

CARRYDUFF PLAY CARE CENTRE ADMISSIONS CRITERIA FOR DINOMITES

The agreed policy of Carryduff Play Care Centre for fee paying places is:

Waiting List

Each child's name will be accepted for the waiting list when a registration form is completed and a fee of £10 paid. Places will then be allocated according to the child's date of birth.

When oversubscribed all the situations outlined below will be taken into consideration.

1. This is the nearest playgroup/nursery to the child's home.
2. A brother/sister has attended this playgroup.
3. The child is from a disadvantaged background
4. The child is from a family with three pre-school children
5. The child lives in an isolated area
6. The family has urgent needs - due to a disability or finances
7. The family is from a cultural group not familiar with the world of playgroups.

A small number of places will be reserved for a short time to accommodate children in the following circumstances:

1. The family is new to the area
2. The child is referred by Social Services, Health Visitor or other professional.

Consideration will be given to all local families who have helped and supported the group over the years.

Subsidised Places

Subsidised places will be awarded on the basis of need. In all cases the decision rests with the Honorary Officers and the Centre Manager.

Anyone wishing to be considered for a subsidised place should speak to the manager or an Honorary Office Bearer in total confidence.

The committee shall take proactive steps to ensure that all families in the area receive information about enrolment and open days through the local Health Visitors, library, posters and Local Focus magazine.

Information for parents is available in the form of a leaflet. All the group's policies are available for parents' information. The admissions and all policies are reviewed annually.

Monitoring

This policy will be reviewed annually by the management committee to ensure it remains fit for purpose.

CARRYDUFF PLAY CARE CENTRE ADMISSIONS CRITERIA FOR CARRYDUFF PLAY CARE

The agreed Admission Policy of Carryduff Play Care is:

To register a child in the Play Care an application form and a booking reservation form must be completed.

If there are no places available the child's name will be placed on the waiting list.

Children will be allocated places in the following order:

- Both parents are either in employment, training or college.
- Where both parents are on Income Support, income-based Jobseeker's Allowance or Working Families Tax Credit.
- Child is a member of a single parent family.
- A brother/sister has attended or is attending the centre.
- In the event of children having the same number of points on criteria, the length of time on the waiting list will apply.

Consideration will be given to all local families who have helped and supported the group over the years.

Children with additional needs are welcome in our centre, provided we can provide a suitable environment. Where additional supervision is required, a separate price list will apply.

When a place is allocated, a Child Record form, a Homework Confirmation Slip and a Consent Form must be completed and signed.

Monitoring

This policy will be reviewed annually by the management committee to ensure it remains fit for purpose.

CARRYDUFF PLAY CARE CENTRE ADMISSIONS CRITERIA FOR PRE-SCHOOL EXPANSION PROGRAMME PLACES

The agreed Admission Policy of Carryduff Pre-School Playgroup is:

The criteria for allocating EA funded places are as follows:

Children must be in their final pre-school year, i.e. they must have attained their 3rd birthday on or before 1 July prior to their September start date.

Children will be allocated places in the following order:

Where one or both parents are on Income Support or income-based Jobseeker's Allowance.

Other children in their immediate pre-school year, applying the sub-criteria in the following order:

In the event of over-subscription in the above criteria, places will be allocated to children in their pre-school year according to a 'points' system – one point will be awarded for each of the following criteria met:

- Application received by specified closing date
- Parents have listed this group as their first preference.
- This is the nearest playgroup/nursery to the child's home
- The Child is already attending our three year olds 'Dinomites' Playgroup
- A brother/sister has previously attended the centre
- A child is first, or an only child in the family.
- Special Factors (e.g. medical or social, for which supporting evidence should be provided by parents)

In the event of children having the same number of points on the criteria, children will be placed in order of date of birth, starting with June birthdays and working backwards to September.

In the event of children having the same date of birth, places, will be allocated in alphabetical order of the surname, and if necessary, the first forename will be used.

Monitoring

This policy will be reviewed annually by the management committee to ensure it remains fit for purpose.