.is](mailto:undraland@rvkfri.is)

Our website is at <http://undraland.tjornin.is> and contains information regarding staff members, internal activities, news and more. The website is updated on a regular basis.

As well as having a website, Undraland maintains a presence on social media. The after-school program has established a Facebook group under the name Frístundaheimilið Undraland 2020-2021. There we post news, notifications and a general insight on daily activities. We recommend you keep an eye on it. The group is private, restricted to just the guardians. All relevant information will as well arrive via e-mail.

[Undralands Facebook group.](#)

## **Announcements for the after-school program**

It is exclusively the responsibility of the guardians to announce their child's absence from the after-school program. Children should not declare their absence from Undraland, stating for example that they were supposed to go home with a friend. It is entirely the responsibility of the guardians to inform us. That can be done by e-mail, text message or a phone call. It is of paramount importance to announce a child absence, in order to prevent our staff becoming concerned and anxious regarding a child not accounted for. However, it is not necessary to notify us if a child is sick, given the school was notified the morning of.

## **Leisure activities**

Guardians are responsible for notifying us if their children are to attend, by themselves, other leisurely disciplines such as sports practice. The same applies regarding any change to their normal routine within the after-school program, for instance if a child is granted permission to skip a leisure activity.

## **“Can I Call?”**

A child requesting to use the phone in Undraland, for a variety of reasons, is a relatively common occurrence. During operational hours, the amount of phone calls received is often quite great. Therefore, we can't grant the children's wishes to use the phone unless the matter is deemed urgent, for example if something important might have been forgotten at home or if it is unclear whether a child will be picked up or supposed to walk home by itself. The children are not allowed to use our phone to call their guardians, asking them for permission to play with other children when the after-school program has concluded. We kindly ask the guardians to show consideration regarding this rule. If guardians have organized a playdate for their child following our operational hours, we recommended you let us know in advance by e-mail, a text or phone.

## **Clothing**

It is important that the children are clothed in accordance with the weather conditions. Under particular circumstance we stay indoors for the duration of the program. However, that is infrequent. If a child has been sick and should therefore stay indoors it should have in its possession a note requesting an exemption from outdoors activities. Aforementioned request can also be delivered via e-mail, a text or by phone.

## **Lost and Found**

Children losing or misplacing their belongings is a frequent occurrence in Undraland. Consequently, as the school year progresses, the lost and found storage accumulates a great number of items. At the end of each day the staff collects misplaced items. If the item in question has a tag with a name on it, the staff member places it on the owners designated coat hanger. On the other hand, if there is no visible name tag, we place the item in our lost

and found dresser. The dresser is made available for the guardians to browse through at the end of each day. It is located by Undraland's main entrance. Items not claimed will be donated to the Red Cross. Guardians are always notified in advance before a donation is made.

### **Surroundings**

In circumstances when a child is being picked up whilst it was playing with some toys, we would kindly ask of you to encourage the child to tidy up. Such actions prevent the responsibility of cleaning up solely falling on other children or staff. We play a part in constructing our environment and in a clean one, we feel better.

### **Other**

Telephones are not allowed in Undraland. If a child carries a telephone it should be kept in its school bag for the durations of the program. If guardians need to contact their children, they can always call our telephone. In the case of, when a child has a cellphone or a smartwatch they are allowed, at the end of the day to make a call to their guardians, informing them they are returning home. For security reasons, the call is to be made in the presence of the activities administrator.

If children attend Undraland in possession of a bicycle, a scooter, a toy, a phone, money, etc., they do so know that the staff bears no responsibility safeguarding their properties.

If children attend Undraland on a bicycle, a scooter or on rollerblades, they are required to have a helmet. Roller shoes are not recommended attire for Undraland.



## **The School collaboration**

The collaboration Undraland has with Grandaskóli is diverse in nature, regarding both internal and external matters of the after-school program.

An agreement between the school and the after-school program is in place allowing Undraland to operate within the school building. Consequently, a portion of our work occurs within the school walls. The school principal and the director of Undraland recognize aforementioned agreement.

The director of the after-school program attends consultation meetings with the school directors. In these meetings a variety of topics are discussed, such as the services provide to children with special needs, collaboration during unconventional school days and more.

## **Collaboration with K.R. – Escort to football practices**

Undraland has an agreement in place with K.R. where members of our staff accompany the children from the after-school program to football practice. An Undraland employee accompanies the children to the sports club lobby, where a member of the club greets them. Our staff members do not enter the locker rooms. When practice has concluded, an employee of Undraland remains in the lobby, overseeing children yet to be picked up.

If guardians wish to register their child for an escort from Undraland to football practice one can do so via e-mail.

## **Distinctive Features Of The After-school Programs under Tjörninn**

**Amenities and Activities Week:** In this week we examine and contemplate healthy living, physical and mental. Amenities and Activities week is in September.

**Science Week:** Every autumn the after-school programs under Tjörninn explore the world of science. We perform all sorts of experiments; learn about famous scientists and who know maybe one might visit. The Science week is in October.

**The Convention on the Rights of the Child and Marching for Our Rights Week:** This week occurs every year at the time of the anniversary of the United Nations Declaration of the Rights of the Child. We examine children's rights and participate in assignments associated with them. This week culminates with the second grade marching downtown demanding advancements for children's rights around the globe. The Convention on the Rights of the Child and Marching for Our Rights Week is in November.

**The Christmas Market:** Every year, Tjörninn hosts a Christmas market in support of good causes. In the weeks proceeding, the children attending the after-school programs have crafted all sorts of Christmas ornaments intended to sell them to guardians and others who would like to support a good cause. The Red Cross and UNICEF are examples of organizations that have received donations from sold goods at our Christmas market. The Christmas market takes place in early December.

**Diversity Week:** In Diversity week we study culture differences and participate in assignments design to broaden our horizons. Diversity week is in January.

**Media literacy:** Given the significance allocated to all kinds of media in our society it is imperative we discover what impact it can have on our thinking and consequently our behavior. In this week the children are guided through the world of a variety of media outlets. Media literacy week occur in February.

**The Annual Boxcar Rally:** Traditionally during springtime, all the after-school programs under Tjörninn unite and compete in a multitude of boxcar races. Among trophies up for grabs are the fastest boxcar, the hippest boxcar, the loudest supporters as well as teams constructed of staff members face off. Before the races begin, all children and staff from each after-school program march from Hallgrímskirkja towards Ingólfstorg, where the race takes place. The march causes a great amount of excitement with all the children and pedestrian alike. While marching, we are escorted with police presence. Children in the 2<sup>nd</sup> grade compete, while children in the 1<sup>st</sup> grade cheer them on. Each after-school program has a designated color. Undraland's color is green. All guardians are welcome to attend and celebrate together with the children.

## Leisure Card

The purpose of the Leisure Card is to ensure all children and teenagers from the ages of 6-18, can participate in a constructive leisure program regardless of financial and social circumstances. The Leisure Card aims to increase equality in our society as well as diversity within the fields of sport, art and leisure.

The grant designated for each child has been 50.000 kr. per year, since of the 1<sup>st</sup> of January 2017. It is not awarded in the form of a direct payment. On the other hand, the grant is a down payment available for guardians to allocate, in the child's name, to reduce particular participation or practice fees. It is worth noting that unused grants do not accumulate between years. The grants are available for applicants from the 1<sup>st</sup> of January in the year they turn 6 years old, until the 31<sup>st</sup> of December in the year they turn 18. Individuals 18 of age must allocate the grant by themselves, by signing into Electronic Reykjavík (Rafræn Reykjavík).