

## **Crosshall Kids Club**

### **ADMISSIONS POLICY AND TERMS OF MEMBERSHIP (2025-2026)**

The following rules have been devised to ensure the smooth running of the club, to avoid problems, to keep the children safe and to enable all children attending the Kids Club to have an enjoyable time. Failure to follow the rules could result in termination of membership of the club.

The club is open to children aged between 3 and 11 years old from:

- Crosshall Nursery
- Crosshall Infant School Academy Trust
- And the wider community including Crosshall Junior School

Places are available during term time and during the holidays.

#### **a) Bookings**

1. All children must be registered with the club before they attend.
2. We operate term time only as guaranteed allocation. During school holidays we do not guarantee space allocation. All holidays must be booked separately. All sessions booked during term time and holiday time must be paid for.
3. Priority will be given to regular bookings.
4. Casual bookings cannot be guaranteed a place.
5. Amendments to bookings can be made after the first term. After this time a months notice in writing will be required. The month of August may not be used as a notice period. Therefore amendments for September intake must be made a month prior to this.

#### **b) Admissions**

The admissions limit is set at 58 children within the Kids Club. Of these 58 places, 8 after school places are allocated to Day Care children.

In the event of over subscription the following criteria will be adhered to:

1. Priority will be given to current 5, 4 and 3 day members who will automatically be sent a letter asking if they wish their membership to continue in the following year.
2. The children of the staff of Crosshall Infant School Academy Trust.
3. Siblings of current 5, 4 and 3 day members.
4. New nursery children 5, 4 and 3 day members.
5. Reception children 5, 4 and 3 day members.
6. New 5, 4 and 3 day members.
7. Existing 2 and 1 day members.
8. New 2 and 1 day members.

A waiting list will be held in the above order and according to the above criteria should a place become vacant for any reason.

Membership is on a yearly basis only. Places are allocated each summer according to the above criteria.

**c) Payment of fees.**

1. Fees can be paid via WisePay or Work Place Child Care Vouchers.
2. If payment is not made within 5 days of the dated invoice there will be a £5.00 penalty for late payments.
3. Fees will not be charged if the club is not open.

**d) Costs**

The fees are reviewed in September of each year. Please check membership forms for up to date prices. An annual membership fee is charged.

**e) Equal Opportunities Policy**

The Kids Club is available to provide care for all children using the admissions criteria regardless of gender, cultural background, disability or religion and we will honour and respect everyone.

**f) Collection**

Your child will not be allowed to go home under any circumstances without a parent or someone appointed by a parent. Always let us know if someone different is collecting your child. If someone turns up to collect that Kids Club are not aware of then we will contact you. Therefore please ensure that all emergency contact numbers are up to date.

**g) Child Absence**

It is essential that you inform the club if your child is going to miss a booked session. They may be ill or are going to tea with a friend, please let us know so we do not waste time looking for them around the schools. You will still be charged for the usual rate that applies. Please contact the club personally, do not leave messages with children.

**h) Late Collection**

All children must be collected by 6 p.m. There will be a late collection fee for **every** child that is collected after their booked time. **£5.00 per child is chargeable for EVERY 15 minutes after the booked time before 6pm. After 6pm the charge will be £10.00 per child for every 15 minutes late.** Persistent late collection may result in other action being taken. If a child is not collected within half an hour of their booked time and we cannot contact the parents or other emergency contacts on the membership form then Social Care will be contacted.

**i) Behaviour Policy**

We expect the children to be responsible and courteous to each other and all adults. They are expected to follow the Golden Rules and any instructions that they are given.

The Kids Club Manager will follow up any concerns with Parents/ Carers.

**j) Termination of membership**

One months notice on either side must be given to terminate the membership or where the long absence of a member is foreseeable.

If you consistently book spaces which you do not use, Kids Club has the right to withdraw the offer of a place.

**k) Health and Hygiene**

We are not registered to provide nappy changing. The expectation for children starting at Day Care when they are three is that the majority of children will be toilet trained and that the small minority of children who are not dry during the day will have started toilet training.

**L) Funding**

It is the responsibility of parents to pay for places at Kids Club. Funding may be available from tax-free childcare vouchers and Early Years Funding.

It is the nursery parents responsibility to ensure the eligibility code for 30 hour funded places is supplied and updated termly. Failure to do so could result in loss of funding for that term.

Reviewed November 2024