



## **KinderRijk's placement policy reading guide**

This policy sets out the applicable guidelines for placement at day care, after-of-school care or preschool. KinderRijk is committed to providing transparency and clarity on the rules that apply to registration and the placement of children.

The staff of the Child Planning Department set up the schedules according to the requests from parents, the registration date, KinderRijk's priority scheme, group composition and according to available places at group and location level. Based on this, we endeavour to achieve the most effective occupancy. The assigned registration date and priority code remain applicable until the first care request has been fulfilled.

### **Priority**

KinderRijk applies a priority scheme that is linked to the care request for the child concerned. The priority categories below are used, in the order below;

- Children with a social medical referral, company places (including children of own staff and of staff of the schools with community facilities ("brede school") and integrated child centres (IKC) linked to KinderRijk, and children for whom an assisted-learning referral for preschool (VE) applies.
- Children moving on from a KinderRijk preschool/day care to a KinderRijk after-school care.
- Second and subsequent children from one family of existing clients.
- Change requests from existing clients.
- New clients.

### **Placement principles**

The placement of children is based on a long-term placement (at least 6 months) by KinderRijk, and KinderRijk keeps to the ratio between the number of educational staff members and the number of children actually present in the group at the same time, as described in the Childcare Act.

A child will be placed in one fixed core group. Exceptions may temporarily be made based on the statutory guidelines in consultation with the location manager and with the parent's written consent.

For day care and preschool, our starting point is to place a child in the relevant group for at least 6 months.

### **Day care**

A child may be placed from the time the child is 8 weeks old for at least 2 fixed care days per week. We offer full-day care.

### **Preschool**

A child may be placed from the age of 2 for at least 2 fixed care mornings per week.

If an arrangement through the city of Amstelveen or Amsterdam applies, the associated placement conditions apply.

### **After-school care**

A child may be placed from the age of 4, unless a child starts at primary school earlier.

### **The familiarisation phase**

The first placement day starts on the first contract day. Agreements on the familiarisation phase are made with the parent during the introductory meeting, but can be adjusted if this phase proceeds differently than planned. Educational staff consider what is best for the child during the first days and keep in touch with the parent. The parent may stay in the group for part of the day and, if settling in goes well, the child can stay the whole day.

### **Early termination of the placement**

A placement or reduction of days can be communicated by the parent to the Child Planning Department by email; KinderRijk applies a 1-month' notice period for termination. A minimum of 2 days must be taken for day care and preschool, even when days are reduced.