**9.3 Admissions policy- Parkside preschool**

**Statement of Intent:**

It is our intention to make our preschool accessible to all children and families from all sections of the community. We are registered with Ofsted. We accept children from the age of 18 months. We do not require children to be toilet trained on admission.

**Aim:**

To ensure that Parkside Preschool is accessible to all sections of the community, through open, fair and clearly communicated procedures.

To promote smooth and stress-free transitions to the setting, ensuring both children and parents/carers are happy.

To offer high quality care for all children who attend our setting.

**Accessibility:**

Parkside Preschool aims to ensure its services are accessible to all sections of the community as per the Equal Opportunities Policy. The setting will attempt to communicate its services in locations throughout the community.

The preschool aims to provide resources, facilities, and expertise locally to meet the needs of people in the surrounding area.

The preschool advertises through the Childcare Information Service, the local school, and places accessible to the community.

The preschool welcomes both fathers and mothers, other relations, and carers, including childminders.

We pride ourselves on offering a great service in terms of how it treats individuals (both children, parents / carers), regardless of their gender, special educational needs, disabilities, background, religion, ethnicity, or competence in Spoken English.

Our admissions Co-ordinators, Chloe, and Mica (Management), takes responsibility for meeting with new families ensuring they have the correct literature regarding the Pre-school and collating information, including a waiting list.

**Offering Places:**

Where services are over-subscribed, as is often the case with Parkside Preschool the following priority for admissions has been agreed:

1. On a first come first serve basis upon returning an application form.
2. Age of the chid
3. Requirements of attendance

 Places will always be confirmed by an admissions co-ordinator by telephone.

**Settling in:**

Once a place has been offered each child is assigned an Early Years Practitioner as a key person. The Admissions Co-ordinator will take responsibility for contacting families and arranging appropriate settling in sessions. The first session allows for parents to stay with their child in order to allow their child an informal introduction to the preschool and for parents and key persons to have time to communicate about specific needs and personalities. An ‘All About Me ’ and ‘New Child Information Record’ is also completed in advance of attending Pre-school to ensure that staff are aware of all issues pertaining to the child.

Subsequent settling in sessions will be organised to meet the needs of the specific child, this process can take up to 2 weeks, but it is important that child, parent and preschool are happy before a child attends their full sessions. Key workers keep records of children’s progress during this period.

The settling process is viewed as an essential part of ensuring children have a positive time at preschool and we will be flexible in extending this period and offering families additional support if needed.

**Sessions:**

Breakfast club: 8am-9am

Morning session: 9am-12pm

Lunch club: 12pm-1pm

Afternoon session: 12pm-3pm

Afterschool club: 3pm-6pm (chargeable hourly)

We do not have a minimum number of required session per week, however, if we feel it is in your child’s interests to attend more or less sessions at preschool, we will have discussions with parents / carers about the best way forward.

We can sometimes accommodate a shift pattern, and sessions must be booked for the same each week. However if we become full this may mean you will have to book your sessions a term at a time.

**Notice period:**

Parents must give 4 full weeks, excluding school holidays, notice in writing if they wish to terminate their contract with Parkside preschool. Parents will be charged in full for this regardless if the child attends this period or not. If this notice period is not paid by the invoice due date, late charges will still apply until the balance is paid in full. Changing hours must also be 4 weeks notice.

This policy was adopted by: Hadleigh Parkside Pre-school:

On: March 2024

Date to be reviewed on: March 2025

Signed on behalf of the provider:

Name of signatory: Mica Robinson

Role of signatory: Deputy Manager