

CAMBO WRAPAROUND

ADMISSIONS POLICY

POLICY STATEMENT

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our Wraparound service is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- We describe our Setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the facility
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Each child is given the opportunity to visit our Pre-School prior to their starting date. Parents/carers are asked to stay during this visit (known as an induction session). Parent/Carers will be asked to complete a Registration form during the child's induction. This form will collate basic information such as name, date of birth, address, parental contact details, parental responsibility, medical information, allergies, dietary requirements, contact details of emergency contacts and those authorised to collect the children. The form also acts as a consent form for; medical/dental treatment and/or for a child to be taken to doctors/hospital/dentist if required. For children's names to be listed for staff purposes and computer records to be kept with details such as name, address, progress files etc. For children to be outdoors, supervised by staff, accessing a variety of large equipment. For photographs to be taken of the children for displays, progress and evidence files. For the application of sensitive, factor 50 sun cream on the children by staff as and when appropriate.
- **We would like to make clear that parents eligible to 30 hours MUST reconfirm by the end date stated on their eligibility code issues by HMRC. Where we are notified by the Local Authority that you have missed your reconfirmation deadline date or that you are no longer eligible, your place will enter into a grace period, as set out**

in Regulations 2016, determined by HMRC or a First Tier Tribunal in the case of an appeal. In these circumstances we will contact you about the end of your free extended entitlement place. It is therefore extremely important when taking up your child's place that you are fully aware of the importance of reconfirming your eligibility code and what this means for you and your child.

- An information booklet for parents about Cambo Pre-school, Breakfast Club and Afterschool is easily accessible. Any person requiring this information can contact the Wraparound manager or download a copy from our website.

Breakfast Club, Afterschool & Holiday Club

- When a parent/carer contacts the club enquiring about a place for their child they will be given all the relevant information they require about the admissions procedure, fees, charges and availability.
- If a suitable place is available the child and their parents/carers will be invited to the club and will speak to the staff. If the parent/carer agrees to the level of fees and arrangements for payment, they will be asked to complete and sign the registration form to confirm their child's place.
- Once the admission is secure, it is up to the parent/carer to contact breakfast or after school club to make bookings for their children as when needed.
- All admissions will be dealt with on a 'first come, first served' basis. There is not usually a waiting list for the use of breakfast and/or Afterschool club, however should demand for the club exceed available spaces then the following policy will be adopted:
 - Parents/carers will be encouraged to submit their request for a place for their child to the club in writing.
 - The club will advise the parent/carer of how long they are likely to have to wait for a suitable place and the parent/carer will be updated on a regular basis.
- Breakfast club sessions are open to children aged 2½ - 9 years old
- Afterschool and/or Holiday Club sessions are available to children aged 3 - 9 years old.
- Afterschool care for pupils of Cambo First School can be provided until 6 pm.

Fees

- Fees are charged on a 'per session' basis. Please see our separate fees policy for details of the current charges.
- We offer flexible payment terms including (but not limited to): regular standing orders, childcare vouchers, cheques or cash.
- We are registered to receive government funding. Eligible children may access their funded places between the hours of 8:45 am – 6 pm subject to the age restrictions set out above.