[Get in Touch](https://www.brookdaledaynursery.co.uk/contact.html)

[Please feel free to book in for a visit and come for a look round. We are always happy to show off our Nursery. Please call 01524 64740 or use our contact form and we'll get back to you.](https://www.brookdaledaynursery.co.uk/contact.html)

Contact Details

**Address:**  
Southwick Pre-School Playgroup  
24 Southwick Street  
Southwick  
West Sussex  
BN42 4TE  
  
**Phone number: 07931104403**  
**Email:**  southwick1963@outlook.com

**Admissions policy**

At **Southwick Pre-School Playgroup** we care for **24**children between the ages of **2-5**

The numbers and ages of children admitted to the setting comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

We take the following matters into account when prioritising and deciding on admissions:

* Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
* Children who have siblings who are already with us
* When the application is received (extra weight is given to those who have been on the waiting list the longest)
* The playgroup's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements
* A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and availability
* Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

We operate an inclusion and equality policy and ensure that all children have access to the childcare places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending the playgroup, parents must complete and sign the registration forms. These forms provide the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, fees and sessions, contact details for parents, doctor s contact details, health visitor contact details, allergies, parental consent and vaccinations etc ( please refer to the Private notice to learn the use and storage of DATA )

**Providers eligible to provide government funded places for early education**

All settings registered to accept government funding (detailed in the code of practice) must offer funded places for two to five year olds for early learning sessions specified by the local authority. At **Southwick Pre-School Playgroup** we currently provide funded places available for children aged 2,3,4 including funded places for working parents subject to availability. Please note for admissions for the funded Yearly Years education we have a termly intake, beginning the term following your child s third birthday, funded 2 year old children can start as soon as they turn 2.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.

|  |  |  |
| --- | --- | --- |
| **This policy was adopted:** |  | March 2024 |
|  |  |  |