

BROADWAY+TOWERVIEW PLAYSCHOOL ADMISSION POLICY

- We are committed to the protection and well being of all children in our care: first and foremost.
 - We are committed to ensuring inclusive practice and play. Ratios 1:8 for over 3s. 1:4 for 2-3s.
 - Children can start Playschool anytime from 2 years old onwards.
 - Playschool is open from 9 am and collection times are 12 noon (1pm for lunch club) or 3 pm. Playschool operates the right to refuse collection of child to anyone other than the person that signed them in, unless notified.
- Closures due to snow will be on BBC Hereford & Worcs radio by 8am and on our BLOG on the web site <http://www.btvplayschool.co.uk>.
- Parents and children are welcome and encouraged to visit the group and stay for part/all of the session prior to starting.
 - We encourage parents /carers to come and stay for the first session, and then gradually build up the time until the child is independent. This helps to settle the child in gently and gets them used to the routine, children and staff. We recognise that the parent knows the child best.
 - There is a full set of policies available on the Playschool notice board. The Admission form is the parent/s contract with us and helps provide a safe and professionally run group. Parents must indicate who has parental and legal responsibility for their child.
 - We have an admission form that must be filled in and will be our reference for contact numbers for home, doctors and close family. Any cultural, religious needs, disabilities or preferences can be made known on this confidential form.
 - Parents have an obligation to inform the setting if there are any relationship changes e.g. court restriction orders – and **any** changes to the parental relationship. This information will be kept confidential and on a need to know basis amongst the staff team.
 - Children must not attend Playschool if suffering from- Chicken pox, impetigo, sickness and diarrhoea (**must be clear of any symptoms for 48 hours**), head lice, high temperature, measles, German measles, mumps or any infectious or contagious disease.
If in doubt parents are advised to contact a doctor.
 - Fees must be paid a term in advance and all absences must be paid for (including holidays and school transition visits) and a month's notice must be given to changes in a child's attendance or charges will incur. In the term after 2nd & 3rd birthday 15 hour's nursery funding can be applied for.
 - There is also a form for the parent to let us know of family likes and dislikes and comforters etc that is kept in the child's profile and helps us get to know the child better. Information sharing is vital to enabling individualised quality education and care.
 - We have a Parent Welcome Leaflet, Prospectus and Parent Information Book that gives details of all aspects of the Playschool. There is also a question and answers book and information sheet about the Early Years Foundation Stage you are welcome to borrow. There are also parent leaflets in Towerview around ideas for play at home.
 - Observations on each child's progress are made throughout their time at Playschool. These will be in the form of written and photographic evidence. Children and parents will be fully consulted about these records and remain the property of the family.
 - The notice board in the entrance hall provides details of activities, information (e.g. provision of food and drink) and courses for parents.
 - Playschool is committed to trans-agency work with local schools, health visitor, SEN Inclusion Support Teams and other professional agencies.
 - Where children attend another setting to our Playschool we will make contact and share relevant information about the child's development to ensure continuity of education and care. Children from our Playschool feed into schools in Broadway, Willersey, Chipping Campden and some other local Gloucestershire schools.

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