

Children in Holbæk Digital Dialog and cooperation in Holbæk Municipality's day care.

Your entrance to your child's day care.

Holbæk Municipality takes the digital platform *Children in Holbæk* in use in the beginning of December. *Children in Holbæk* shall help us with extending the cooperation on the child's learning and wellbeing. *Children in Holbæk* is to facilitate parents' access to communication and knowledge of the child's everyday life. *Children in Holbæk* shall therefore complement and not replace the personal contact between parents and staff.

Get closer to your child's everyday life

Children in Holbæk must support cooperation and communication between parents and the individual kindergarten/day care home. The system contains the materials and information that you will find today on the notice board. For example diaries, weekly schedules, pictures etc.

At the same time, the system options to register the information that the staff needs from you and to mutually exchange knowledge of the child.

Children in Holbæk gives you among other things the opportunity to:

- follow the child's everyday life
- communicate electronically with the kindergarten
- easy and quickly sign up for events, parents conversation etc.
- see pedagogical documentation for activities that your child participates in
- get access to your child's photo archive

All in all, an opportunity to get a greater insight into the child's everyday life, when it suits you in a faster and a more accessible way. If you have several children in day care and school you will get a total access to all the children. *Children in Holbæk* is namely linked to an interface for our SkoleIntra.

Children in Holbæk contains a personal data card which the institution can see the contact information for you and all the important information about your child. It is important for your child's safety that you make sure that the information about your child is updated.

The first time you use *Children in Holbæk*

You can access *Children in Holbæk* from all web browsers – however, we recommend Google Chrome. The first you use *Children in Holbæk* you must open the website borniholbaek.dk

Here, you log on via NemID. If you do not have NemID you can order it on www.nemid.dk. At first login you will be asked to complete the personal data card for your child. The electronic data card replaces the paper card you filled out when your child started in the kindergarten/day care.

At first login, you can besides read about how to install an app on your smartphone or tablet so you get access to *Children in Holbæk* that way.

When you deliver and pick up your child

At delivery, you must from now on check in your child on an iPad in the institution. At the same time you inform, when and who you expect to pick up your child. At the pickup, you check out your child again.

When your child does not come

You must in future notify us of your child's illness, days off and holidays via *Children in Holbæk*. You simply send the message via your phone, tablet or computer then *Children in Holbæk* ensures that it gets registered.

When your message is registered the system ensures that the staff always have an overview of which children that are present in the day care.

From now on, you do not necessarily need to keep an eye on various checklists etc. It is all gathered in *Children in Holbæk*.

Support

It is important that all parents start out good by using *Children I Holbæk*. The staff in our kindergarten offers help with the set-up if you need it. Your kindergarten lets you know whom to contact to get help.

Until the end of 2016, you also have the opportunity to address directly to Assemble, which provides the system to Holbæk Municipality for support.

Monday – Friday:

9:00 am. – 15:00 pm.

Hotline phone:

31 3131 52

Hotline mail:

hotline@assemble.dk

We hope you enjoy the use of *Children in Holbæk* and recommend that you start using it as soon as possible.