



## ADMISSION POLICY

At Shekinah Preschool Playgroup we aim to make our playgroup accessible to and inclusive of children and families from all sections of our local community.

Shekinah provides care for children aged two years three months to almost five years.

When a parent/carer enquires about registering a child they are encouraged to come and look around the playgroup either by making an appointment or just calling in when playgroup is open. Our prospectus and details about the group are given out and any questions will be answered.

Parents are required to fill in a registration form if they decide they would like their child to attend the group. The registration form is held on file until at least half a term before the child is due to start, a letter of confirmation, sessions and settling in sessions is sent out with a reply slip for parents to sign to say they are still wanting the place.

Two free sessions are offered at Shekinah to allow the child to settle in, with a parent/carer staying with them.

Every effort is made to allow the preferred days at Shekinah to be offered to the child. However, if this is not practical then an alternative day will be offered.

Admissions are not normally done on a first registered basis, we try to allow for all children who wish to come to be able to do so, unless there are too many children for the places available.

In order to meet statutory staff ratios we will provide up to 8 places for children under the age of three years per session.

The under threes are offered at least two sessions a week. More sessions may be available if requested.

Parents are required to complete an information sheet about their child including emergency contact numbers and medical details before they leave their child for the first time.

Government funding is provided for your child the term after they are three years old. You can claim up to 15 hours per week. You can share your funding hours between 2 settings, if you wish.

Some funding from the government is available for children between the ages of two to three years. Certain criteria has to be met which you can find at [www.westsussex.gov.uk/ecs2yearoldfe](http://www.westsussex.gov.uk/ecs2yearoldfe) or speak to a manager.

Our building is accessible to children and adults with disabilities, including a ramp to enter and leave the building and also to access the outside play area and a disabled toilet.