

Statement for Admission

The relationship between a child's parent/carer and a setting is crucial to the child's well-being. The welfare, safety and protection of your child are at the heart of everything we do. To enable us to make the best provision for your child we are officially required to ask for information to be provided to us. Please understand that there are sound reasons why we ask these questions, we want to help your child to keep safe and settle in more easily, it is not just that we are being curious. Thank you for your co-operation.

Admissions Policy

All parent / carers must complete a registration form before the child attends The Base.

The registration form must be updated as necessary and renewed annually.

The Base is open to all children aged between 4 and 11 years and their families. All places are booked on a first come, first served basis. If all places are fully booked the child's name will be placed on a waiting list and admitted if a place becomes available. Pupils of East Ayton School will be given priority over children from other schools in the event of more places being booked than there are available. Also siblings of children already attending will be given priority (this would include any referred children). Where necessary we will operate a waiting list system where the above will still apply. Bookings will only be accepted by the parent/carers not by the child themselves.

Registration forms/consent forms must be filled in with all relevant information and contact details about the child and their individual and medical (if any) needs this includes a section where parent/carers must inform The Base of any relevant changes such as address and contact details. The admissions policy is updated annually to ensure we are not accidentally discriminating and that we are meeting the needs of

our local community. Any such forms **must** be completed prior to the Childs arranged care.

Parent/carers receive a registration pack which includes an information brochure this gives an insight into how The Base is run, the opening times, a newly updated registration form, a condensed version of our policies and procedures, and an introduction to our Voluntary Management Committee. This information can also be relayed verbally should parent/carers require this service. We link closely with East Ayton School and keep each other updated about any issues or concerns that may have arisen throughout the day these are passed on to parent/carers should the need arise.

At The Base we operate an equal opportunities policy with a 'focus on inclusion' for all to ensure we are not accidentally discriminating against any child/individual. This policy is reviewed regularly to ensure that the needs of the local community are met. We ensure this process by having a suggestion box within the School Club. Also annually we circulate 'Questionnaires/Surveys for Parents/Carers to make sure that we are not discriminating and are keeping up to date with inclusion for all.

Settling In

All children are unique and the amount of time that a child takes to settle into our club can vary enormously. Therefore children will be given any amount of time to settle in at their own pace so as to make them feel welcome, safe and confident in their new environment.

The club strongly encourages parent/carers to visit the premises with their child before they are due to start. During this time the club requires that the parent/carers concerned complete and return the admissions form. All information packs are passed on at this meeting.

Children new to the club will be greeted in a warm and friendly manner. They will be introduced to all members of staff on duty and told about the activities we offer.

Depending on the age and maturity of the child the parent/carer may stay with the child until they feel comfortable to leave them. We explain to the parent/carer that they are able to call the club at any time to check on the Childs progress.

The children will be shown around the club and shown where the toilets are and fire exits. They will also be informed of the clubs play routines (e.g. free play and access to all resources). The child is then encouraged to fill out our 'The Base things about you form' (see form 1.9) which asks them their likes and dislikes and preferred name etc,

On their first day children will be introduced to the other children within the club. The child will then be encouraged to get to know the other children and settle into the group and any activities that are on going.

Staff will supervise children new to the club to ensure that they are happy in their surroundings. The appropriate level of such supervision will be judged on the Childs age, maturity and previous experiences.

Staff will ask on a regular basis how a child is feeling, what activities they enjoy and if they are unhappy about anything. At the end of the first, second and third weeks the Senior Play Worker will find time to talk to the child about how they are settling in and if they have any concerns or worries.

If it seems that a child is taking a long time to settle in this will be discussed with the parent/carer at the earliest opportunity. Likewise if the parent/carer feels that there is a problem during the settling in period they should raise this with a member of staff.

Staff will always be available to discuss any concerns or other issues with parent/carers regarding their child and their attendance at the club. If parent/carers wish to meet with the Senior Play Worker she will make time to be available away from the other members of staff and children.

Place Availability

After school:	21 places
Emergencies:	2 places

Cancellations

Notice of cancellations must be made with at least 48 hours in advance (excluding weekends) or the Childs place will be charged for.

Children out of The Base

For non-routine trips and outings parent/carers consent must be given. Forms will be provided as and when necessary.

Under normal circumstances, children will not be permitted to leave The Base unless accompanied by an authorised person or parent/carer. A consent form must be completed if a child is allowed to leave The Base unaccompanied. (See form 2.2).

Registration and Collection

A register is maintained of all children who have been pre-booked and are attending The Base sessions, which must be signed by the person collecting the child. If another person arrives to collect a child without prior notice or permission from parent/carer the club will contact the parent/carer

immediately. If permission cannot be sought the child will remain at the club until permission is. No adult other than those named on the registration form will be allowed to leave the club with that child. The time of the collection is also noted.

N.B. Unless exceptional circumstances prevail, if the child is collected after 6pm a £10.00 charge will be made to cover staff wages and inconvenience. See 'Late Collection Policy'.

