



Parklands Play Group
Spinney Hill Road
Northampton
NN3 6DW

Tel: 01604 642118
Fax: 01604 495369

Leader: Vicky Rollins

Parklands Playgroup **Registration & Admissions Policy**

It is our intention to make our setting accessible to children and families from the local community and surrounding areas. We endeavour to support children and families in accessing our setting and treat each family fairly, equally and provide high quality support to children and their families throughout their time at our setting.

Time of registration - Children may be registered from birth

Waiting List

- Parents may state their preference of session and days on their Application Form, which will be offered on a first come first served basis.

Acknowledgement of Receipt of Registration

Forms are dated and numbered as they are submitted. Parents will be issued with a receipt to verify the date of their application and the number their child appears on the waiting list.

Admissions

- Families can apply for places at our setting and the child will be placed on a waiting list for a start date.
- The majority of places are available in September following the child's 2nd birthday, for one academic year. A January and Easter intake may be an option depending on numbers. Therefore if your child's birthday falls between September-December or January-March you may be offered the option of an early place.
- Information regarding our setting will be available for families as an introduction to the setting. This will include opening times, session times and cost. The information will also include an overview of the day to day to experiences for the children that attend the setting

Induction

- Parents are informed of the place available during May before the September intake. Other places are offered as they become available.
- A time is arranged for parents and children to visit the Playgroup to familiarise the family with staff and routine.
- An appointment is arranged for the member of staff who will be responsible for settling your child to visit the family at home. We consider this to be very important as the child is in familiar surroundings, queries and anxieties can be discussed in privacy. Please see Settling In Procedures.



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- Admission is staggered at the beginning of each term. This helps your child to get to know the staff and the Playgroup. The parent/carer **must** stay with the child for all of the first session.
- Session costs are £16.50 and Lunch Club is £6.00 and these costs are applicable from the first session. You may be eligible to 2yr funding - you can check this on the Northamptonshire.gov.uk/Early Years website.
- Each child is an individual, and a “settling in programme” will be discussed with you, in order for your child to feel happy and confident in the Playgroup environment. Staff then use their discretion when requesting that the parent/carer leaves for short periods of time, gradually building up to the child staying for the full session on his/her own.

Prolonged absence

Places are expected to be utilised fully and if a child is absent Playgroup should be notified. In cases of frequent or prolonged absence the Head Teacher will contact the family. If the place cannot be utilised fully it may be allocated to another child on the waiting list.