

Kindergarten Admission, Discipline and Exclusion Policy

Our kindergarten is dedicated to providing a nurturing, supportive environment for young learners, rooted in mutual respect, open communication, and a strong partnership between families and educators. This policy outlines our procedures for admission, discipline, and exclusion, ensuring that every child's experience supports their development, fosters positive behaviour, and promotes a harmonious kindergarten community.

1. Admission Policy

Step 1: Initial Meeting with Prospective Parents

- **Purpose:** We begin with an introductory meeting where prospective parents learn about our philosophy, program structure, daily routines, and educational values.
- **Discussion Topics:** During this meeting, we present our program, fee structure, and explain our approach to child development and discipline. We also address any questions parents may have to ensure alignment with our values.
- **Enrollment Fee:** An enrollment fee is required upon admission. This fee covers the first two weeks of the child's adaptation period and must be paid before the child's start date.

Contract Signing and Annual Updates

- **Initial Contract:** Parents sign an admission contract upon enrollment, which outlines all terms, fees, and conditions of attendance.
- **Annual Renewal:** Each school year, in March, parents are provided with an addendum to the contract detailing the upcoming year's fees, structure, and any schedule changes. Parents are required to sign the updated contract to confirm their child's enrollment for the following year.
- **Termination of Contract:** Should parents wish to dissolve the contract, they must notify the kindergarten in writing at least two months in advance to allow adequate transition time for all parties.

Adaptation Period

- **Gradual Transition:** We offer a flexible, two-week adaptation period covered by the enrollment fee. The child's time at the kindergarten is adjusted based on their comfort and ability to adapt.

- **Daily Feedback:** During this period, teachers provide daily updates to parents regarding the child's progress, comfort level, and interactions. This ongoing feedback allows teachers and parents to collaboratively support the child's transition.
- **Routine Familiarity:** As the child builds a bond with teachers and peers, they spend more time at the kindergarten, gradually becoming accustomed to all routines and activities.

2. Discipline Policy

We foster a respectful and positive learning environment that promotes personal growth and responsibility. Our approach to discipline is based on guidance, support, and open communication, aiming to help children understand acceptable behaviour and develop constructive social skills.

Positive Guidance Practices

- **Clear Expectations:** Staff establish clear, age-appropriate expectations for behaviour and consistently reinforce these through positive modelling and redirection.
- **Conflict Resolution:** Minor disagreements are handled through gentle conflict resolution techniques, allowing children to express their feelings and learn empathy and cooperation.
- **Reinforcing Positive Behaviour:** Teachers use positive reinforcement to encourage acceptable behaviour, helping children develop self-confidence and respect for others.

Discipline Procedures

- **Step 1: Gentle Reminders** – Teachers provide quiet reminders to help children self-correct behaviour.
- **Step 2: Redirection** – Children are gently redirected to alternative activities to refocus their energy.
- **Step 3: Reflective Discussion** – In cases of recurring issues, teachers have one-on-one discussions with the child to foster understanding of behaviour and consequences.
- **Parental Involvement** – Teachers will communicate with parents if behaviour concerns persist, working collaboratively to support the child's growth.

Further Support for Disruptive Behaviour

- **Specialist Evaluation:** In cases of consistent disruptive or violent behaviour, parents may be asked to arrange for a specialist evaluation to better understand and address the child's needs.

- **Shadow Support:** The kindergarten may request that parents provide a shadow aide to accompany the child throughout the day to offer additional support if needed.

3. Exclusion Policy

While we are dedicated to creating an inclusive and supportive environment, situations may arise where exclusion is necessary to protect the well-being of children, staff, and the integrity of the kindergarten community.

Grounds for Exclusion

- **Ineffective Collaboration:** When continued collaboration with parents has not been effective in resolving ongoing issues affecting the child's behavior or well-being.
- **Inappropriate Parental Behaviour:** Parents displaying disrespectful or inappropriate behaviour toward staff, spreading gossip, or disregarding the kindergarten's culture and values.
- **Exclusion of Collaboration:** If parents repeatedly exclude or refuse to collaborate with the kindergarten, creating an environment counter to our cooperative community values.

Exclusion Process

- **Step 1: Meeting with Parents:** If issues arise, we arrange a meeting with the parents to discuss specific concerns and outline expectations for positive collaboration.
- **Step 2: Support Plan:** Teachers and administrators work with parents to create a support plan, providing strategies to address the concerns.
- **Step 3: Final Notice:** If no improvement is observed, and collaboration remains challenging, the kindergarten reserves the right to discontinue services. Parents will be notified in writing and given two months to arrange for alternate kindergarten placement.
- **Annual Contract Renewal Exclusion:** The kindergarten reserves the right to withhold contract addendums for the following school year based on behaviour or collaboration concerns with parents.

Notice of Exclusion

- Parents will be notified in writing should the kindergarten require that they seek an alternative program for their child. The notice will allow a two-month transition period for parents to make necessary arrangements.

4. Parental Communication and Feedback

Throughout the child's time at the kindergarten, we value open communication with parents. Teachers provide regular updates on the child's social, emotional, and academic progress. Any behavioural concerns are addressed promptly and collaboratively with parents to ensure consistent support for the child's development.

This Admission, Discipline, and Exclusion Policy supports a respectful, positive learning environment, aligning with our kindergarten's mission to foster a safe and welcoming space for children, families, and staff alike.

