



Epsom Playhouse Pre-School

EPSOM PLAYHOUSE PRE SCHOOL

Admission Policy

September 2019

This Policy was approved by the Children's Services Committee on:	
The Implementation of this policy will be monitored by:	
This Policy will be reviewed	Every Spring

1. Children will be admitted to the Pre-school during the Pre-school years 2 to 5. A child will be able to start the term after they turn 2, subject to the availability of vacant places.
2. As Primary Schools in the area have one intake in September, most spaces at the Pre-school also become available in September. If the Pre-school is full in September we may not be able to allocate places to children in the Spring and/or Summer terms. If places become available they will be allocated according to the Admissions Policy.
3. A waiting list system operates on a first come first serve basis. Wherever possible we will try to accommodate those children who have an older brother or sister at the Pre-school at the time of admission.
4. Each applicant will be considered on an individual basis and if a child requires a place more urgently than another, it may be appropriate to bypass the waiting list at the discretion of the Committee / Pre-school Leader. The displaced child will be found a place as soon as possible.
5. Priority will be given to children who do not already attend a Pre-school.
6. We aim to start a child off with a minimum of two mornings per week; one morning per week is not usually enough for young children to derive real benefit.
7. Settling in sessions will be arranged before the child is due to start Pre-school. If the child is due to start at the beginning of term, settling in sessions will be arranged for the first/ second week of that term. Parents/ carers are required to stay with their child during the first settling in session.

Settling in may be made easier by:

- ◆ Arranging settling in sessions on the relevant days that the child will be attending, to ensure continuity of staff.
 - ◆ An induction will be planned by the Deputy Manager and the number of settling in sessions will depend on each individual child
 - ◆ We will start off with a shorter session on the first day with the child's parent/ carer.
 - ◆ We will then usually encourage parents to leave their child for a short period of time, gradually increasing the amount of time they stay at Pre-school until staff feel that the child is settled and ready to attend a full session
 - ◆ Encouraging parents/carers of Pre-school children to foster independence with toileting and drinking from cups.
8. In order to apply for a place, parents will be asked to fill in an enquiry form and pay a £50 deposit (which will be returned once the child starts their first full day) to secure the place. Also, you will be charged a non-

refundable one off administration charge of £20.00. If the child does not start the Pre-school, the £50.00 deposit will not be returned.

9. Fees are payable at the start of each half term by cash or by cheque made payable to 'Epsom Playhouse Pre-school'. An additional £10 fruit fee will be charged per child per term so that a varied selection of fresh fruit can be purchased by Pre-school staff as necessary. This amount will be invoiced for, together with the Pre-school fees, at the beginning of each term.
10. If your child is to be withdrawn from the Pre-school, a half term's notice in writing must be given. Failure to give this notice will result in you being charged for sessions that your child does not attend. If a child is withdrawn during a half term, the fees for that half term will remain payable and will not be refunded.
11. Please note that having your child's name on the waiting list does not automatically guarantee them a place when they turn 2.
12. After drop off, parents will not be able to stay onsite unless they have been asked to stay or have a scheduled appointment with a member of staff.
13. The wearing of the pre-school's uniform is compulsory. The uniform is made up of a sweatshirt, a t-shirt and a book bag, all of which can be purchased online and pricelists are available from staff. The website to order uniform is:
<http://www.myclothing.com/>

All the above are subject to our Equal Opportunities Policy and the availability of spaces per session.