



HEILSULEIKSKÓLINN
ÁLFASTEINN

-með sól í hjarta

Guidebook for
parents/guardians

Guidebook for parents/guardians Heilsuleikskólans Álfasteins í Hörgársveit

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Welcome to Heilsuleikskólann Álfasteinn.

Useful telephone numbers:

Álfasteinn/ Principal : 460-1760

Deputy principal: 460-1757

Kitchen: 460-1755

Dvergadeild: 460-1759

Trölladeild: 460-1758

Álfadeild: 460-1761

Ljósálfadeild: 460-1761

Email: alfasteinn@horgarsveit.is

Website: <https://alfasteinnhorgarsveit.is>

Álfasteinn preschool

The Health Preschool Álfasteinn in Hörgársveit is located just north of Akureyri. Álfasteinn is close to the highway and surrounded by trees and wonderful nature. The name Álfasteinn (Elf Stone) comes from a nearby farm called Dvergasteinn (Dwarf Stone) and the large stone that was excavated during the building of the preschool, which is now located at the preschool's entrance.

The preschool has four departments: Ljósálfadeild for 1-year-olds, Álfadeild for 2-3-year-olds, and both Dvergadeild and Trölladeild for 3-6-year-olds. The opening hours are from 7:45 AM to 4:15 PM.

When the preschool opened on July 30, 1995, it was 114 sq.m. with space for 16 children. On June 9, 2007, a 160 sq.m. extension was opened, increasing the capacity to 32 children. Due to the ever-growing community in Hörgársveit, it was decided to extend the preschool further. On August 9, 2019, another extension was opened that houses workstations for teachers, a break room, and more. At the same time, the old break room and workstations for teachers were converted into a department called Trölladeild, increasing the capacity to 44 children.

In March 2021, the third department, Dvergadeild, was opened, and on April 12, 2023, Ljósálfadeild was opened, bringing the total capacity to 90 children. Finally, on June 2, the last extension was completed, adding a new break room, a room for special education, and meeting facilities. The Health Preschool Álfasteinn is now 885 sq.m.

Kindergarten staff

Principal: Huguín Ósk Hermannsdóttir kindergarten teacher.

Deputy principal: Sigríður Gréta Þorsteinsdóttir kindergarten teacher.

Heads of departments: In Dvergadeild: Bryndís Hulda Ríkharðsdóttir, Nurse. In Trölladeild: Halldóra Elín Jóhannesdóttir, kindergarten teacher. In Álfadeild: Helga Stefanía Þórsdóttir kindergarten teacher and Sveinbjörg Torfadóttir kindergarten teacher. In Ljósálfadeild Monika Björk Friðriksdóttir B.A. pedagogy.

Head of Special Education: Bára Björk Björnsdóttir special education kindergarten teacher.

Cook: Borghildur Freysdóttir

Other staff: <https://alfasteinnhorgarsveit.is/Mannaudur/Starfsfolk>

The Principal is the head of the preschool, holding both professional and operational responsibility for all activities. He is responsible for formulating an overall strategy for

the preschool's upbringing and education, making plans, and conducting regular evaluations of the preschool's work

Deputy principal substitutes for the Principal in their absence.

Head of departments manages the work within their respective departments. They oversee daily operations and handle personnel management

Head of Special Education is responsible for managing the planning, implementation, and re-evaluation of special education in the kindergarten, working closely with the kindergarten director. This role includes acting as the professional coordinator of special education in the preschool, conducting initial analyses, and providing counseling for other preschool employees. Additionally, the Head of Special Education works directly with individual children on special education needs and participates in general educational activities.

Kindergarten teachers and instructors engage in educational work with children, following the kindergarten teacher's job description and the school curriculum

Cook is responsible for making purchases, preparing, and serving breakfast, lunch, and midday coffee. The cook also handles all finishing and cleaning in the kitchen and takes care of the laundry. The company Hreint takes care of daily cleaning.



