



VARHAISKASVATUSYKSIKÖ	ICEC KAUNIAINEN – PILKE PÄIVÄKODIT OY	
ENHET FÖR SMÅBARNSPEDAGOGIK		
TOIMINTAVUOSI	Toimintavuosi 2022-2023	Päivittäinen toiminta-aika 7-17
VERKSAMHETSÅR	Verksamhetsår	Daglig verksamhetstid

YKSIKÖN TOIMINTA-AJATUS	ICEC Kauniainen operates based on the Early Childhood Education plan of Kauniainen City with a specific focus on high-quality interaction, participation and project work. Important guidelines in achieving these goals are small group activities, flexible learning environments, everyday pedagogy and pedagogical documentation.
ENHETENS VERKSAMHETSIDÉ	
	<p>The goal of ICEC Kauniainen is to create a safe and happy atmosphere that encourages the child to ask questions, explore and think for themselves. At ICEC, we want to create the best possible foundation for children's development, wellbeing and lifelong learning. The involvement of children, parents and the work community, as well as a sustainable lifestyle, are important in our operating culture. Particular efforts are made to warmly welcome children and guardians every day but also during a visit to the kindergarten or during the introduction period.</p> <p>Positive, safe and sensitive interaction is at the heart of our operations.</p> <p>We work to encourage each other and base our actions on positive pedagogy. We want to work together as a learning community, where it is also allowed to make mistakes. We help children find their place in the community and build friendships with peers as well as build trusting and warm relationships with educators.</p> <p>In ICEC Kauniainen, children are involved in the planning, implementation and evaluation of activities. Educators are positive and encouraging to the child, encouraging him or her to express his or her opinions and questions. Children's initiatives, ideas and interests form the basis of monthly themes and projects and children are actively involved in planning and implementing these projects. Children document and evaluate their own activities by discussing and using different tools (for example, cameras, tablets, images, etc.) The main emphasis is on the process and not the end result. Educators support children to become self-sufficient and children get involved in everyday tasks within the framework of their own skills. Educators treat children and families equally.</p> <p>Cultural diversity and language awareness are very important in ICEC Kauniainen. The diversity amongst our families and staff is a source of wealth. The ICEC community recognizes that the right to one's own language, culture, religion and belief is a fundamental right. It is reflected in daily, genuine interaction. We also celebrate diversity through a variety of holidays and we put the art project related across the walls. Finnish cultural heritage can be seen e.g. on the occasion of various public holidays. Through local museums and the library children become even more acquainted with Finnish culture and customs. Appreciating and utilizing cultural diversity requires staff to have knowledge of other cultures as well as the ability to see and understand things from many perspectives and to take the position of other people. Close cooperation with the guardians is a</p>



	<p>very important part of this process and the cultures, languages and views of the families are strongly involved in the planning of the themes and celebrations. This way we get to know different cultures and languages together. This creates a learning environment where diversity is an asset and strengthens intercultural similarities and a positive atmosphere. ICEC staff understands the central role of language in children's development and learning, interaction and cooperation, as well as in the construction of identities and belonging to society .</p> <p>ICEC Kauniainen</p>
<p>YKSIKÖN ARVOT</p> <p>ENHETENS VÄRDERINGAR</p>	<p>Our values are safety, tolerance, positivity, participation and innovation</p> <p>Pilke values tell us how we do our work and for whom we exist. They are visible, heard and experienced in our daily lives.</p> <p>Safety:</p> <p>Safety consists of the physical, psychological and social learning and work environment. They include matters such as inspected and supervised facilities and materials, jointly agreed rules, and genuine interaction and presence of educators.</p> <p>Tolerance:</p> <p>Each child is accepted as he/she is. Guardians, children and colleagues are respected and treated equally. Self-respect is also important. Professional and confidential interaction between staff, guardians and children is essential.</p> <p>Participation:</p> <p>The child is seen as an active actor and learner. The experience of participation and influencing one's environment binds both children and adults to everyday activities.</p> <p>Positivity:</p> <p>The educator's task is to listen, give time and encourage. With the help of humor and joy, the child gets the experience of a good day. Our way of working is solution-oriented.</p> <p>Innovativeness:</p> <p>Innovativeness is born from enthusiasm and courage to try and do things in a new way. Evaluation and modification of one's own operating methods is part of the work culture.</p> <p>We will also aim to work towards social, cultural, economic and ecological sustainability.</p>
<p>TOIMINNAN LINJAUKSET JA MAHDOLLISET PAINOTUKSET</p> <p>LINJEDRAGNINGAR OCH EVENTUELLA PRIORITERINGAR I VERKSAMHETEN</p>	<p>ICEC Kauniainen is an English-language daycare where the focus is on discovering the world every day. Adults and children are thinking, wondering, exploring, researching and deciding together. Joy of learning and joy of discovery are evident in everyday activities. The goal of English early childhood education is to take advantage of children's early language sensitivity by offering children a varied language education. Children are offered opportunities to learn and use this language functionally and playfully. At the same time, we form the foundations for lifelong language learning.</p>



