



Admissions

It is the intention of Ashfield Play Care Scheme to ensure it is accessible to children and families from the local community. We will ensure that the existence of the scheme is known in the local communities by advertising where all sections of the community can see i.e. notice boards, schools, shops and media. We will arrange a waiting list on a first come first served basis.

We will endeavour to make welcome fathers and mothers, other carers and relations and people from all ethnic, religious and social groups, with and without disabilities.

We will endeavour to be flexible when trying to accommodate the needs of individual children and their families.

The scheme reserves the right to refuse admission with just cause.

The scheme is committed to providing a fair and open admission system that offers a competitively priced and good value service.

When a parent or carer contacts the scheme if a suitable place is available they (and where possible the child) will be invited to visit the scheme for a familiarisation visit. If the parent or carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the booking form and privacy notice to confirm their child's place.

Once this is completed a start date will be agreed, the settling in policy will then be followed.

Where a place is not available a waiting list will be compiled, in order of application for a place.