Management and consulting The Health Preschool Álfasteinn

Oddviti Hörgársveit is Axel Grettisson.

Sveitarstjóri Hörgársveit is Snorri Finnlaugsson.

Regarding the collection of kindergarten fees, Anna Kristjánsdóttir.

The educational committee of Hörgársveit The educational committee of Hörgársveit oversees the preschool on behalf of the local government. The committee is represented by the municipality, with Jóhanna Oddsdóttir as chairman, Ásgeir Már Andrésson, and Sigurbjörg L. Auðbjörnsdóttir. Additionally, the committee includes the school

administrators of the kindergarten and primary school, as well as an employee and a parent from each school.

Kindergarten consulting and expert services

The preschool has a contract with the Department of Education and Public Health in Akureyri for professional supervision and advice. Counseling for individual children is also available through this department. A psychologist, a developmental therapist, and a special kindergarten teacher are part of the team. Additionally, there is an agreement with speech pathologists in Akureyri to provide services for preschool children. If teachers have concerns about a child's development, they will contact the Head of Special Education for consultation. No actions are taken without consulting the parents or guardians. Álfasteinn's special education policy is available on the preschool's website

[Special education Álfasteinn](#)

Kindergarten fees

Information about the kindergarten's fee schedule can be found on Álfasteinn's website: [Álfasteinn Fee Schedule](#). Invoices for kindergarten fees are sent to the bank on the 1st of every month. It is possible to contact the office of Hörgársveit at anna@horgarsveit.is to receive an invoice via email. If kindergarten fees are not paid by the deadline, guardians will receive a reminder letter. If payment is still not made, the debt will be sent to collections, and the child's preschool place will be terminated. anna@horgarsveit.is to receive an invoice via email. If kindergarten fees are not paid by the deadline, guardians will receive a reminder letter. If payment is still not made, the debt will be sent to collections, and the child's preschool place will be terminated.

Changing the length of stay and the termination notice period for a kindergarten place is one month, based on either the end of the month or the 15th of each month. A form for termination and changes to the length of stay is available at the preschool director's office and on the preschool's website under the Information tab.

Dismissals for children who are transitioning to primary school follow different rules. Most often, these dismissals are requested in connection with summer vacation decisions.

The motto of our school is: „ Með sól í hjarta” („with sun in our heart.)”

Great emphasis is placed on caring for the child as an individual with rights and responsibilities. Children have the right to develop through play on their own terms as much as possible and to choose their subjects under the guidance of a teacher. At Álfasteinn, we aim to help children develop a strong sense of identity, joy in life, and happiness. We strive for them to become self-sufficient, view exercise and health as part of everyday life, and demonstrate respect and friendship in their interactions. Simultaneously, we promote their comprehensive development.

In everyday activities, we focus on the environment closest to the child, including the child itself and its family. Emphasis is placed on maintaining Icelandic customs and habits, while also opening the children's eyes to multiculturalism and the diversity of life.

Álfastein's Main Goals and Ways to Achieve Them

Álfastein's main goals align with the four study fields. These goals are:

1. **Creation and Culture:** That the children develop their joy of play and creativity.
2. **Literacy and Communication:** That the children are guided by respect and friendship in communication.
3. **Sustainability and Science:** That the children become aware of and literate about nature and the environment.
4. **Health and Wellness:** That the children become aware of the importance of exercise and health.

Ways to Achieve the Goals

Development of Joy in Play and Creativity

- Always provide sufficient time and space for free play and artistic creation in the school's daily schedule.
- Help children gain confidence in playing and creating art.
- Encourage children to play and create, both independently and in groups.
- Encourage children to make independent decisions about choosing subjects.
- Encourage children to work based on their own perceptions and ideas.
- Provide access to a variety of materials for art creation and play that stimulate curiosity and the desire to investigate.

