

*In a KKFO there is free play, and we are happy together. Elise 0.b*



*A KKFO is a place where you can do almost anything. Rosa 0.a*



*A KKFO is a place where you can play. Mia 0.a*



*In the KKFO there are children who love to play. It is a place where children are when they have free time. Marlon 0.a*

# Velkommen til KKFO'en på Sluseholmen Skole



English version

Københavns Kommunes Fritidsordning på Sluseholmen Skole

Ved Stigbordene 26, 2450 København SV

## Københavns Kommunes Fritidsordning ved Sluseholmen Skole

Børne- og Ungdomsforvaltningen  
Område Sydhavn/indre Valby

Ved Stigbordene 26

2450 København SV

Sluseholmenskole@kk.dk

<https://sluseholmen.aula.dk/>

KKFO Phone: 24795019 (Primary phone contact in May and June)

KKFO manager: Stefan Strøm Oskarsson: d63b@kk.dk.

School office: 82565050

Open Monday to Friday 7:30-15:00



## Opening hours at the KKFO

"Majbarns period" until June 26  
Monday to Thursday 6:15-17:00.  
Friday 6:15-16:00

School holidays:  
Monday to Thursday: 7:00-17:00.  
Friday: 7:00-16:00

After the summer holidays,  
regular KKFO:  
Mornings open before school: 6:15-8:00  
Afternoons: Monday to Thursday: 12:15-17:00 and Friday 12:15-16:00



## Groups and class formation

When your child starts as a "May child", we have previously divided the children into three groups.

The children's groups can be compared to the "living room" in kindergarten, and have the completely impractical function that your child is assigned to two primary adults, a gathering group, a dining group and a walking group. The groups are formed based on the principles we have for class formation (see the school's website). It is important to point out that these groups are not necessarily the children's future kindergarten class.

We do the actual class formation at the end of June, so that the children know their class before they go on summer vacation. You will receive more information about the class formation process at an upcoming parent meeting about the start of school.

We will do many activities daily across the three children's groups. When we reach the summer vacation, the goal is that all "May children" know each other well and have formed friendships across the three groups.



## Closed days, School holidays and Summer holiday care

KKFO is closed on all public holidays including June 5th, Constitution Day.

KKFO has 7 closing days in 2026, see the days on the school website.

School holidays and holidays: KKFO offers care on these. Care is conditional on you registering your child for care via the ongoing registrations in AULA's "come/go app". This also applies to the summer holiday period (weeks 27 to 32).

NOTE. For 3 weeks during the summer holiday, care will be provided as joint care between us and the neighbouring school: Skolen i Sydhavnens KKFO. We alternate year to year with holding this joint care on the two sites.

Every week there is staff present from KKFO, but the majority of our permanent staff will be on holiday during these weeks. You will receive more information via Aula about where and how this takes place.

## The daily communication.

A team of primary staff is attached to the “Maj-børnene” who will follow your children closely during the start-up period. When the kindergarten classes start in August, each kindergarten class will have a class teacher who will follow your child’s class throughout their schooling period up to and including the 3rd grade. The children will also meet the future kindergarten teachers during the “Maj-børnene” period.

Remember: When something is new, there are many things to deal with. You will recognize a lot from the kindergarten structures, but there is also a lot that we do differently in the school world. One of the school’s core values is curiosity: We do not hold back, and we do not expect you, the parents, to do the same.

We have the next many years together, and this collaboration starts from day one. The more we all invest in this collaboration, the better we can ensure that all children get off to a good start. Remember that when dropping off children, we focus on making sure that the children feel welcome and are well received - so it's better to make an appointment with the teachers for a time when we all have time to talk about what's on our minds.

## AULA and information

AULA is our primary source when it comes to practical information from school and KKFO, and already in the "May period" you will receive weekly letters and other important information on this platform.

It is important that the family card information is filled out electronically in AULA before your child starts. We need access to the most essential information about your child, such as any allergies, your phone numbers and various permissions.

You are always welcome to contact the school office in the living room, where our school secretary is ready to help.

Please read the school's communication policy on our website. We want an Aula that is not used as a SO-ME platform, and we insist that the important conversations still take place in a meeting between people. Whether you are a parent, staff or child.



## Welcome to Sluseholmen School and as a “May child” at KKFO.

Again this year we welcome a lot of new children and parents, whom we admit to our three kindergarten classes each year.

We use the early start at the school's after-school institution (KKFO) to ensure a safe and good transition from kindergarten to school.

The main focus of the early start is the many new friendships and communities that your child will become a part of at Sluseholmen School.



During this period, we have every day from 9 am to 1 pm what we call “May child day”. Even though your children have not officially started school yet, we have good experience that this framework gives the children the security they need to get off to a good start with their new everyday life.

