

STATEMENT OF PURPOSE OF FUNCTION/ADMISSIONS POLICY

Policy Statement:

- Baron's Playschool respects and values differences. No child will be refused admission based on ethnicity, additional needs, language, religion or family and social status.
- Places on our programme are filled on first come first served basis. However, priority for the allocation of available place will be in the following order:
 - Children who are already attending the Playschool.
 - Children who have siblings or relatives attending the playschool.
 - Children who require full time.
 - In the case of our ECCE pre-school classes.
 - Children whose age is toward the higher end of the eligibility dates relevant to the year in question.
- If places are not available, the child will be put on a waiting list for that specific room. When a place becomes available Parent/Guardian will be contacted and will be allowed on week to decide on acceptance before the place is offered to another on the active waiting list.
- It is our policy to be accommodating but we cannot put the children into the classes the Parents/Guardians want. It goes by times and spaces available and it's up to the Manager to make the classes. Please do not ask or expect this when enrolling your child.
- We have an Open-Door Policy here at Baron's Playschool where Parents/Guardians can look in and see what we are all up to, this policy is not on going at arrival and collection time as it is a busy period.

Admissions Procedure.

In Baron's Playschool we have prepared written information for the Parents/Guardians to read over during admissions of a child. This service will ensure that all legal and medical procedures are in place i.e., Consent forms, Medicine Book. Parents attention will be drawn to all our policies we have in place in the setting.

- Baron's Playschool caters for children aged between 2 to 6 yrs.
- During enrolment prospective Parents/Guardians are asked to complete forms providing details and information about the child.
- We operate on a first come first serve basis to fill the places in Baron's Playschool (However children doing more hours are preferable as stated above). You are free to put your child's name down, but we cannot guarantee a place. Nearer the chosen start date, we will contact Parent/Guardian if there's a place available (to guarantee that place you must then pay your deposit).
- The next step is for Parents/ Guardians to fill a registration form which will outline what days/ times are agreed.
- Two-week fees are applicable to secure the child's place.
- This service will aim to meet the requirements of children with special needs.

Facilities and Services Provided and for whom.

- Early Educational curriculum
- Full day service 8am to 5pm
- Freshly made meals (full time)
- Age range 2 to 6 years,
- Fully enclosed outdoor play areas
- Security Protocols in place
- ECCE, CETTS, NCS. – Places available annually (Terms and Conditions Apply)

Care Groups

- Toddlers (2 to 3yrs)
- ECCE (2yrs 8 months to 5yrs 6 months)

ECCE – Free Pre-school Year Admission

For your child to be eligible for the ECCE Scheme they must be of the ages between 2yrs 8 months and 5yrs 6 months in September of that year. This service is offered under the early Childhood Care and Education scheme.

- We give preference to children who will attend 5 days a week as opposed to 3 out of 5. We would prefer your child to do 5 days a week to fill the class.
- Under the ECCE Scheme Baron's Playschool requires evidence of the date of birth of the child such as a birth certificate or passport to confirm eligibility and PPS number of the child.
- Baron's Playschool may give preference to children who, will be starting ECCE Scheme that year, have siblings in the service, live locally etc.

Date this policy was created: 17/07/2019