



SFO Hendriksholm  
SFO 1 Universet 36378462  
SFO-souschef Ole Nielsen 36378453 - SFO leder Bettina Hee tlf. 3637 8475

**Dear parents of children starting at SFO Hendriksholm,**

The time has come for your child to start at SFO Hendriksholm. We are very excited to get to know your child and you, and we will do everything we can to ensure a smooth start and a good time at SFO. In this letter, you will find some information about our educational focus areas, groups, meeting times, staff, communication, summer holidays, etc.

SFO start at Hendriksholm begins on May 2nd and will take place in SFO Universe. Universe is located at Hendriksholm School and is part of the primary school, where your child will gradually get to know the new SFO and school environment, before the start of school.

For SFO start 2025, we will create three groups. The groups will be based on the information we receive from the children's børnehaver. You will be informed about which children are placed in which group during our open house (see below). The children will be assigned to a group until the summer holidays, and before the summer, we will form the final school classes based on the groups. Information about classes will be provided to you by the school management during the last week before the summer holidays.

It is important to us, that we have dynamic groups and strong, safe environments where all children thrive and feel good. Therefore, if needed, we can make adjustments to the SFO groups during the SFO start period, if we assess that it would improve the children's well-being. If we find that group changes are necessary, we will always do this in dialogue with you.

**Open House:**

**Open house in SFO Universe on Thursday, April 10th from 17:15 to 18:15  
Hendriksholm Boulevard 20'**

Our open house is for both parents and children.

Here you will be able to meet the SFO staff and the SFO management. Additionally, you can ask questions and together with your child, explore the indoor and outdoor areas of the SFO.

**SFO Start:**

**The first day at SFO is Friday, May 2, 2025, at 9:00 AM.**

The first SFO day on May 2nd will generally be from 9:00 am. to 11:30 am., which is a short day. However, if necessary, your child can stay longer at the SFO. This must be arranged on the day with the educators who will be welcoming your child.

SFO Hendriksholm

SFO 1 Universe 36378462  
SFO Deputy Head Ole Nielsen 36378453  
SFO Head Bettina Hee Tel. 3637 8475



**SFO Hours:**

The SFO opening hours are Monday to Thursday from 6:30 am. to 5:00 pm. and Friday from 6:30 am. to 4:00 pm. The children in SFO Start will have SFO Universe for themselves daily from 6:30 am. to 1:50 pm. (on Fridays until 11:50 am.-). After that, all SFO children from 0th to 1st grade will join SFO, and there will be many activities to join.

**Staff and SFO Management:**

We have two main coordinators for the entire SFO start, Kristian and Mai-Britt, and three group educators who are assigned to each group. The overall staff working with the SFO start will therefore be: Kristian, Mai-Britt, Michael, Kit, Kisser, Lea, Martin, René, Peter, Tina, and Charlotte. Tina and Charlotte are the designated morning openers, so they will welcome the SFO children arriving before 8:00 am. SFO Hendriksholm consists of SFO 1 Universe and SFO 2 Club 27. The SFO manager in the two departments at SFO Hendriksholm is Bettina Hee. Bettina is also part of the overall school management. The daily leader of SFO Start is Deputy Head Ole Nielsen.

**Educational Focus in SFO Start:**

At SFO Hendriksholm, we give special attention each year in May to Learning Communities for All (LFA) and Rødovre Municipality's perspective on children.

**Rødovre Municipality's Perspective on Children:**

"All children should have equal opportunities to be part of a learning community. Children are competent, and they are doing the best they can by default. Adults should meet children where they are."

We want to create the best possible conditions for all children to have a good and safe start, as they transition to starting school. Therefore, we work purposefully with the following three focus areas:

- ☺ To ensure that children form good relationships – experience presence, security, well-being, and recognition.
- ☺ To ensure that children engage in good, secure communities and make new friends.
- ☺ To help children develop their social skills and competencies through play, movement, and activities.

Hendriksholm School After-School Care (SFO) SFO 1 Universet 36378462 SFO Deputy Manager Ole Nielsen 36378453 - SFO Manager Bettina Hee, phone 3637 8475

**Communication** From mid-April, our written communication with you will transition to AULA instead of E-boks. Please make sure you have downloaded AULA so you can receive the information we send. You are, of course, always welcome to call SFO Universe at 36378462.

For check-in and check-out, we use AULA's "check-in/check-out" module:

<https://www.aula.dk/portal/#/login>. Here you can register absences, time off, holidays, arrival/check-out times, and more. You can also send short messages to the staff at Universe. If you're not familiar with AULA and need help, please contact us.



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The staff at Universe will always inform you if there are any excursions or other activities that may require special clothing, footwear, or similar. You are also welcome to contact the SFO management or call the Universe staff if you have any concerns about your child's well-being.

**Summer Holiday** When planning for the summer holiday, we kindly ask you to let us know as soon as possible, when your child will be on vacation. This can be done through AULA's arrival/departure module. Feel free to ask the staff if you're unsure how to do this.

**REMEMBER:** When starting, please remember to send your child with indoor shoes, a snack, a lunchbox, a water bottle, outdoor shoes for play, spare clothes, and sunscreen. We will provide all children with an afternoon snack, which could be fruit, crispbread, raisins, or similar.

We look forward to meeting you ☺

Kind regards,  
SFO Manager Bettina Hee  
Deputy Manager Ole Nielsen

<https://rk-hendriksholmskole.aula.dk/sfo-start-fra-maj>

\*AI Generated