



## ADMISSION POLICY

At Dunscore Pre-school Centre we welcome all children under school age. We offer places to every child in a fair manner and operate an equal opportunities policy. The individual needs of each child and family will be taken into account and cared for accordingly. Parents are welcome to visit the centre with or without their child prior to registration.

## ADMISSION PROCEDURES

### Registration and Snack Fees:

There is a nominal registration and weekly snack contribution set each year by the committee. The registration contribution covers the administration costs of registration as well as entitling the parents / carer who registered the child to be members of the parent council, to vote at the AGM and to stand for committee membership.

### Under 3s:

For under 3s we run a “toddler group” where the children attend under the care and supervision of their parent(s) or carer(s). There is no registration date and no starting age for this group. Fees for the toddlers group (including registration as members of the centre) are set each year by the committee. Once over this age daily sessions are run by our playleaders.

### Three Year Olds (*Pre-ante-pre-school year and Ante-pre-school year*):

Three year olds may be enrolled for one session or more as soon as they have attained the age of 3 years. Provided there is a place available they may start immediately. Fees for these sessions will be set annually by the committee.

Funding becomes available at the start of the term following the child’s 3rd birthday (in August, January and April), according to council regulations. Provided places are available 5 sessions per week will be on offer to children in their ante-pre-school year.

### Rising 5s (*Pre-school year*):

These sessions are funded by Dumfries + Galloway Council so long as children meet their criteria. Provided places are available, 5 sessions per week will be on offer to children in their Pre-school year. Children already at the centre will have to re-enrol for each new school year.

### Enrolment Dates:

Enrolment dates for funded places are advertised by the council in the local press. We will advertise locally and in the centre.

Parents wishing to register a child out with this time should contact the manager or administrator.

### Excess Applications:

We are registered with the care inspectorate for a ratio of eight children per playleader for over 3s—for example with 2 playleaders, the maximum number of children would be 16 per session - up to a maximum of 20 children (with 3 playleaders) in the building at any one time.

If there is an excess of applications then priority will be decided using the following criteria in order:

- Children who have already attended pre-school
- Rising 5s
- Children who are already registered at the centre
- Children with siblings at pre-school
- Children with siblings at Dunscore Primary School
- Children with severe and complex needs including those with limited social inclusion
- Children in the catchment

Once places are full the child will be placed on the waiting list\* and the above criteria will be used to allocate places when they become available. In the first instance less than 5 days may be offered if this is all that is available. A child of 3 years (prior to being funded) may only be allocated a space where staff child ratios permit and spaces exist.

\*A child is classed as on the waiting list if the registration details are provided.

**Registration forms must be completed to secure place.**