**ADMISSIONS AND BOOKING POLICY.**

Cowling Preschool aim to offer equal opportunities to all prospective parents and children with regards to admissions.

**Policy Statement.**

Cowling Preschool and Toddlers Ltd is registered with Ofsted to care for children, between the ages of 2-5 years. Places are offered on a first come first served basis, and when all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the setting.
2. Those requiring the greatest number of sessions/hours per week.
3. Children living in the area. Children who do not live in Cowling are welcome to attend if there are places available.

When an enquiry regarding a place is made, the parents or guardian and child will be invited to visit the setting and will be shown all the facilities available to them and their child, and will be introduced to the team. They will then be provided with all the relevant setting information, including:

* Information regarding availability of places.
* Details of the fees/payment policy.
* Registration forms and parents contract.
* Awareness of the availability to peruse the settings policies and procedures.

The child will be able to attend the setting once the completed forms are returned. At this point the child will be assigned a key person, and information can be taken to agree a settling in plan and start dates.

If places are unavailable, the parent will be informed and the child’s name added to the waiting list. As soon as a suitable place becomes available the parent will be informed.

**Procedures.**

* We advertise our preschool through the Cowling Newsletter and at times through the local press. We have a dedicated website – cowlingpreschool.co.uk, where further information and all our policies can be found. We aim to keep a high profile in the community by attending and being involved in local events.
* We welcome families to visit us and contact details can be found on our website. Our committee chair contact details are also included on the website. Our details can also be found through the Families Information Service, the Children’s Centre at Glusburn and Ofsted.
* We run a toddler group once a week where all babies and preschool children are welcome, and where you can find out more about the preschool and the children can get used to the building and the setting.
* Parents must complete the necessary paperwork before their child can attend preschool. This supplies us with essential information about the child, and consent for information sharing, use of photographs, seeking emergency medical and any outings. We encourage parents to share with us any records from previous settings or information from other professionals regarding their children, to allow us to plan for individual needs. We are legally required to ask these questions, we do not intend to be intrusive but simply to provide the most comprehensive care possible.
* All information will be kept confidential and will only be accessed by staff caring for the children.
* We are flexible about attendance patterns to accommodate the needs of individual children and families, providing we have free sessions available on the required days, and that it does not disrupt the pattern of continuity in the preschool that provides stability for all the children.
* If you book a space for the future but are not able to take up that space immediately, priority will be given to children who are able to take up the space immediately. You will be informed that the space is likely to be taken and will be given the opportunity to take the space immediately.
* Children who are already attending are given priority for future dates.
* Once the placement has been booked, if a child does not attend for any reason, you will still be charged for this place.
* If you wish to cancel the place altogether, one month’s notice in writing is required. We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the setting must be given 48 hours’ notice. If notice is not given, the place will still be charged for.
* This policy will be reviewed on a regular basis to ensure we are not accidentally discriminating against anyone and that we are meeting the needs of our local community.

This policy was adopted/last reviewed on ...……………………………….........

Date to be reviewed ....………………………………………

Signed on behalf of the management committee ………………………………………….

Name of signatory .…………………………………………

Role of signatory (e.g. Chair/owner) ………………………………………….