

TAYLORSTOWN CROSS COMMUNITY PRESCHOOL LTD.

ADMISSIONS & COLLECTIONS POLICY

PRINCIPLES

Being a committed provider of equal opportunities, we support the local community by providing access to our setting regardless of religions, disability, linguistic needs, sexual orientations, gender or age.

POLICY'S STATEMENT OF INTENT

Taylorstown Cross Community Playgroup will ensure the setting is genuinely accessible to children and families from all sections of the local community.

PROCEDURES

This will be achieved by:-

1. ensuring the existence of the playgroup is widely known in all communities through advertising (refer to Equal Opportunities Policy).
2. making our Equal Opportunities Policy widely known.
3. describing the playgroup in terms, which make it clear that it welcomes all sections of the community irrespective of gender, culture, ethnicity, religion and with or without special needs / disabilities.
4. admitting children according to the criteria. Children in their pre pre-school year will be admitted by date of birth (eldest children first) this will be selected using all forms received by 1st April the previous year.
5. groups within Pre-School Education Expansion Programme showed criteria set by Department of Education for Northern Ireland (DE).
6. children enrolled in the group will not be admitted until they are 2years 10 months subject to staff ratios.
7. requiring parents to complete the playgroup application form.
8. arranging our waiting list in order according to our admission criteria.
9. ensuring a maximum enrolment of 26 places per morning session and 24 places per afternoon with children attending no less than 5 sessions for PEEP funded places and no less than 2 sessions per week for all other children.
10. providing opportunities for children with special needs. The playgroup leader will liaise closely with families / carers / professionals to assess their ability to meet the needs of the child with additional requirements.
11. monitoring admissions to our playgroup to ensure no accidental discrimination is taking place.
12. Parents will be required to sign their children in.

COLLECTIONS

