

# Ewloe Green After School Club

## Admissions Policy

The Club is open to any child aged 4 -12 years. The parent/carer must complete and sign the child registration form and parent/club contract confirming that they have read and understood the policies and procedures outlined in the parent/carer handbook which can be found on the school website (hard copy available on request) and agree to abide by the terms and conditions of the Club prior to the child attending. Parents/carers must inform the Club of any changes to the information provided.

Parent/carers must give two weeks' notice in writing to the club co-ordinator when they wish to terminate their contract with the Club.

All children and adults are treated with equal concern and respect. No child will be discriminated against on the grounds of race, colour, ethnic or national origin, religious beliefs, disability or in any other matter to do with the club.

In order to ensure fairness in the allocation of places, the following criteria will be taken into consideration:

1. Siblings of children already at the Club will have priority over others
2. While available places exist these will be allocated on a first come - first offer basis.
3. Then, first priority will be given to children of working parents / single working parents, parents who are studying, or training to re-enter the workforce.
4. Then places will be given to children who are booking for every day of the week.
5. Provision will be made for social services, employer or other sponsored places.

Places can be reserved in advance in order to secure placements and payment is required on booking.

Fees must be paid in advance when your child's place is booked. Bookings are made by the club co-ordinator on the school gateway. The exception being Holiday Club for children who don't attend Ewloe Green School. This is not refundable. In exceptional circumstances, which will be determined by the management committee, credits may be offered.

If the Club is over-subscribed a waiting list will be kept and administered by the Club Co-ordinator.

The management committee reserves the right to refuse admission to, or terminate a contract with the parents of any child whose behaviour is, in our opinion, not in the best interest of the other children's health and safety. (This course of action would only be implemented once our agreed procedures for addressing unacceptable behaviour have been exhausted).