Everyday life will be similar to the one the children encounter after the summer holidays in kindergarten, with regular routines and recognizable activities. In the time period from 9 to 13 we would therefore like you to consider it mandatory to attend - just as if the child had already started school. This helps to give the children the best start, and the opportunity to get to know the new environment and their future classmates.

"Maj-barns-dagen" will be filled with play, activities and experiences. The children will experience regular routines such as assembly, "10'er-food", recess as well as new and familiar games and activities. "Maj-barns-dagen" ends at 13, and we help the children move on to the regular KKFO, where the activities are more influenced by the after-school pedagogy and the children's own choices.

Starting a new place requires a lot of energy. You may therefore experience that your child is tired and full of new impressions - a bit like when you yourself start a new job. Some children may also need a little more help at the beginning. This is completely natural when big changes happen in their everyday lives. We therefore recommend that you prioritize a calm run-in in the first few days – possibly with shorter days in the KKFO after 1 p.m. You know your child best, and together we will find the best start.

Best regards

All of us at the KKFO

## What does a day as a “May child” at KKFO look like?

6:15: KKFO is open in the morning for all pre-school children at the school.

7:00: The May area opens for your children. (All May team personnel will arrive at 8:00)

9:00: General assembly. All children gather in their groups and are presented with the day's program, and we talk about what adult-led activities are there today.

9:40: We gather for a 10-minute meal. Remember to pack this in a separate package so that the children can easily see which meal is a 10-minute meal and which is lunch.

10:15: Recess. We hold staggered recess so that the “May children” have the entire playground to themselves.

10:45: Activities and workshops continue...

11:45: Lunch: We eat lunch in the children's groups. In the period leading up to the start of school in August, it is NOT possible to register for the Food School, as this arrangement will only come into effect when your child starts kindergartenclass.

Children must therefore bring their own packed lunch and drinking bottle. The school does NOT have refrigerators for these.

12:15: Recess: We will again have a staggered break.

12:15/12:45: Assembly and transition to KKFO. Rounding off the May Children's Day, and the children are introduced to what is happening at the regular KKFO that day, and which adults are at the KKFO in the afternoon.

13:00: Transition to regular KKFO The "May Children's" rooms will function as their "bases", and activities in these rooms are particularly aimed at our youngest children. But the children are now welcome to play across year groups and ages - and choose the activities in the house themselves. There will still be adults from the "May Team" in the house. If you as a “May child” need to retreat for a while, we have reserved one of our “May rooms” for this purpose. Here you can read, relax and play without being disturbed by our many other children.

14:00: The “Free time café” opens. Afternoon snacks are served continuously in our KKFO kitchen.

16:00: Our KKFO activities continue, but on a lower level. Please note that the “May room” closes here, as the staff from the “May team” also have the day off here.

17:00: The KKFO closes today. (REMEMBER: We close on Fridays at 16:00)

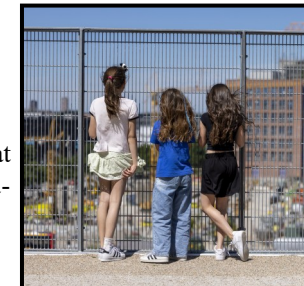
## Pedagogical approach and values at KKFO

KKFO is designed for 280 children aged 5 to 10 years. 98% of children in grades 0 to 3 attend KKFO.

KKFO has 20 permanent employees, 13 of whom are trained educators. We use the educator resources so that all classes in the pre-school have a primary class educator who follows the class from May-child to grade 3.

At KKFO, we cherish the school's three fundamental values: Community, Curiosity and Immersion - and work with these values daily through a wide range of activities, workshops and space for play.

Our pedagogy is based on an appreciative approach with a resource-oriented view of children. This means we look at what the individual child or groups of children need. We do not find fault, but help to establish opportunities and strategies that help the individual child or group's development. We have an approach: "Children always do the best they can" but it is us adults who are ready to help and take responsibility if that is not enough.



## The practical

Clothing: Make sure your child's wardrobe contains a set of change of clothes, and preferably rainwear. The KKFO is a "sock/shoe area" for the children. It is a good idea to have a small bag hanging with your name on it for extra clothes.

Food and drink: If your child is a hungry soul or has long days, make sure that the "10's food" is big enough to last the whole day. We always serve extra rye bread for the very hungry children at the KKFO.

"The Conductor": In the afternoon, there is a staff member we call the Conductor.

The Conductor's job is to have a big overview of all the day's activities, and even though our check-in and check-out is done electronically via AULA's "come go" app, we make sure that children and parents always say goodbye to our Conductor.

Trip: On trip days we go out in all kinds of weather! So remember the right clothes, and a small hiking backpack. The child must be able to carry a packed lunch, drinking bottle and possibly A change of clothes in your backpack. You will be notified of trips through weekly letters in AULA.