Guided by Respect and Friendship in Communication

- Encourage children to show a warm and friendly attitude toward others.
- Emphasize learning to resolve disputes.
- Encourage the use of Positive Discipline to enhance social and life skills.
- Greet and accept greetings with a smile.
- Be attentive to praise and encourage the children.
- Maintain honesty and openness in communication with each other.

- Encourage children to take initiative and show independence in their work.
- Encourage children to talk and listen to each other.

Our goals are to foster children's awareness and understanding of nature and the environment:

- Introduce children to animals and plants.
- Organize field trips and hikes.
- Teach children about recycling and its importance for nature.
- Explore seasonal changes in nature with the children.



We also aim to raise awareness about the importance of exercise and health:

- Provide healthy and nutritious food.
- Encourage daily outdoor and indoor exercise.
- Educate children about nutrition and health through play and activities.
- Enhance children's body awareness and improve their motor skills.

Through these goals and methods, we aim to support the holistic development of preschool-aged children. Our objectives include promoting self-awareness, fostering social interactions, and nurturing curiosity and knowledge acquisition skills.

To ensure purposeful work, our school has implemented specific projects:

- **Heilsustefnan:** Focuses on health and well-being.
- **Grænfánaverkefni Landverndar:** Environmental project promoting green practices.
- **Positive Discipline (Jákvæður agi):** Encourages positive behavior and discipline.
- **Lubbi:** Language development project.
- We have also contributed to the literacy strategy for kindergartens in Akureyri and surrounding areas, aligning our efforts with the broader educational goals of the community.

These projects were selected because they align closely with our school's vision and goals, ensuring a cohesive approach to child development and education.





Grænfáninn

Álfasteinn received the Grænfáni award in spring 2009, recognizing its active environmental efforts. Initially awarded after implementing green practices in the kindergarten, it has been renewed every two years since. Our environmental policy focuses on sustainability by respecting nature's gifts and minimizing misuse. Children actively participate by learning to recycle, monitor energy use, understand local environments, and reduce food waste.

During recent summers, themed weeks have explored topics such as birds, insects, foliage, berries, flowers, and water. We integrate these themes into creative activities and have cultivated potatoes and other vegetables.

Field trips around our local area encourage exploration of nature while emphasizing its conservation. Our preschool's Environmental Council, comprising four employees, a parent, and children, plays a pivotal role in these initiatives. More details are available on the kindergarten's website. [Umhverfissáttmála Álfasteins.](#)

Heilsustefnan

In the fall of 2010, the preschool participated in a health program and achieved certification as a Health Preschool in spring 2011. Health Preschools focus on enhancing children's happiness and well-being through nutrition, physical activity, and artistic play. As part of the policy, children's health is documented in their health book twice a year: once during their birth month and again six months later. Following the second registration, there are parent meetings to review the results. More details about the health policy can be found on the preschool's website and at [vef Heilsustefnunnar.](#)



Jákvæður agi

Álfastein's disciplinary policy, Positive Discipline, originates from the United States. The staff formally began implementing this policy in the fall of 2013, following an introduction in Iceland and attending a course in New Jersey. The primary goal of Positive Discipline is to teach social and life skills, guided by its core principles of respect, kindness, and firmness. The policy emphasizes mutual respect, cooperation, active communication, encouragement, and solution-oriented approaches over punitive measures. Further details about the discipline policy can be found in the Positive Discipline manual. [handbók Jákvæðs aga](#) on the kindergarten's website.

