



THE GERMAN KINDERGARTEN NORTH DULWICH

The German Kindergarten

St. Faith's Community Centre, Red Post Hill, North Dulwich, London SE24 9JQ

Bilingual German-English Pre-School for children aged 2-5

Prospectus

Contact during Nursery Opening hours:
Juliane Parthier on 07530197095 (Manager)
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About our Kindergarten

The German Kindergarten is a bilingual (German/English) setting in South London, with lovely new premises and a beautiful children's garden. We offer our children an environment with lots of in- and outdoor activities, created to support them in their personal growth and help them to develop into confident and responsible personalities. Learning through play while being immersed in German language and culture is conveyed as a natural part of life.

We welcome children from all backgrounds and offer songs, stories, books, games and nursery rhymes in both languages. Therefore, children do not need to know any German but hopefully will enjoy the opportunity to learn about another language and culture. Our staff speak German and English. We work in accordance with the national Early Years Foundation Stage framework (EYFS) and closely monitor our educational and bilingual approach to meet the diverse needs of our children and foster their language skills.

Our Aim

The Kindergarten offers children the opportunity:

- To learn through play in a safe and stimulating environment
- To start learning another language at an age when learning languages is easiest and most effective
- To enjoy the company of other children
- To be part of a group which values everyone, whatever their cultural background, race or special needs might be
- To gain knowledge about different cultures
- To develop at their own pace, with lots of warm and encouraging support
- To grow in confidence by learning to choose from a wide range of activities
- To gain independence by managing to be apart from parents/carers.

Opening hours

Monday to Friday 8.00am to 4.00pm, 47 weeks a year.

Application form and fees

We charge a £40.00 application handling fee for a space on the waiting list. Once we can offer you a place, we will ask you to pay a one-off registration fee of £150 if you choose to accept the place. Both of these fees are waived in the case of 2-year olds who are eligible for 15 free hours childcare. After receipt of the registration fee, you will be provided with a parents' starter pack with all necessary information. We would like to arrange a home visit before your child starts in our Kindergarten. Here we can meet your child in their familiar environment and complete the Entry Profile.

Please see the current fee table for our monthly fees.

Settling In

While some children are confident on arrival at the Kindergarten, the majority will need a certain period to adjust to the new environment. A key person is there for your child and takes special responsibility for the child and its parent/carer. Parents/carers should stay at the setting or nearby until the child is happy and confident. For more information about the settling-in phase, please refer to our Settling-in leaflet.



Educational Programme

Our curriculum is linked to the seven areas of learning and development in the Early Years Foundation Stage Framework (EYFS):

Prime areas

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Specific areas

- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design

Our Kindergarten activities follow the four seasons of the year. Every season offers lots of possibilities to create exciting activities derived from nature so we can match our activities outside and indoors (arts&crafts, songs and finger games) to the seasons and its celebrations (Christmas, Fastnacht, Easter, Summer Party, St. Martins procession).

In spring the theme is earth and growth and we are planting flowers in our flowerbed. In summer we are using water to splash around in the garden and get prepared for the holidays. In autumn we celebrate the wind with building kites and in winter we are looking into fire with its light and shadows and will craft lanterns for the St. Martins procession.

We celebrate international holidays as well as organising some festivals in a traditional German style. So we hope that you and your children will enjoy Easter egg hunting as well as a lantern walk at St. Martin's Day and preparing for Christmas.

However, the programme is flexible to respond to the children's interests and needs. In fact, much of our planning is based on activities which the children appear to enjoy, and we attempt to integrate as many open-ended materials into our provision as possible.

We offer a dedicated forest school lesson once a week and are in the process of planning weekly artist-led workshops.

Every fortnight, a detailed *review of activities* is made available to all parents via email and on our notice board. You are very welcome to let us know if there is anything your child is particularly interested in. We will try to include this into our programme.

Toys and Activities

You will regularly find the following at the Kindergarten: painting and art work, book corner, play dough, water or sand, dressing up area, puzzles, building blocks, dolls, musical instruments and many more toys and activities to choose from.

