

# Annex 6 – Evidence of Systematic Monitoring and Project Management

## 6.1 Initial coordination email and agenda demonstrating structured planning, transparent communication and organised project management at the start of the partnership.

**Important Details and Schedule for Our Upcoming Meeting**

Mojca Juhart <mojca.juhart@vrtec-slobitrica.si>  
Za Erasmus Vukovar, vsaka sinovska, nina.borko-bezjak@vrtec-slobitrica.si

Priloge: ODDANA PRIJAVA NA DAN 04032024.pdf, KANBAN.xlsx

Dear all,

Firstly, thank you for your understanding regarding the change of date for our meeting. We are scheduled to meet this Wednesday (2nd October) at 4:15 p.m.

Below is the agenda and some additional information for our first online meeting:

**Planned Agenda:**

- Welcome and introductions
- Presentation of what we've done in the subject of didactical toys and games in the past (max 5 minutes per kindergarten)
- Discussion on your professional expectations
- Dealing with the timeline (scheduling the hosting of mobilities)
- Agreement (document)
- Other (suggestions, questions...)

**Estimated conclusion time for our meeting is 5:15 p.m.**

**Additional Information Before the Meeting:**

- Meeting Platform:** Given that two of our kindergartens work on Teams, I suggest that we meet on Microsoft Teams. Additionally, our experience has shown that it is very easy and useful to create a team group on Teams for communication, project management, costs, etc. Please let me know your thoughts. I believe this is a real step forward in project management and will help everyone stay informed.
- Working Language:** After discussing with Nina, we suggest that all written communications be in English. However, during our meetings, we can discuss in English or mix Slavic languages. What are your thoughts?
- Application Form:** For easier communication, I am attaching our application form so that we do not forget our commitments. It will also serve as a good compass for what we aim to achieve and what we need to do in the near future.
- Financial Disbursement Proposal:** Please consider what kind of financial disbursement proposal would be suitable for all of us. When I talked with colleagues in Slovenia, they mentioned various payment methods. Please remember that at this moment, we have not received 50% of the money from our National Agency (NA).
- Beneficiary Module:** I need to ensure that all of you will have access to the Beneficiary Module, so everyone can submit reports in the BM.
- Logo of Our Project:** We need to prepare a logo for our project. Our NA suggests that we prepare something simple with not too many colors. Do you agree to let AI prepare something? This will save us time.
- Website:** We do not need to create a special website for the project. Can you allocate some space on your official website to post information about our project and the catalogue of toys? They explained to us that new websites take a lot of time to gain useful reach and also require additional time from us.
- Consent for Photography:** We have been reminded again to have prepared consents for all individuals who will be featured in any photographs used within the project.
- Citing Sources:** In cases where we cite any sources, we must precisely attribute them.
- Surveys After Each Activity:** Our NA recommends conducting a survey after each activity, which will guide us for further work. Keep in mind that at the end of the project, we aim to analyze the set goals and evaluate our work.
- Agreement:** I will try to draft our agreement by Wednesday. This is not to prompt extensive discussion at this stage, but to provide a basic framework for our correspondence.

**NOTE:** Our National Agency has advised us to ensure that in the agreement and also in the Beneficiary Module (BM), we list emails with full names and surnames. Generic addresses such as info@ or similar to what Vukovar uses are not ideal. Could you also add some emails in addition to those from Vukovar?

I am also attaching a working version of the to-do list (name KANBAN) which includes a schedule of tasks. I believe this format makes it easier to work with. I can later upload this to our Teams platform, if you agree.

I hope this isn't too much information, but I believe that open communication is essential for successful collaboration.

Looking forward to our discussion and to meet you finally.

Prijazen pozdrav,  
Mojca Juhart

## 6. 2 Evidence of regular project communication via Microsoft Teams

erasmus.vu v aplikaciji Teams <no-reply@teams.mail>  
Za Mojca Juhart <mojcaj@vrtecsb.onmicrosoft.com>

čet. 9. 10. 2025 17:26

Če imate težave z načinom prikaza tega sporočila, kliknite tukaj, da si ga ogledate v spletnem brskalniku.

79cc789f-4550-4efe-bb16-64a602e78299.png 2 KB  
i0c3f3a9a-f2a9-4851-97cf-1f7e674396ed.png 4 KB  
Andri 8baea1ed-7578-45af-8afd-2154f2f67453.png 4 KB

Pozdravljeni,

Oseba erasmus.vu je odgovorila v pogovoru K2\_Toys and games > Splošno

Dear Mojca,

Odgovori v Teams

Namestite Microsoft Teams zdaj

Vse skupine

**Splošno** Objave V skupni rabi KANBAN

Poiščite vso vsebino, ki je v skupni rabi v tem kanalu, skupaj z elementi iz knjižnice dokumentov na zavihku »V skupni rabi«.

