

Welcome to Greenway Kindergarten. Our doors are open to all children between 2 and 5 years of age and their families. We look forward to helping parents/carers choose the most suitable environment for their child.

We aim to ensure that all children and families from all parts of the local community have access to our setting through open, fair and clearly communicated procedures. Our Equal Opportunities policy, alongside our other Policies and Procedures, is available for parents/carers to view at all times through our Operational plan as well as being displayed throughout the setting.

On application prospective parents/carers will be sent a Prospectus, including an Entrance Form, giving details of how to register their child for a place. You are welcome to make an appointment to visit the Kindergarten, to assist you with plans for your child's Nursery Education.

We advise all parents/carers selecting Greenway to complete the entrance form for their child as early as possible to have the best chance of a place being available when desired.

A Registration Fee of £40 is required to place a child's name on the waiting list to cover administration costs and should be sent with the completed entrance form to the Principal, on receipt of which the child's name will be added to the list, and parents/carers informed as soon as a suitable vacancy arises.

Should you wish to withdraw your child from the waiting list, your registration fee will only be returned if at least a school term's notice, prior to your requested date, is received in writing.

Our core hours are currently 9.15 am – 12.45 pm, with optional lunch club sessions to ensure we accommodate a broad range of family needs. To gain full benefit from all the opportunities we provide at Greenway, children attend 5 full sessions per week

Parents/carers choosing the full 'Greenway experience' for their child and wishing to use their LEA 'free entitlement', will need to pay on receipt of an invoice the fees due for the 'Greenway Experience' which includes additional hours and services outlined in the prospectus, plus any fees due for optional extras or activities. Further advice on funding procedures is available through our main office, prior to acceptance of a place.

A place will be offered to parents/carers in strict order of registration, subject to availability each term. Parents/carers should expect to receive confirmation of a place approximately the half-term prior to commencement. Children will be accepted, once a place has been confirmed in writing, provided they are of the correct entrance age to meet our Ofsted Registration regulations. We will be pleased to offer advice and work with those parents still having difficulties with toilet training their child at the required entry stage.

When offering a place to parents/carers, full details of start times, attendance hours and procedures will be sent. The starting dates for new children will be staggered to give time for administration and the settling of each individual child into their new setting. On acceptance of your child's place, an Admission Pack will be sent to you for completion. This includes an 'All about me' section to complete with your child, giving an insight into their home life before starting with us, therefore helping with the settling-in process. In addition, an appointment will be arranged for both children and parent/carer to meet the staff and purchase the uniform and finalize any administration including your child's personal details that subsequently are kept safe and shared on a need to know basis with other members of staff.

On your child's first morning, at the time scheduled for you, parents/carers will be free to leave their child with their appointed Key Person, so they may participate in the activities alongside their peers. Regular school opening times will apply thereafter. Parents/carers will be informed of the procedure for collecting their child, including the 'password' system should their child be collected by any other person than the parent/carer. We promote and value parents/carers as the prime educators of their children and we are constantly working in partnership with them and other outside agencies to ensure we meet their and their children's individual needs.

Please telephone for any further information you may require.