We go outside every day – when the weather is bad, we put on waterproofs and wellies and keep a change of clothes in the Kindergarten.

Children's Progress

We seek to work closely together with parents to document and discuss their child's learning journey. The key person regularly observes your child, documents their learning through play, and assesses their progress using the EYFS tracker. We record the children's progress and discuss our



observations with the parent/carer and share what we consider to be their child's "next steps" with them. These feed into our planning and preparation of activities.

Child Safeguarding

We uphold a *Safeguarding and Child Protection Policy* and keep our families updated on our safeguarding policy and procedures. All pre-school staff are DBS-checked and have a statutory responsibility to ensure that children are safe at all times, and their individual needs are being met. For more detailed information about our Safeguarding Policy, please refer to the corresponding document (Parents' Policy Pack).

Escort and Collection of Children

It is vital that we are told if someone other than the child's usual carer is collecting your child. We will not allow any child to leave with a minor (i.e. anyone under 16 years old). Children should be brought and collected on time. For more information please refer to our *Arrival/Departure and Late Collection Policy*.

Policies

We provide all parents with the following policies and ask them to sign they have read and understood these:

- Settling-In process, key person and home visits
- Safeguarding Policy and Child Protection Procedures
- Arrival/Departure and Late Collection Policy
- Behaviour Policy
- Accident & Emergency Policy
- Health and Safety Policy
- Equality of Opportunity and Inclusion Policy
- Lost Child Policy
- Administering Medicines Policy.
- Making a complaint
- Data protection policy

The following further policies are available on request: Supervision of children on outings and visits, Mobile phone, Computer and Camera use policy, use of photographic and digital imagery and mobile phones, Information sharing policy, Intimate Care policy. Our privacy Note is also provided.

Code of Conduct

All children and adults at the Kindergarten treat each other with respect and kindness. Unkind comments, insults, violent or abusive behaviour are unacceptable at all times. Since we all feel comfortable in an attractive and warm environment to play and work in, the building and the equipment must be valued and treated with respect. We tidy up together.



Complaints

If you are concerned about any aspect of the Kindergarten, please refer to the manager. If the matter cannot be resolved satisfactory, you may wish to contact the Director of the Kindergarten. If you have a complaint which you feel cannot be resolved by the Kindergarten, please contact the Pre-school Learning Alliance, Pre-school Learning Alliance National Centre The Fitzpatrick Building, 188 York Way, London N7 9AD Tel: 020 7697 2595.

Further complaints can be directed to the Office for Standards in Education (Ofsted): Royal Exchange Building, St. Ann's Square, Manchester M2 7LA, Tel.: 0300 123 1231.

Admissions Policy

Priority is given to:

- Children with special needs
- Looked after Children
- Children in the setting who want more sessions
- Siblings of children in the Kindergarten.

Sickness and Medication

All cases of contagious diseases in the family or any exposure to them should be reported immediately to the Kindergarten. Only medication prescribed by a doctor can be administered by staff and then only on receipt of written authorisation from the child's parent. The Kindergarten reserves the right to refuse entry to any child the Manager considers is suffering from any contagious or infectious complaint.

Holidays, changing weekdays attended, additional sessions

All holidays taken during Kindergarten opening times should be reported to the key person or manager in advance. Fees are still payable during such holidays.

Bank Holidays and settling in days are fully payable.

Fees are due monthly in advance (within the first five calendar days of the month).

Notice Periods

We require a full calendar month's notice if you are planning to reduce your child's days with us, or take your child out of the nursery. For example: if you plan to leave the Kindergarten on 31st of August you need to give notice on the last calendar day in July, at the latest.

You must also give us notice before your child moves on to primary school.

Family events

We encourage parents to attend our parents' evenings. We also invite parents to attend special events like the Easter Egg Hunt, summer party, lantern procession in November and our Christmas party. We seek continuous communication and feedback from you to help us give your child the best childcare we can. Your child's wellbeing and happiness is our priority.

Welcome to the German Kindergarten!

Willkommen im German Kindergarten!