

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Administration

4.1 Administration and Waiting List Child Care Practice Policy

Policy statement

It is our intention to make our playgroup accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form.
- We take children at the beginning of a term after they are two years and six months.
- We accept children who are not potty trained and will continue with the routine you prefer.
- The offer of places is decided in order of the following criteria
 - - Already attending
 - - Catchment Area
 - - Age of child
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.

- The gender and ethnicity of children joining the group plays no part in determining admission.
- We consult with families about opening times to avoid excluding anyone.
- Parents/carers will be assured that staff are always happy to listen and help and should any problems arise with their child any concerns will be dealt with confidentially.
- Parents and carers will be encouraged to take an active part in their Child's development and play.
- Parents/carers and their children will be invited to an induction morning prior to the child starting, enabling them to familiarise themselves with the setting and give parent/carer the chance to meet staff and receive the induction pack.

It should be noted that although most children from Eastington Playgroup will move to Eastington Primary School, a place at Playgroup does not necessarily guarantee a place at school and the school must be approached separately.

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	