



ADMISSIONS POLICY

It is our intention to make our setting accessible to children and families from all sections of the local community, and to care for them to the best of our ability through open, fair and clearly communicated procedures.

Procedures

1. We arrange our waiting list in birth order. In addition our policy will take into account:-
 - The date the child was added to the waiting list.
 - The vicinity of the home to the setting.
 - If a sibling has previously attended the setting.
- 1.1 We offer funded places in accordance with the settings contract with the Local Authority in order to receive the Nursery Funding and any local conditions in place at the time.
- 1.2 Funded children, who attend our setting, will be offered 5 morning sessions, totalling 15 hours, if places are available. Families eligible for 30 hours funding, will be offered afternoon sessions. Spaces for afternoons are limited and only offered to children in the Preschool 'school leaver' room.
- 1.3 We advise parents/carers that, as a Preschool, we offer age related rooms and that numbers of sessions offered will be dependent on the age of the child and availability within each of these rooms.
2. Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers, including child minders and foster carers are all welcome.
- 2.1 Our Preschool and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class background, religion, ethnicity or competence in spoken English.
- 2.2 We support children and/or parents with disabilities to take full part in all activities within our setting.
- 2.3 We monitor the needs and background of children joining our setting, on the Admission Form, to ensure that no accidental or unintentional discrimination is taking place.
3. Parent/carers will be informed of their child's expected start date in order to confirm days of attendance; the room they will be in; the name of their child's Keyperson and any fees due for the first term.
- 3.1 Fees are paid termly by cash, cheque, BACS, Childcare Vouchers, or by agreed arrangements with the Preschool Manager.
4. Failure to comply with the terms, conditions and policies of Parkwood Christian Fellowship Preschool may ultimately result in the provision of a place being withdrawn.