

## **SANDCASTLE PLAYGROUP**

“Keeping the PLAY in playgroup”

### **ADMISSIONS POLICY**

Sandcastle Playgroup is registered with Ofsted to offer care and education for children aged 2 – 5 years. Children will be eligible for a place at Sandcastles at the age of 2 years and 8 months.

Exceptions to this will be considered by Management on an individual basis to meet the needs of the individual child or family.

It is our intention to make our playgroup genuinely accessible to families from all sections of the community.

In order to accomplish this, we will:

- Ensure that the existence of the playgroup is widely known in the town by placing information via
  - Sandcastle Website
  - Haverhill Directory
  - Posters in local amenities i.e. library, health clinics, doctor, dental surgeries etc.
  - Suffolk County Council Children and Young Service websites.
- Offer a ‘free of charge’ Registration
- Arrange our waiting list in ‘Date of Birth’ order. On occasions there may not be a place available as soon as a child becomes eligible for one despite having their names on the register for some time. A place will be offered as soon as it becomes available.
- Welcome a visit to playgroup from parent/carers/family. Deploy staff to discuss and answer any questions that may arise during this visit.
- Prior to a child starting we offer a home visit/setting visit to help child/parent/carer become familiar with playgroup environment and get to know staff
- Place a list for children leaving at the end of term and children who are requiring extra days on the Notice Board
- Aim to provide all eligible ‘Grant Funded’ 2 and 3 year old children with their 15 free hour entitlement, subject to places available. Once a child takes up a nursery place within a primary school, their place at playgroup must be given up, to offer the opportunity for another child to receive a playgroup place. An arrangement for paying any outstanding fees must be agreed before a ‘Grant Funded’ place is offered.
- Fees will be reviewed annually and any increase will be discussed at Trustee meeting; before being put forward for agreement at the AGM (usually April).

Any changes in fees will be announced in the Summer Term, for the start of the Autumn Term

- Once a child becomes eligible for funding, any sessions requested over the 15 hours free entitlement, will be charged at the funded rate.
- Families consisting of multiple birth siblings (two to more) will be considered for fee concession.
- A member of staff will be available each session to collect fees which can be paid by cheque to Sandcastle Playgroup Limited, BACS or cash. These can be paid sessionly, weekly, monthly or half-termly, to suit individual families needs. Full fees apply to absent children. However, long term absences will be charged taking individual circumstances into account.
- Make a phone call to prior to child starting to discuss individual needs (which may have changed since filling out a Registration Form). Follow up phone call with confirmation letter and Parent Pack.
- Acquire a fully completed Admission Form prior to the child begins their first session at playgroup and we must be kept informed of any changes in circumstances. Children will be unable to take part in any activities where permission has not been obtained.
- Ask to see **originals** of all relevant evidence in order to qualify for any free entitlement. Copies will be taken and originals returned to Parent/Carer
- Describe the playgroup and its practices in terms which are easy to understand and welcomes everyone associated with the children including fathers, mothers, grand-parents, carers, childminders, and people from all cultural ethnic religious and social groups, with or without disabilities.
- Make our equal opportunities policy widely known.

Date...20th January 2015

Signed..... (For and on behalf of Sandcastle Playgroup)

Date for review: September 2016