Kindergarten schedule

Álfadeild and Ljósálfadeild

- At. 7:45 The kindergarten opens
- At. 7:45 - 8:10 Cosy time
- At. 8:10 - 8:45 Breakfast
- At. 8:45 – 9:00 Singing time
- At. 9:00 - 10:00 Group work
- At. 10:15 - 11:00 Outdoor activities
- At. 11:15 -11:45 Lunch
- At. 11:45 -14:10 Sleep/ free play
- At. 14:10 – 14:30 Afternoon refreshment
- At. 14:30-16:00 Free play
- At. 16:00-16:15 kindergarten closes

Dvergadeild and Trölladeild

- At 7:45 The kindergarten opens
- At 8:10 Breakfast
- At 8:45 Singing time
- At 9:00 Organized work : Group work/outdoor activities
- At 11:15 Lunch
- At 11:45 Rest
- At 12:20 Free game
- At 13:00 Organized work: Group work/outdoor activities
- At 14:10 Afternoon refreshment
- At 14:30 free play
- At 16:15 Kindergarten closes



The day/week at Álfasteinn

Childrens arrival

Álfasteinn is a kindergarten with four departments. There are two entrance halls at Álfasteinn: one for the children in Álfadeild and Ljósálfadeild, and another for the children in Dvergadeild and Trölladeild. Each child has a compartment and a hanger for their outer clothes, marked with their name and picture. Upon arrival, each child receives a cloth bag labeled with their name, which is expected to hang in their compartment during their time at kindergarten. This bag is used for transporting clothes between home and school.

A warm welcome is emphasized to ensure that children and parents feel welcome in Álfasteinn. At 7:45, the first four teachers arrive, one for each department. After saying goodbye to their parents, the children engage in activities until breakfast, focusing on creating a cozy atmosphere

Breakfast

Breakfast is served from 8:10 to 8:45. To ensure a child can have breakfast, they must arrive by 8:30 am. Each day, breakfast includes porridge with various delicacies, which vary from day to day.

Group work

Álfadeild: After breakfast, there is a song session followed by daily group activities, except on Fridays when children have free flow between areas as they choose. On group activity days, they rotate through sports, art creation, and free play based on their designated area

Ljósálfadeild: Following breakfast, there's a brief singing session and then daily group work. Children are divided into small groups within their area for activities like free play, art, or sports. Fridays feature joint sports and art projects. Outdoor activities are scheduled each morning, adjusted for weather and children's endurance.

Dvergadeild and Trölladeild: Each department starts with a singing session after breakfast, learning songs, mantras, and working with Lubba materials. Daily group work occurs, except on Fridays when events or free play are scheduled. Organized activities run from nine to eleven and again from one to two. Each group participates in sports, art, outdoor school, and children's meetings weekly, tailored to age and maturity.

On Fridays, there's flexibility between departments, allowing interaction between Dvergadeild and Trölladeild. Monthly events like pajama day or teddy bear day also occur.

General Routine: Activities continue until 11 o'clock, followed by lunch preparations. During downtime before meals, children read books and take turns setting the table. After lunch, there's a rest or gathering time; younger children listen to stories on mattresses while older ones engage in quiet activities. Free play resumes until organized activities restart before afternoon refreshments. Outdoor play is encouraged throughout the day.

Throughout all preschool activities, the main curriculum emphasizes play, creativity, respect, friendship, nature, environment, movement, and commitment. Learning through play and fostering friendship and communication are central to our work with children.

The Arts: art, music and theatrical expression

Art creation is one of the three main pillars of our health policy, emphasizing creativity and expression. Children recreate their experiences through creative activities, much like during playtime. While our work is guided by specific ideas or themes, we prioritize incorporating the children's own ideas whenever possible. Occasionally, children enjoy presenting their artwork to the group or collaborating on larger projects. We strive to give each child the necessary time, recognizing their varying interests and pacing. In our artistic endeavors, we encourage the creation of plays and stories, valuing the process as much as the final product. Our approach incorporates diverse content and technologies, drawing inspiration from nature and utilizing its elements.



Music serves as an excellent platform for language stimulation, sound awareness, and listening skills. During group sessions, children explore various instruments, experience different rhythms, and have opportunities to perform for their peers. We expose them to a wide range of music genres including classical, popular, and children's songs. Additionally, we incorporate mantras to emphasize tone and strength, practice counting, and engage in clapping exercises. This winter, our two oldest cohorts will benefit from weekly visits by a music teacher from the Eyjafjörður Music Academy.

