

# Pound Hill Pre-School Policy and Procedures

## 10.1 Admissions



### Policy Statement

The Pre-School aims to ensure our setting is accessible to all children aged 2 to 5 years and their families from the local community.

### Procedures

- We operate a waiting list system that is arranged in birth order once completed registration forms have been received.
- No charges are made to register children for the Pre-School.
- We are registered for the Government free entitlement for 2 year olds and the 30 hours free childcare.
- We welcome and encourage families to visit the setting with their child(ren) prior to registering in order to familiarise themselves with the Pre-School and the team.
- Families are contacted by phone/ letter or email to advise when their child has been accepted to start at Pre-School.
- Children attend settling sessions/ coffee mornings to assist with their induction into Pre-School.
- We describe our setting and its practices in terms that make it clear that is welcomes; fathers, mothers, carers, childminders and other relations.
- We welcome parent helpers and offer stay and play sessions for families.
- We are flexible about attendance patterns to accommodate the needs of individual children and families providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

This policy was adopted by ..... K Platt.....

Role of Signatory ..... Manager.....

Date .....July 2021.....

Date to be reviewed .....01/09/2022.....