

# *Hillside Pre-School and Early Learning Group Policies and Procedures*

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## **Admissions Policy**

The Childcare Provision will comply with its obligations under the Equality Act 2010.

- We aim to make the group accessible to all families from the local community.
- We welcome children, fathers and mothers, other relatives, other carers and people from ethnic, religious and social groups, with and without disabilities.
- In consultation with parents/carers we will endeavour to accommodate all children's needs, being flexible enough to adapt to the changing needs of the child.
- We have placed notices advertising the group where all sections of the community can see them, the Health Visitor, Parent and Toddler Group and other local facilities, and Social Media.
- Our waiting list is arranged in order of Date of Birth.
- In order to accommodate emergency admissions we endeavour to keep available spaces if this is financially viable.
- We are flexible about attendance patterns and payment in order to accommodate the needs of individual children and families.
- When a place is offered to the child, we ask parents to pay a deposit of £10.00 to secure the child's place.
- The group's policies and procedures are available to all – they are in our foyer and on our website.