Sports

Exercise is one of the three main pillars of Heilsustefna. Each group visits the gym twice a week and participates in organized sports once, with the other session offering a choice between sports or free play. Additionally, there are afternoon free hours in the hall for those with a high need for exercise. During sports classes, children focus on developing specific movement skills, which are documented twice a year in their electronic health book. Children are responsible for dressing themselves and adhering to hall rules. Activities in the hall include games, using equipment, and exploring the surrounding area on walks.

The goal of sports activities is to enhance endurance, courage, fine and gross motor skills, coordination, spatial awareness, balance, cooperation, playfulness, and self-confidence. Children are encouraged to use their time effectively and are provided with water during exercise. We emphasize the importance of encouragement, practice, and praise, believing that practice leads to improvement and good health is invaluable.

Meistarar

Once a week, the eldest children (those graduating in the spring) participate in a one-hour "school session" aimed at preparing them for primary school. During this time, they engage in school-related subjects such as numeracy, word games, and writing, which help promote concentration, endurance, and cooperation. Occasionally, these lessons take place outdoors.

The school group also participates in the Logi and Glóð project in collaboration with the Akureyri Fire Department. In the spring, they enjoy a fun day at the fire station. Additionally, they go on trips to museums or the library. Throughout the year, they visit the local school Þelamerkur to meet other students and teachers, and to experience a school day, thereby bridging the gap between preschool and primary school.

In the spring, the school group celebrates with a fun day out, followed by graduation celebrations where families are invited to join.

Hiking / Walks

Hiking and walks are part of our group activities this winter. During these outings, we emphasize connecting with nature and observing our surroundings, which also provide excellent endurance and stamina training for the children. We often venture to the forest south of here, sometimes extending our walks into the residential area of Lónsbakki or beyond. Alternatively, we explore towards the old football field and its surroundings. These trips offer diverse exercise opportunities and opportunities to learn about our environment and nature. Activities like tree climbing are part of the experience, and we observe changes in trees and the small stream just south of the kindergarten grounds.

Outdoor Play

Outdoor play focuses primarily on free play for the children. Our outdoor playground is spacious and diverse, equipped with playground equipment and a slope. It allows children to move freely while acclimating to Icelandic weather conditions and learning to prepare for varying weather. Beyond the fenced area, we have access to a forest and a large open space. There are plans to develop an outdoor school area nearby. Our aim is for children to appreciate the diversity of nature and their immediate environment, fostering a sense of enjoyment and responsibility towards it. Older children usually dress themselves, while younger ones are encouraged to do so with assistance, especially in winter. Similarly, upon arrival, children receive help as needed to remove outdoor clothes and shoes.

Free Play

We strongly support free play by offering a variety of play opportunities, materials, and sufficient time. Children typically choose where and with what they want to play, though room availability may occasionally limit their choices. To protect ongoing play, we may temporarily restrict access to rooms. Teachers observe and engage in the children's games according to their terms. They facilitate turn-taking and conflict resolution, assist in

finding subjects and playmates if needed, and encourage communication skills. Our approach respects children's creativity and playfulness by intervening minimally in their activities.

Nutrition

Nutrition stands as the third main pillar of our health policy, with a strong emphasis on healthy eating. The kindergarten's menus undergo review by a nutritionist from Heilsustefnan. The meals provided cover approximately 70% of a child's daily nutritional needs. Ingredients are sourced as fresh as possible, and all food is prepared onsite. We aim to minimize salt and sugar while increasing the consumption of fresh vegetables and fruits.

During mealtimes, each child has their designated seat, with chairs adjusted according to their height. Children are encouraged to help each other, serve themselves (if capable), and take responsibility for their own meals. Conversations are welcomed at the dinner table, with teachers promoting good communication, table manners, and educating children about nutrition and health.