Vsi dokumenti V sporočilih

+ Novo Prenesi Uredi v mrežnem pogledu Skupna raba Kopiraj povezavo Forms Dodajanje bližnjice v OneDrive

Dokumenti > General

Ime	Spremenjeno...	Spremenil	+ Dodajte stolpec
CONTENT or PROFESSIONAL SECTION	23. april 2025	Mojca Juhart	
OTHER (budget, logo, etc)	9. julij 2025	Mojca Juhart	
Predstavitve - Mobilnost v Makedoniji	22. maj 2025	Nika Pec	
Predstavitve - Mobilnosti v Vukovaru	8. oktober 2025	Kristina Plankl	
Refleksija dneva	6. maj 2025	Nina Borko Bezjak	
"Color Match" or "Insert the Colored Sticks".docx	10. oktober 2025	erasmus.vu	
"In the orchard of colors".docx	10. oktober 2025	erasmus.vu	
"Match the Numbers – Button Shirts".docx	10. oktober 2025	erasmus.vu	
"Spotted Mushroom".docx	10. oktober 2025	erasmus.vu	
1.jpg	10. oktober 2025	erasmus.vu	
1_Obrazec_Preliminarni monitoring_KA2_2024_final 1.docx	11. oktober 2025	Mojca Juhart	
1_Obrazec_Preliminarni monitoring_KA2_2024_final.docx	8. oktober 2025	Mojca Juhart	
2.jpg	10. oktober 2025	erasmus.vu	
3.jpg	10. oktober 2025	erasmus.vu	
Activity in project _TIME table.docx	14. januar 2025	Nina Borko Bezjak	
Catalog of educational games and toys (Erasmus + KA2).pdf	6. januar	Nika Pec	
Didactic games and toys_flyer.docx	5. junij 2025	Nina Borko Bezjak	
Didactic games and toys_flyer.pdf	5. junij 2025	Nina Borko Bezjak	
Dokument.docx	9. februar	Mojca Juhart	
DOMINO.doc	14. oktober 2025	vaska_simovska	

Vse skupine

**Splošno** Objave V skupni rabi KANBAN

Vukovar\_Croatia... 1\_Obrazec\_Prelim... Poročnja za spre...

erasmus.vu 9. 10. 2025 16:25  
Dear Mojca,  
have filled in the required information, if anything is still missing or needs to be added, let us know. 🙏

erasmus.vu 10. 10. 2025 08:48  
Dear Mojca, here is flyer on Croatian

Letak na hrvatskom.docx

erasmus.vu 10. 10. 2025 21:39  
I uploaded the created toys with description to the files, but I didn't create 1 map, so Mojca please solve that so that I don't screw something up. Thank you 🙏

Odgovor

Mojca Juhart 11. 10. 2025 17:34 Urgenno

**Supporting Documentation – Macedonia (Inspection Visit and Report Preparation)**

Dear Macedonian team!

As agreed last week, I am sending you the attached document, which will serve as the basis for the inspection visit and later for the final report.

The attached document was prepared based on the application form (**Pehcevo\_North Macedonia\_Supporting Documentation – Inspection Visits**). I hope it will be clear and understandable.

Each section begins with the note **"From the application form"** (highlighted in blue), followed by the page reference and the copied text from the application form.

Next is **my comment** (coordinator's comment, marked in red) to make it more visible, and then the **partner's comment** (blue), where prikazi več

Pehcevo\_North... 1\_Obrazec\_Prelim... Poročnja za spre...

## 6. 3 Evidence of Ongoing Project Activities and Digital Collaboration (Microsoft Teams Workspace)

**Splošno** Objave V skupni rabi KANBAN

Poiščite vso vsebino, ki je v skupni rabi v tem kanalu, skupaj z elementi iz knjižnice dokumentov na zavihku »V skupni rabi«.

Vsi dokumenti V sporočilih

+ Novo Prenesi Uredi v mrežnem pogledu Skupna raba Vsi dokumenti Podrobnosti

Dokumenti > General > CONTENT or PROFESSIONAL SECTION

Ime	Spremenjeno...	Spremenil
1. Activity for November 2024	23. april 2025	Mojca Juhart
10. Activity for October 2025	19. junij 2025	Nina Borko Bezjak
11. Activity for November 2025	19. junij 2025	Nina Borko Bezjak
12. Activity for December 2025	19. junij 2025	Nina Borko Bezjak
2. Activity for December 2024	23. april 2025	Mojca Juhart
3. Activity for January 2025	23. april 2025	Mojca Juhart
4. Activity for Ferbruary 2025	23. april 2025	Mojca Juhart
5. Activity for March 2025	23. april 2025	Mojca Juhart
6. Activity for April 2025	23. april 2025	Mojca Juhart
7. Activity for May 2025	19. junij 2025	Nina Borko Bezjak
8. Activity for June 2025	19. junij 2025	Nina Borko Bezjak
9. Activity for September 2025	19. junij 2025	Nina Borko Bezjak
Toys Catalogue in Progress	25. april 2025	Mojca Juhart

