

# Tiptoe Butterflies Pre-School

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## **ADMISSIONS POLICY**

It is our intention to make our Pre-school genuinely accessible to children and families from all sections of the community.

On contacting the Pre-school a registration form is given to the parent/carer and after completion this is kept in our admissions folder until such time as a place becomes available for the child.

As places become available parents will be contacted and a place offered for their child. Priority is given according to age of the child and if a sibling already attends the Pre-school.

Deposits maybe requested in advance of the start date to ensure places are offered to genuine registrations.

Additional sessions required above those initially booked are subject to availability and should be arranged via the Supervisor and Administrator.

We generally admit children from the age of 2 years 9 months but at a parents request earlier admission will be considered by the Pre-school Committee and Supervisor.

We keep a place vacant if this is financially viable, to accommodate an emergency admission.

Signed on behalf of the Pre-school

.....Chair