Lunch Rest Time

Following lunch, there is a designated rest period. Younger children nap outdoors in carriages or indoors on mattresses, while older children rest in groups divided by age. Social interaction during this time focuses on language stimulation, often involving storybooks read aloud by teachers. Children engage in discussions about book content and pictures, and sometimes share stories or continue activities based on their interests. Relaxation techniques, such as massage and quiet music, are also offered to help children unwind from their day.

End of the Day

The day concludes calmly across all departments. This period allows time for reading, looking at books, and chatting together as parents arrive to pick up their children. Occasionally, children and staff from different departments may join together if numbers permit. Teachers ensure they have ample time to share all the exciting events of the day with each child.

Special days and traditions at Álfasteinn

- Icelandic Language Day is celebrated on November 16.
- Adventure Day. Then the teachers decorate the kindergarten so that it takes on a fairy-tale feel. Costumes, bouncy castles and dancing are offered.
- International Teddy Bear Day is celebrated on October 27, children can bring their own teddy bear.
- A Christmas ball is held as Christmas approaches, the kindergarten's parents' council organizes the ball.

- Þorrablót is held during Þorri in the old Icelandic calander, in addition to tasting national food, the children make Viking crowns for the occasion. We show the children utensils that were associated with food in the old days and tell them about various customs related to Þorri.
- Bolludagur and Sprengidagur are celebrated with associated refreshments.
- Ash Wednesday / Öskudagur is celebrated with costumes, singing and joy. Then an Ash Wednesday ball is held and the "cat" is knocked out of the barrel, but the barrel contains some trifle given by the parents' association.
- A country trip organized by the parents' association is taken every spring to a farm, to see the little lambs and other farm animals that live there.
- The parents' association and the preschool hold a summer festival every summer where the children's parents and siblings are invited to enjoy the day together, eat hot dogs, play and have fun. There is also an exhibition of what the children have been working on over the winter.
- In the summer, there is a bus trip to Kjarnskóg, the children play, there are grilled hot dogs and parents are invited to come along.
- The oldest children of the kindergarten usually go to the Art Museum, the Minjasafnkirkjuna and the County Library along with regular visits to Þelamerkurskóli. The fire department in Akureyri also comes to visit and then invites this the oldest children to visit them in the spring.
- Events are sometimes on Fridays. They are designed to get us out of the fixed frame and have fun. In the events, either children or adults are in the foreground, and it's good for us all to be able to laugh with each other and at each other, as long as it's done well. Some of the topics include pajama ball, mismatch clothes day, pamper day, adventure day, no electricity day and entertainment organized by the children with their teachers.
- Every winter, Multicultural Week is held, one day dedicated to each country related to the origin of children and/or employees.
- Several times a year we invite the children's families to coffee, men's and women's coffee are held in connection with Farmer's Day and Women's Day. In autumn, coffee is also sometimes offered for grandparents.
- Occasionally, theatrical performances are purchased to come and have a show that is often done in collaboration with Þelamerkurskóla
- When the children have a birthday, we celebrate. Then the children get a crown, we sing the birthday song and the children get to choose songs to sing or games to play.

Starting Kindergarten – Adaptation

Good cooperation and mutual trust between parents and preschool staff are essential for ensuring a child's enjoyable and successful experience in preschool. Integration plays a crucial role in fostering this cooperation, laying the foundation for a positive relationship between parents and kindergarten staff. During this period, both the child and parents familiarize themselves with the kindergarten staff and its activities.



When a child starts kindergarten, it's important to consider the adjustments they will face. They must adapt to a new environment, get acquainted with staff and other children, learn to be part of a group, follow rules, and more. It's crucial not to introduce other significant changes to the child's routine during this adjustment period.

The length of the adaptation period varies for each child, but typically parents are expected to accompany their child to kindergarten for 3 - 5 days initially, with early pickups anticipated in the first week. Extended absences may require additional adjustment time.