	<p>The aim is to arouse children's linguistic curiosity and willingness to experiment. Many cultures also meet in a natural way in ICEC Kauniainen.</p>
<p>TOIMINTAKULTTUURIN KEHITTÄMINEN</p> <p>UTVECKLING AV VERKSAMHETSKULTUREN</p>	<p>In ICEC Kauniainen, the quality of early childhood education is constantly assessed. Every two weeks, a pedagogical meeting is organized for the staff, during which activities are planned, pedagogical themes are discussed and quality is assessed. For this we use the Pilke Evaluation Plan as well as the Kauniainen evaluation tool. ICEC Kauniainen operations are also assessed using a customer satisfaction survey and internal quality assessments. During the operation period, a personnel survey, a leadership evaluation survey and competence discussions are held. Twice a year, a development day is organized for the staff. The purpose of the development day in the autumn focuses on the pedagogical action plan and the development day in the spring is precisely to assess and develop the quality of our early childhood education.</p>
<p>YHTEISTYÖ, OSALLISUUS JA VIESTINTÄ</p> <p>SAMARBETE, DELAKTIGHET OCH KOMMUNIKATION</p>	<p>Lasten ja huoltajien osallisuus ja yhteistyö: Barnens och vårdnadshavarnas delaktighet och samarbete:</p> <p>In ICEC Kauniainen immediate, confidential and equal interaction between educators and guardians of children is seen as very important. The interaction shows respect for the caregivers' knowledge of their child and the educators' professional knowledge and skills. There is daily co-operation with guardians during children's drop-off and pick-up situations.</p> <p>Messages, releases, etc. are handled through the Daisy ERP system.</p> <p>Daisy is also used by the ECE educators to provide information to the guardians about the planned activities and monthly bulletins about the implementation of the activities. Children's ECEC plan is also recorded in Daisy. The wishes of the guardians are listened to and their feedback is important to us. Guardians can participate in activities such as planning, joining in for presentations, during ECEC conversations or parents' evenings. ICEC Kauniainen hosts parents' evenings (both in autumn and in spring) and various parties, where guardians can see our activities and get to know other families.</p> <p>Leaders and educators of different Pilke units work closely together, sharing good practices and ideas. Pilke päiväkodit Oy also organizes trainings in different units, which allows educators to see other units and get ideas for activities and learning environments.</p> <p>Toiminnasta tiedottaminen: Informering om verksamheten:</p> <p>ICEC Kauniainen staff interact every day with guardians. A 'small group day' form is used for this. Mobile phones and the Daisy platform are used for different kinds of messages and information letters and forms. In ICEC Kauniainen we try to have parent bulletin boards where important forms and information are displayed. Each week, parents receive the 'weekly highlights' and at the end of the month, the guardians will receive a 'Month in Pictures' presentation through Daisy. Here, the children present the themes, projects and everyday moments of the month through pictures.</p>
<p>TOIMINTA</p> <p>VERKSAMHET</p>	<p>Suunnittelu- ja kokouskäytännöt yksikössä: Planerings- och mötesrutiner i enheten:</p> <p>Each group has a weekly team meeting, during which group-specific matters are discussed such as important child-related matters, group pedagogical plan, communication with parents, project planning and weekly planning of the group.</p>



	<p>There is also a weekly staff meeting, in which one member of each group attends. These meetings deal with group matters which are important for the whole team, practical matters as well as important dates and trainings.</p> <p>Every two weeks, a pedagogical meeting is organized during which different pedagogical topics are addressed.</p> <p>A planning schedule is created so that each early childhood educator can have undisturbed time to plan. These planning times are mainly scheduled between 12-14. Groups cooperate to enable this planning time.</p>
	<p>Toimintasuunnitelman toteutumisen arviointi. Täytetään toimintakauden päättyessä, viimeistään 30.6. Utvärdering av hur verksamhetsplanen har realiserats. Fylls i vid verksamhetsårets slut, senast 30.6.</p>

<p>TOIMINTASUUNNITELMA ON LAADITTU YKSIKÖN HENKILÖSTÖN TOIMESTA. PÄIVÄYS JA VASTUHENKILÖN NIMI VERKSAMHETSPLANEN HAR GJORTS UPP AV ENHETENS PERSONAL. DATUM OCH ANSVARSPERSONENS NAMN</p>	
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Varhaiskasvatuksen toimintasuunnitelma on julkinen asiakirja. Se toimitetaan täytettynä 15.9. mennessä varhaiskasvatuspäällikölle ja viedään tiedoksi opetus- ja varhaiskasvatusvaliokuntaan.

Verksamhetsplanen inom småbarnspedagogiken är ett offentligt dokument. Det skickas senast 15.9. till chefen för småbarnspedagogik och förs för kännedom till utskottet för undervisning och småbarnspedagogik.

Toimintasuunnitelman toteutumista arvioidaan yksikössä 30.6. mennessä. Arviointi säilytetään yksikössä ja toimintaa kehitetään arvioinnin pohjalta.

Verksamhetsplanen utvärderas i enheten årligen senast 30.6. Utvärderingen sparas i enheten och verksamheten utvecklas på basis av utvärderingen.

Toimintasuunnitelman yksikkökohtaiset liitteet:



**KAUNIAISTEN KAUPUNKI  
GRANKULLA STAD**

**VARHAISKASVATUSSUUNNITELMAN LIITE 1:  
VARHAISKASVATUKSEN TOIMINTASUUNNITELMA**

**BILAGA 1 TILL PLANEN FÖR SMÅBARNSPEDAGOGIK:  
VERKSAMHETSPLAN INOM SMÅBARNSPEDAGOGIKEN**

Verksamhetsplanens enhetsvisa bilagor: