

Royston Playgroup 020 8776 8736

1. ADMISSIONS AND SETTLING IN POLICY

We operate a waiting list at Royston Playgroup but priority is given to ensure all funded children have the opportunity of education before statutory school age. The waiting list then continues in order of date of birth. Royston Playgroup accepts children from over the age of 2yrs. We provide government funded places – 2 year old funding, universal 15 hours and extended entitlement (30 hours). All funded sessions are in line with the Government’s Statutory Guidance and Local Authority requirements. When you register your child for their funded place we will discuss your needs, and as far as possible with availability and staffing arrangements we will accommodate your wishes. We will try to accommodate hours needed or if changes to hours are needed but this should be booked in advance.

	2 year old funding	Universal 15 hours	Extended Entitlement (30 hours)	
Free Offer	Monday to Friday 8.45 - 11.45 Or 12.15 - 3.15 All day 9.00 – 3.00 38 weeks a year	Monday to Friday 8.45 - 11.45 Or 12.15 - 3.15 All day 9.00 – 3.00 38 weeks a year	Monday to Friday 8.45 - 11.45 Or 12.15 - 3.15 All day 9.00 – 3.00 38 weeks a year	These hours are free and will be allocated on a first-come, first-served basis.
Intake	Term after child turns two and 6 months.	Term after child turns three until compulsory school age	Term after parents applies and child turns three	

We operate an inclusion and equality policy and ensure that all children have access to playgroup places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

We operate a free waiting list, and parents are encouraged to book early for places. At the time when a booking can be confirmed, a deposit is not necessary to secure the place. We require a copy of your child’s birth certificate and a completed Parental Contract before your child’s place can be confirmed. This is an agreement to allow us to claim the government funded place.

You will then be required to complete an Admissions Form to give us relevant details will need to know, regarding health, safety, likes/dislikes, dietary, religion, family and emergency details. This form **MUST** be signed and returned to us before your child commences their first session.

The Disability Discrimination Act (DDA) 2001 requires all education providers to consider current practices and revise arrangements if necessary. Anyone with a named condition that affects aspects of their development must not be discriminated against. Refusing to admit a child with additional needs either learning or physical because of incontinence, or delayed personal development, is likely to be thought of as discriminatory and therefore illegal under the DDA. Any child is eligible for admission regardless of if they are in nappies or toilet trained as all children are individuals and reach milestones in development at different times. We have an obligation to meet the needs of children with delayed personal development and incontinence in the same way as we would meet the needs of children with delayed language, or any other kind of delayed development. We uphold an equal opportunities policy within the playgroup and we expect all adults and children connected with the group to adhere to this policy. Please speak with the playleader about any concerns.

Please ensure sensible clothes and shoes are worn and remember that they may get messy from time to time. Protective clothing is provided, but spillages and accidents can occur when they are having fun.

The cost of each session will be payable IN ADVANCE, termly/monthly/weekly or if arrangements are made with the playleader, daily. Parent/guardians will not be able to leave children if fees are not paid, after one week or prior arrangements are not made. Allocated sessions must be paid for, even if your child does not attend through illness/holidays or family commitments. This is to enable us to keep the sessions allocated to them available. Playgroup must be informed if a child is absent.

If your child is not funded and absent for 4 weeks and you have not informed the playleaders, the sessions allocated will be re-allocated. If your child is leaving we also require 4 weeks' notice or fees may be payable for this period. If your child is leaving to go to school or nursery it would be advantageous to us to know what date they start and which school they will be attending.

Every child is an individual and you must decide what suits when it comes to settling your child into playgroup. The playleader and staff are very experienced, and have welcomed many children into the setting. Decide with the playleader what suits you and your child. You are welcome to stay, remember that children adapt quickly and all staff are qualified practitioners. If your child is really not settling, the playleader will work closely with the parent/guardians and decide jointly the best course of action. Your child may need reintroducing at a later date, or may need more one-to-one attention. Our keyworker system ensures each child's individual needs are met.

If you are at all apprehensive about your child you are welcome to telephone any time and equally if we feel your child is not settling we will contact you immediately. It is important for parent/guardians to work together with the playgroup practitioners to help the child to feel confident, secure and happy in the playgroup.

PLAYLEADER SIGNATURE.....

DATED.....

COMMITTEE SIGNATURE.....

DATED.....

Royston-policy-admission & settling

DDA 2005 www.legislation.gov.uk/ukpga/2005/13/contents