



Little Me
Pre-school



Little
Muddy Me

Allocations Policy

To apply for your child's place at Little Me/Little Muddy Me Preschool you need to submit an application form as soon as possible to start the process of enrolment. This can be found on Little Me/Little Muddy Me's website.

We encourage parents to do this early as places are limited, and vacancy allocations (see below) are primarily based on when a child was placed on the waiting list.

September Term Applications

Due to the pattern of children leaving Little Me/Little Muddy Me each summer to start school in the September, we tend to have most of our vacancies available at each September Term. As such we aim to fill as many places as possible as each September intake.

If a place is offered for the September term and is not taken, we cannot guarantee those, or other places will be available until the following September intake. Any places that are offered and then refused will then be offered to those next on the waiting list.

Places offered for the September intake will be offered from April of that same year.

Order of priority for places being offered for the September term intake

1. Children who are already at Little Me/Little Muddy Me Preschool who will be continuing with us for the subsequent academic year
2. Whether the child has a sibling at the pre-school
3. The date the child's application was received (Using the electronic form on the website. For accessibility purposes a paper form may be provided and will be entered electronically on behalf of the applicant)
4. Date of birth - spaces for 2 year olds are limited, we need to take age into consideration to ensure we remain within our staff/child ratios
5. Our ability to provide the facilities for the welfare of the child

Please note that submitting an application form for a child to attend Little Me /Little Muddy Me Preschool is no guarantee of a place.

Parent/carers will be notified by email, the sessions allocated to their child, together with a start date. Any requested change to the child's sessions (before or after the child starts in preschool) must be submitted by email. We will confirm by email whether the change is possible or not, until confirmation is received, there will be no change to the child's sessions.

Parents are asked to accept the place for their child by signing a form and providing a £50 non-refundable administration fee.

Six weeks' notice in writing is required to cancel sessions and the six weeks fees will also need to be paid. The final decision on the allocation of places rests with the manager of the preschool.

In Year Applications

We can accept children outside of our rolling September intake at any point during the school year. The September application form needs to be submitted with a comment stating when you would like your child to start. We aim to fill as many places as possible for the September intake, however if we have spaces available, for example from January or April (Spring & Summer Term) we will offer these out using the waiting list.

If an In Year place is offered and is not taken, we cannot guarantee those, or other places will be available until the following September intake. Any places that are offered and then either refused will then be offered to those next on the waiting list.

Order of priority for in year places being offered at Little Me/ Little Muddy Me Preschool

1. Whether the child has a sibling at the pre-school
2. The date the child was placed on the waiting list (Using the electronic form on the website. For accessibility purposes a paper form may be provided and will be entered electronically on behalf of the applicant).
3. Date of birth - spaces for 2 year olds are limited, we need to take age into consideration to ensure we remain within our staff/child ratios
4. Our ability to provide the facilities for the welfare of the child

Please note that applying for a child to attend Little Me/Little Muddy Me- Preschool is no guarantee of a place.

Parent/carers will be notified by email, the sessions allocated to their child, together with a start date. Any requested change to the child's sessions (before or after the child starts in preschool) must be submitted by email. We will confirm by email whether the change is possible or not, until confirmation is received, there will be no change to the child's sessions.

Parents are asked to accept the place for their child by signing a form and providing a £50 non-refundable administration fee.

Six weeks' notice in writing is required to cancel sessions and the Six weeks fees will also need to be paid. The final decision on the allocation of places rests with the manager of the preschool.

Discrimination Policy

We never have and have no intention in the future of discriminating against any child on the ground of sex, race, religion, colour or creed. The Disability Discrimination Act of 1995 lays down a legal obligation on us to consider those designated disabled or disadvantaged, using as far as possible the same criteria as for all other children. We will in their case, however, carry out an additional review of their individual circumstances and requirements; then assess our ability at Little Muddy Me/ Little Me Preschool to meet those needs. This is necessary to fulfil our prime objective, a standard of care that ensures the welfare of all the children, all the time.