The department head discusses adaptation arrangements with parents, emphasizing the importance of one parent staying with the child initially.

It's essential for parents to respect and pay attention to their children's play and activities, as this promotes happiness and supports their ongoing development. Children engage in play and learning at their own pace and according to their individual preferences.

Approximately 3 - 6 months after a child starts kindergarten, parents are invited to a meeting with the department head to discuss their child's progress.

Parents must inform kindergarten staff about drop-off and pick-up times, and notify them if someone other than the parents will be picking up the child. These procedures are critical for the safety of both the child and staff.

Parental Cooperation:

Establishing good cooperation between parents and staff from the outset is crucial for the well-being of the child. Mutual cooperation and confidentiality are essential.

Parent/Guardian Meetings:

An annual general meeting of the parents'/guardians' association is held in the fall, during which the association's board of directors is elected. Additionally, an introductory meeting about kindergarten operations is held in the fall, where teachers inform parents/guardians about the kindergarten's activities.

Parent/Guardian Conferences:

Parents/guardians are invited to a conference each year around the child's birthday. These meetings are conducted by the child's group leader or the head of the kindergarten department. The preschool teacher reviews the child's Health Book (Heilsubókin) and discusses the child's well-being at home and in preschool. There is also an opportunity for a conversation before the child leaves kindergarten, and both staff and parents can request meetings as needed.

Parent Visits:

Several times a year, children invite their parents or other relatives for visits to the kindergarten. During these visits, children prepare refreshments, and visitors have the

opportunity to observe the kindergarten's activities. Parents are always welcome to visit the preschool.

Parents' Association and Parents' Council

At Álfastein Preschool, the active parents' association is Álfavinir. The aim of the parents' association is to enhance the connection between parents and the preschool's activities, ensuring the best possible well-being for the children. All parents/guardians automatically become members when their child starts at the preschool. The association fee of ISK 300 per month for 11 months per year is included in the preschool's residency fee.

Preschool Act No. 90/2008, Section 11: Parents' Council

A Parents' Council shall be elected for each preschool, with the preschool director presiding over the election. The council must consist of at least 3 parents. Elections for the council shall be held annually in September for a one-year term. The Parents' Council establishes its own operating rules. The preschool director collaborates with the Parents' Council. The council's role includes providing feedback to the preschool and its board regarding the curriculum and other plans related to the preschool's operations (cf. Section 2, Paragraph 4). The council also oversees the implementation of the curriculum and other plans within the preschool, ensuring that they are presented to parents. The Parents' Council has the right to provide feedback on any significant changes to preschool operations.

The rules and governance of the parents' association/council can be found on the preschool's website.

Parental Visits

Throughout the year, children invite their parents/guardians or other relatives to visit the preschool. During these visits, children prepare refreshments, allowing relatives to familiarize themselves with the activities at the kindergarten. Parents/guardians are always welcome at Álfastein Preschool.

<https://alfasteinnhorgarsveit.is/Foreldrafelagid/Starfsemilog>

<https://alfasteinnhorgarsveit.is/Foreldrafelagid/Stjorn-felagsins>

Other information

Karellen - Information System

The kindergarten utilizes the Karellen information system for various purposes:

- The system tracks attendance, sickness, and holidays. Parents can report their child's absence due to illness, providing details such as flu or chicken pox.

- The school calendar is accessible through the information system, while monthly calendars are published on the school's website. Daily activities and group work updates are shared on the school's Facebook page.
- Parents can send messages to the department's teachers. It's important to note that all teachers within the department will see these messages, rather than individual teachers. For messages intended for a specific teacher, please use email.
- Photos are tagged with children's names to restrict visibility. Group photos may feature multiple children.
- It is strictly prohibited to share photos of children other than your own, as it violates privacy laws.