The Base will not be responsible for any child that has not been pre-booked into The Base and turns up to attend a session without prior notice. This enables us to operate safely.

Fees

(Correct as 1st April 2018. A 10% sibling reduction will be given on bills where 2 or more children from the same family attend The Base (e.g. brother or sister).

Term Time: £6.90 per session for After School Care
 £4.45 Per session for Breakfast Club

Children booked in to The Base who attend After-school Clubs.

If children are booked into The Base and are attending an after-school club, swimming etc. we must be informed so that our register can be endorsed accordingly. This will alleviate the need for The Base staff to go searching for a child who is booked in but has not arrived. Normal fees will apply until the child is collected from The Base if they have attended a club, as the place has to kept for that child.

If children who are booked into The Base attend an after school activity/club and are collected before attending The Base by a parent/carer a charge will still incur as a place has been kept for this child/children.

If a child is booked in to The Base and does not attend, whether or not they are attending a club, a charge for the session £6.90 will be made. A reminder that 48 hours notice is required for cancellation of a place (excluding weekends).

If children booked in to The Base are attending a club, which is subsequently cancelled, they will attend The Base after school and normal charges will apply.

Bookings can be made using the form distributed to parents/carers a month in advance. These forms are also available in the club by asking a senior playworker. Ad-hoc bookings are subject to first come first served, once the club has reached it's maximum capacity, no more bookings can be made for that session to ensure health and safety adequate staffing levels. All bookings must be made by 6pm the evening before to ensure the register lists are correct. Monday bookings must be made before 6pm Friday. This also applies to breakfast club.

Bills

Bills are settled at the last session the child attends during the week or on the Friday of each week. If parents wish to pay monthly, this must be done in advance using the booking form provided. Payments must be for the amount of sessions on the booking form. Any cancellations will be refunded subject to required notice given. Ad-hoc bookings during the month will be added to the next months bill.

If arrears occur due to financial hardship Parents/Carers are welcome to write directly to the Committee or Senior Play Worker where they will consider their

application for appeal. The Parent/Carer will receive written confirmation of this appeal meeting and every effort will be made to work with Parents/Carers to allow to them to clear their arrears. If arrears are not paid the child/children will lose their place at The Base until the account is settled. Two stage letters will be sent to parent/carers to inform them of arrears, arrears amount and an offer for them to contact the club to make a financial arrangement to pay the arrears. This will happen before any further action is taken.

The Committee will take whatever action is necessary to recoup unpaid accounts to ensure the sound financial running of the club and to keep fees as low as possible.

If for any reason The Base receive a returned cheque the bank charges will be passed onto the issuing body.

Parent/Carer Involvement

Pledge to parent/carers:

The Base value our relationship with parent/carers and respect their views and opinions. We are committed to working together to provide top quality play and care for all children.

We welcome parent/carers into The Base at all times to talk about our club, their children or to take part in activities.

We will listen to and act upon where necessary your/their views and suggestions.

We will keep parent/carers informed with regular newsletters on forthcoming events/themes for the children. Information on new policies and fees etc. will be outlined to parents/carers whenever necessary.

We aim to give parent/carers peace of mind by providing a reliable, caring, safe and stimulating environment for their children.

We will formally ask parent/carers for their views in a customer survey when needs arise and changes have occurred.

We will invite and welcome parent/carers to our Annual General Meeting and encourage new Volunteer Committee members as and when vacancies arise.

Children moving from school to The Base

The Base employees will inform all teachers in writing on the class door of who is expected to attend the club on that day. The Base staff will collect KS1 children at the end of school day and take them directly to the club. Teachers will then remind the children at the end of the school day to go to The Base. Children will then go to The Base informing the Play Worker when they arrive, who will then mark them in the attendance register.

The Base employees are extra vigilant with the KS1 children, making sure all children registered for The Base that evening are present and escorted to The Base by a member of staff. KS2 children are expected to make their own way to The Base after being reminded by their teacher.

If children booked into The Base are late, an employee will go and find them. First looking in the child's classroom and cloakrooms checking with their teacher their whereabouts. If unsuccessful at finding the child the employee

will then look at the front entrance and outside where parent/carers normally collect children. (See *Lost Child Policy*) for further guidance.

Last minute bookings: If a request is taken after 3pm from a parent/carer for their child to attend The Base, employees cannot guarantee that their child will be informed to attend The Base, although they will do their best to do so. (School policy is that if a parent/carer for whatever reason is not at school to collect their child when school finishes, they will be taken to The Base, only if there is sufficient space for that child to be taken) – ***after parental consent has been sought.***

Buildings Policy

The Base are committed in ensuring our premises are of a high standard and meets the needs of our client group.

We will ensure that the premises currently rented to us by East Ayton School comply with Health and Safety regulations and this shall be ensured by constant risk assessments.

We will work in partnership with the School and its Governors to maintain and update where necessary, our premises and utilities therein.

Signed _____ **(Manager)** _____ **(Date)**

Signed _____ **(Chairperson)** _____ **(Date)**

