



Panda Playgroup, Sticky Mitts and Tiny Tots

WI Hall, Station Road, Copmanthorpe, YO23 3SX

Member of the Pre-School Learning Alliance

Registered charity number 1035584

Ofsted number 321619

Administration and Record Keeping

Admissions

Policy Statement

It is our intention to make Panda Playgroup accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of Panda Playgroup is widely advertised in places accessible to all sections of the community.
- We ensure that information about the playgroup is accessible, in written form and, where required, in more than one language. If required, we will provide information in spoken form, and try to provide versions in Braille or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required:-
- We arrange our waiting list in order of date of request.
- We describe our playgroup and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We make our Equal Opportunities Policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

This policy was adopted at a meeting of Panda Playgroup held on:



www.pandaplaygroup.co.uk
Like us on Facebook – “Panda Playgroup, Sticky Mitts & Tiny Tots”
Make www.spendandraise.com/pandaplaygroup your homepage

Date to be reviewed:

Signed on behalf of the management committee:
Name and role of signatory:

Signed on behalf of the staff team:
Name and role of signatory:

