**Admissions Policy**  
  
It is our intention to make our Preschool accessible to children and families from all sections of the local community.  In order to accomplish this, we will –  
  
Ensure the existence of the Preschool is widely known within the local community.  
  
The Family Information Service and health professionals will be kept informed of any vacancies becoming available.  
   
Describe the Preschool in terms which make it clear that it welcomes mothers and fathers, other relations, carers and people from all cultural ethnic, religious and social groups with or without disabilities.  
  
Make our Equal opportunities policy widely known.  
  
We do not discriminate against a child or their family or prevent entry on the basis of colour, ethnicity, religion, disability, gender or social background, such as being a member of a travelling community or an asylum seeker. 

**Arrival and Collection of Children**  
The manager and or a member of staff will be at the door every morning to welcome your child/children and in the afternoon to hand them to you.

Please inform the manager or any member of staff if someone different will be collecting your child/children in the afternoon. The password you gave us while registering your child is required for pick-up.   
  
**Withdrawal**

Half a term notice or equivalent in payment must be given if you wish to withdraw your child from the preschool.  

If your child does not attend for more than 2 weeks without prior notification, we reserve the right to offer your child’s place to another child on the waiting list.