

Admissions Policy – Out of School Club

The Community Playcentre @ Walberton is registered with Ofsted. Our registration number is **EY469309**. We provide care for up to 30 children from babies up to 11 years.

We are also registered with Ofsted, registration number EY548353, to offer our Out of School provision at Walberton Pavilion, for up to 20 primary school age children, whenever our numbers require it.

Out of School Term Time places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established, with the following order of priority:

1. Children attending Walberton & Binsted C. of E. Primary School.
2. School age child has a sibling attending the Playcentre nursery.
3. Children attending another local school, where transport to the Playcentre is organised by the parent or carer.

Out of School Holiday Club places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the Playcentre.
2. Children attending Walberton & Binsted C. of E. Primary School.
3. Family resident within local Postcode: Walberton, Binsted and Fontwell.
4. Children resident outside the local area.

Enquiries

When an enquiry regarding places is made, parents and or carers will be invited to visit the setting when a staff member will show them and their child or children around our setting. The staff member will explain about our setting, and answer any questions.

We will provide:

- Information regarding availability of places.
- Out of School Club leaflet giving an overview of our setting.
- Booking Form which will need to be completed if you wish to reserve a space.
- Details of fees for sessions, and non-refundable booking fee.

If a place is available, the parents will be invited to visit the Playcentre to collect the Registration Forms, and discuss the starting date.

If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking a Place

If a place is available, on receipt of a completed **Booking Form** and **non-returnable Booking Fee** the Playcentre Manager will reserve the place.

Parents or Carers will be given a full set of registration forms which include registration form, medical form, parent contract, booking form, photo and sun cream permission form.

Registration

If a place has been reserved, the parents and child will be invited to visit the Playcentre for an induction near to the starting date.

The child will only be able to attend the Playcentre when all the completed registration forms are received.

Parents or carers receive a registration pack including all the relevant information, with details of the Playcentre website.

Permanent place: Out of School Club Regular Term Time

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, a minimum of one ½ terms notice (at least 6 weeks) in writing is required.

Out of School Holiday Club Place:

Once booked, sessions must be paid for in advance, and even if a session is missed or cancelled, you will still be charged the full amount.

All booked places are charged for in full within the notice period.

Temporary booking:

We will accept temporary or occasional bookings only if there are places available. If a temporary place has been booked and is no longer required, the Playcentre must be given one weeks' notice.

If notice is not given, the place will still be charged for.

This policy was adopted by: Community Playcentre @ Walberton	Date: 16 th July 2018
To be reviewed: by end July 2019	Signed:  Chair Trustees CP@W

This policy is not contractual.

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Complaints [3.73-3.74]*.