



FOREST VILLAGE KINDERGARTEN

Admissions Policy

Choosing a day care is an important decision for you and your family, therefore we hope the following information will answer your questions about our aims and standards of childcare and education to enable you to have complete confidence that you are making the right choice.

Forest Village Kindergarten Facilities

- Open 8am to 5.30pm, 50 weeks a year
- Full & half day sessions all year
- Outside every day, in all weathers
- Located inside Merton recreation ground
- Private fenced up outdoor area and playground within the park
- mud kitchen, sand play and water play area
- organic wholesome meals
- Good commuter location and a buggy park
- Easy direct debit billing
- We accept 15 & 30 hours and the governments tax-free account
- Bilingual approach German and English
- Waldorf inspired class room
- non plastic toy and no battery operated toys
- screen free environment
- security entry system

Trial Period

To ensure that Forest Village Kindergarten is the right place for you and your child, and for us to be sure that we can meet the needs of each child who is in our care, we have a two-week trial period for each new starter. This takes place in two consecutive weeks at the start of term.

A trial period commences on the first day of attendance, and only after a place has been formally offered by the Kindergarten. The Kindergarten offers a place via email by confirming the receipt of

The completed application form (all fields are mandatory) including any barriers to learning, or history of behaviour or other social and emotional issues

-Copies of recent reports and any assessments, diagnoses, or education plans relating to additional learning needs -

We may ask for an additional meeting prior to offering a trial period if there is concern that the Kindergarten may not be able to meet the child's academic, social



and emotional needs (and do so without unreasonable detriment to our capacity to meet the needs of other children in our care). We may determine that a trial period should not go ahead.

During the trial period the child will join the class, and participate fully in the teaching, learning and life at Forest Village Kindergarten. The keyworker will be the main point of contact for the parents. At the end of the two week trial there will be a meeting with the child, the family, the keyworker and manager to reflect on the experience to decide if Forest Village Kindergarten is the right setting for your child and to establish whether their needs can be met by the Kindergarten.

We will also reflect on:

- Does the school feel that the school can meet the child's academic, social and emotional needs (and do so without unreasonable detriment to our capacity to meet the needs of other young people)?
- Do they have an interest in playing and do we believe they have, or will have, the capacity to take advantage of the learning environment at Forest Village Kindergarten?
- Do they want to come to the Kindergarten and participate?
- Has their behaviour during the trial weeks raised any concerns about their ability to be in Kindergarten without detracting from others' learning and / or general enjoyment of the Kindergarten?

This trial process leads to one of the following outcomes:

- The child will be offered a place permanently and where necessary or appropriate, with some conditions
- The child will be given more trial time if deemed necessary
- The child will not be offered a permanent school place and the reasons will be shared in a written statement
- The child or the family decide not to accept the place.

If the school deems that we are unable to meet the needs of a young person, the decision of the school is final.

Children with SEND

It is the Kindergarten's responsibility to ensure every child's needs are met, and the Kindergarten commits to go out of their way to do so wherever possible. The admissions process for children with SEND is the same as others, but includes an informal meeting with the SEND support teacher to establish a thorough needs assessment. Once the Kindergarten have received the application form we will consider the request depending on vacancies available.

Settling in Phase

We organise settling in sessions for the parents and child. This gives you the opportunity to provide us with lots of information about your child, their likes and dislikes, routines, favourite activities, how to comfort them if they become upset and how they have reacted when left before. It gives us/ keyworker the opportunity



to start to build a relationship with you and your child and to understand both your needs and wishes.

We are happy for you to stay until you feel that your child is settled. Some children do take longer than others to settle and some settle quickly and then become distressed a few weeks into the placement. We will work with you in partnership to support your child through this transition period and make it as easy as possible. It is important that you and your child are relaxed and happy in Kinderland Forest and with the care we provide.

Some parents find it helpful to call during the day to find out how their child is. We are happy to take your calls, but depending on the circumstances we might not be able to talk for long, or even to answer the telephone if we are attending to a child's personal needs, for example changing a nappy. So please do not panic if you call and there is no answer

What do I Bring?

- Outdoor gear, waterproof trousers, rain jacket, wellington boots
- 1 set of spare clothes (including socks)
- Indoor slippers

All personal items need to be labelled with child's name. We would also recommend that your child does not bring toys from home as they do become upset if items become mislaid or broken.

EYFS

Children will be observed in the 7 learning areas, which are:

- Personal Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understand the World
- Expressing Arts and Design

You will receive one progress reports per year detailing your child's progress and development, but you can view their learning journals at any time. Parents Evenings Parent Evenings are held once a year. Although the nursery staff are available on a daily basis, this gives you the opportunity to discuss your child's progress and transition to Primary 1 in a relaxed atmosphere on an individual basis.