Activating Karellen Access

To begin using Karellen, parents must activate their access:

- Visit <https://karellen.is> and select "Login" to activate access.
- Enter the same email address used during the child's application registration; this email is linked to the kindergarten's system.
- An email containing a password should arrive within 10 minutes. Use this password along with your social security number to log in.
- If the email doesn't arrive, contact alfasteinn@horgarsveit.is with the child's name, parent's name, and active email address for assistance. If an e-mail is not received, please send an e-mail to alfasteinn@horgarsveit.is, with the child's name, parent's name and active e-mail address and we will make corrections.

Activating the Mobile App

Once website access is established, parents can download the Karellen app:

- The app is available for both iOS and Android devices. Download it from the Apple Store or Google Play.
- Refer to the provided instructions for further guidance:
<https://karellen.is/leikskolaapp/>

We encourage you to familiarize yourself with Karellen's system features on their website. If you have any questions or need assistance, please don't hesitate to contact us.

Absences and Changes

It is important to report changes in circumstances and conditions, such as illness, parental absence, change of address or telephone number, student graduation, and change of marital status.

- If a child does not want to attend kindergarten, please inform the staff so that they can address the issue and work with the child.

- Absences due to illness or other conditions should be documented in the child's Health Book. Parents are requested to report all absences and specify whether it is due to illness or holiday.
- If a child is absent for 10 consecutive working days, the cost of meals will be deducted from the payment.
- Outside of summer holidays, parents may request a holiday for their child at the kindergarten, provided the full fee is paid.

Children's Illness

- If a child is ill, they must remain at home until they have been fever-free for at least 1-2 days, regained their strength, and are ready to fully participate in kindergarten activities indoors and outdoors.
- Medication cannot be administered to children at the kindergarten unless accompanied by a doctor's certificate stating its necessity. The department head must sign for each dose received, with no more than a week's supply accepted at a time. Asthma medication is exempt from this requirement.

Clothing

- Children should be dressed appropriately for the weather and their clothing must be clearly marked. It is essential to bring extra clothes to kindergarten, stored in the child's designated basket.
- The children's clothes closet should be emptied every Friday, and wet clothes taken home daily for drying and return the following day for outdoor activities. Outdoor play occurs daily, necessitating sufficient outdoor clothing. Details on what to pack can be found on the kindergarten's website.
<https://alfasteinnhorgarsveit.is/Daglegt-starf/Fatnadur>

Accidents and Mishaps - Insurance

- Due to the active nature of children at play, accidents or mishaps can occur. In such cases, parents/guardians are promptly contacted and may be requested to take the child to the emergency room if necessary.
- Hörgársveit has purchased insurance covering all children attending the kindergarten. The main conditions ensure that all preschool children are protected during preschool hours, on their way to and from school, and during school-related travel.

During Stormy Weather In case of inclement weather affecting travel, parents are kindly asked to contact the preschool in advance at 460-1760. Additionally, updates will be posted on Álfastein's Facebook page and website.

<https://alfasteinnhorgarsveit.is/> where notices will appear in case of closure. due to the weather.

Privacy policies, policies and programs of the preschool

Álfasteins privacy policies can be found at Álfasteins website:

<https://alfasteinnhorgarsveit.is/159-alfas.leikskolinn.is/%C3%A1%C3%A6tlanir%20og%20stefnur/personuverndarstefnaalfasteins2019.pdf>

Here below are some links:

[Jafnréttisáætlun: sjá heimasíðu leikskólans](#)

[Eineltisáætlun: sjá heimasíðu leikskólans](#)

[Fjölmeningarstefna: sjá heimasíðu leikskólans](#)

[Skólastefna Hörgársveitar:](#)

Closing words

Dear parents / guardians

After reading this, you may have questions, and we encourage you to ask them. Please feel free to approach us, and we will do our best to provide answers. We would also like to remind you that you can always request a meeting with your child's teacher or the Principal.

With our warmest regards and hopes for a pleasant collaboration,

Hugrún Ósk Hermannsdóttir Principal