## 6. 4. Example of two different Daily Reflection Reports from Mobility Activities



Vrtec "Otona Župančiča" Slovenska Bistrica  
Zidanškova 1 A, 2310 Slovenska Bistrica  
T: 02 / 80 51 420  
E: info@vrtec-slobistrica.si  
www.vrtec-slobistrica.si



Ime in priimek: Nika Žec

Datum: 2. 10. 2025

### Refleksija dneva:

#### Primeri dobre prakse:

- Oisk muzeja vicedolske kulture, predstavitev ene izmed najpomembnejših kultur prazgodovine.
- Ogled: najdb z arheološkega najdišča Vicedol, vicedolske gobčice, rekonstrukcije hiše iz vsakdanjega življenja, predstavitev priložnosti bakra v Evropi, arhi, litajev in umetnosti tistega časa.
- Vzgojiteljice v ta muzej vodijo tudi otroke iz svojih oddelkov, kjer jim po ogledu pripravijo posebne delavnice s pomočjo zgodb o deklici Dolci.
- Otravnavanje zgodbe o deklici Dolci, ki je ustvarjena na posej za otroke.
- Udeležba na delavnici pletenja volne s pomočjo lesenega podstavka (nizanje volne v saj).

### Kaj prenesti v lastno prakso?

- Demonstracija različnih <sup>tradicionalnih</sup> plesov ter izstevank zvočnih za druge države.
- Ustvarjane delavnice iz naravnih materialov s starši in otroci.

### Izzivi za naprej:

- Predstavitve Makedonskih plesov, kulture, njihovih izstevank v naš vrtec.
- Vključevanje staršev k sodelovanju na različnih ustvarjalnih delavnicah.

## **Evaluation of job shadowing**

### **in Vrtec „Otona Župančiča“ Slovenska Bistrica**

1. What have you learned so far in project?

Mobility at the Otona Župančič Kindergarten from Slovenska Bistrica was fruitful and successful for us as partners.

We met with a team of professionals who are very successful in their work and share their experiences with us. Many didactic toys made of various materials were presented. Shared experiences on how they use the toys they make themselves, according to the goals they want to achieve with children for proper growth and development. The toys were easy to manipulate and encouraged the children's holistic development. In the variety of toys, we could notice great professionalism and creativity, and safety according to age.

The experience was meaningful for us and will serve us to advance our professional work with children. The methods and techniques of working with toys are of great importance to us, which we will apply in our work and share with other colleagues.

We are happy to have had the opportunity to collaborate with colleagues from other countries to share experiences and knowledge in our work.


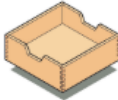

Macedonian team

## Evaluation of job shadowing in Dječji vrtić Vukovar

### 1. What have you learned so far in project?

During the Erasmus project, I learned how to design and adapt didactic games using natural and recycled materials. I deepened my understanding of sensory learning and discovered new ways to encourage children's independence, creativity, and cooperation through play. The exchange also inspired me to enrich my classroom environment with calming and sensory areas that support emotional regulation and fine motor development. This experience enriched me both professionally and personally. It encouraged me to think more sustainably, to appreciate creativity in simple solutions, and to value the power of connection and shared learning beyond national borders.

### Intermediate activity after every the job shadowing

		
<ul style="list-style-type: none"> <li>- A more thoughtfully designed calming corner with didactic and sensory elements.</li> <li>- organizing more high-quality play and exploration areas with various educational and sensory materials.</li> <li>- making table placemats together with children as a didactic activity that encourages fine motor skills, independence, and a sense of order.</li> <li>- creating board and group games with children, focusing on cooperation, creativity, and the use of natural and recycled materials.</li> <li>- designing and making the didactic game "Match by Touch" – balloons filled with different natural objects that children match with the corresponding photographs.</li> <li>- creating a tactile memory game using various materials (fabric, wool, felt, wood, natural objects).</li> <li>- including activities with wool.</li> </ul>	<ul style="list-style-type: none"> <li>- Designing an outdoor play center from recycled materials.</li> <li>- More extensive individual child portfolios, which include large amounts of written documentation and records.</li> <li>- Including parent questionnaires in children's portfolios.</li> </ul>	

## 6. 5 Evidence of Hybrid or 100% Online Coordination Meetings

