

## Admissions Policy

### Statement of Intent

It is our intention, to make the Eduplay mobile crèche, Middleton Family Centre crèche (MFC), and The Funky Fun Bus service (FFB), genuinely accessible to children and their families, from local communities within Leeds and the surrounding areas. In order to accomplish this, we will:

- Offer crèche to children from birth to 3 months when crèche is delivered within the same room as the parent/carer activities.
- Offer crèche for children aged between 3 months and 5 years within our mobile and MFC provision.
- Offer crèche for children aged between 5 and 8 years old, if prior arrangements have been made within our mobile provision.
- Offer play and party facilities for children aged between 3 and 11 years on board the FFB.

Ensure mobile crèche and FFB services, give priority to local community based groups. Crèche places at MFC will be allocated taking into account, parent activities happening within the centre, parents living in the local vicinity and Health for All Enterprises employees (HFA) who are in need of emergency/ad hoc childcare.

- Ensure that information about our services is widely accessible - in written and spoken form and where appropriate in different languages. Where necessary we will try to provide information in Braille or through signing or an interpreter.
- Describe our services and its practices in terms which make it clear that it welcomes both fathers, mothers, other relations, other carers and people from all cultural, ethnic, religious and social groups with and without disabilities.
- Monitor the gender and ethnic background of children attending all our services to ensure that no accidental discrimination takes place.
- Make our Equality and Diversity Policy widely known.
- Consult with customers and families about the availability and flexibility of all our services, including the opening times for Middleton Family Centre crèche.
- Try to be flexible about attendance patterns so as to accommodate the needs of customers, individual families and their children.
- Regularly consult with community groups and customers to ensure our services continue to meet changing needs.