

Admissions & Settling in Policy

Statement of Intent: It is our intention to make our preschool accessible to children and families from all sections of the local community, regardless of race or religious belief. We are registered with Ofsted and take children from the age of 6 months at Warnham and 2 years at Broadbridge Heath.

We do not require children to be toilet trained on admission.

Aim: To ensure that Solid Rock Preschool is accessible to all sections of the community, through open, fair and clearly communicated procedures.

To promote smooth and stress-free transitions to the setting, ensuring both children and parents/carers are happy.

Accessibility: Solid Rock Preschool aims to ensure its services are accessible to all sections of the community as per the Equal Opportunities Policy. The setting will attempt to communicate its services in locations throughout the community, in more than one language as appropriate.

The preschool exists to provide resources, facilities and expertise locally to meet the needs of people in the surrounding area.

The preschool advertises through the Family Information Service, the local school and places accessible to the community.

The preschool welcomes both fathers and mothers, other relations and carers, including childminders.

We describe our preschool and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in Spoken English.

Our Preschool Manager takes responsibility for meeting with new families ensuring they have the correct literature regarding the Pre-school and collating information, including a waiting list.

Offering Places: Where services are over-subscribed at Solid Rock Preschool, places will be offered on a first come, first served basis.

Places will always be confirmed by a member of staff by telephone.

Settling in: Once a place has been offered each child is assigned an Early Years Practitioner as a key person. The manager will take responsibility for contacting families and arranging appropriate settling in sessions.

The settling in process is viewed as an essential part of ensuring children have a positive time at preschool and we will be flexible in extending this period and offering families additional support if needed.

Funding: -

Solid Rock Preschool Warnham

Accepts all types of funding (2 year, 3 & 4 year universal and extended). There are no restrictions on how parents can use their funding between the hours of 7.30am – 6.00pm, Monday to Friday. Depending on the session times selected, we provide breakfast, snack and dinner. Nappies and wipes are also included. If the family requires any hours above their allocated funding, they will be charged at our normal hourly rate. Children are also provided with their first uniform polo shirt free of charge regardless of whether they receive funding or not.

Solid Rock Preschool Broadbridge Heath

Accepts all types of funding (2 year, 3 & 4 year universal and extended). There are no restrictions on how parents can use their funding between the hours of 7.30am – 3.00pm, Monday to Friday. Depending on the session times selected, we provide breakfast and snack. Nappies and wipes are also included. If the family requires any hours above their allocated funding, they will be charged at our normal hourly rate. Children are also provided with their first uniform polo shirt free of charge regardless of whether they receive funding or not.