



LEECHPOOL CATERPILLAR NURSERY & AFTER-SCHOOL CLUB

AFTER-SCHOOL CLUB ADMISSIONS POLICY

It is our intention to make our After-School accessible to children and families from all sections of the local community who attend Leechpool Primary school.

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. Children will be offered a place throughout the year if space is available.

PROCEDURE

Admission Criteria

- We are flexible about attendance patterns to accommodate the needs of the individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- We offer permanent sessions as well as ad-hoc sessions.
- Children who have already attended Leechpool Caterpillar After-School Club in the previous year will be given the first chance to request their days for the next academic year.
- The remaining places will be offered the families on the waiting list based on the date they were placed on the waiting list, except for siblings who have priority for a sibling already attending.
- Priority of placement may be given to vulnerable families, as the discretion of the Leadership Team.

Our Intent

- We operate an equal opportunities policy; we believe that all individuals are of equal worth and should therefore be given every opportunity to fulfill their potential. We endeavour to foster attitudes and relations which promote an understanding and respect for others.
- Parents / Carers are made aware of all our policies which include our Value Diversity and Promoting Equality Policies.

- We ensure that information about our setting is provided in a Welcome Booklet and on our website.

Registration Process

- We require a complete set of registration forms for your child before they can attend the Club. This information is treated as confidential and will be stored appropriately.

Please refer to our [website](#) for more information.

ABOUT OUR SESSIONS

- Our After-School Club runs between 3-6pm.
- Our sessions are held in the nursery building and outside classroom within the school grounds.
- We take a maximum of 50 children per session.
- Children in school years Reception to Year 2 are brought over to us by their class teacher or teaching staff at 3pm or after a school club.
- Children in Years 3-6 make their own way to us at 3pm or after a school club.
- Children are marked in and out of the After-School Club register.
- We have access to the school playgrounds and field for fun and games!
- Our available activities include outdoor sports, arts and crafts., board and card games, small world play such as trains, cars, dolls house and a games table.

FEES

Our aim is to provide good quality childcare at an affordable price and to remain competitive within the community. Fees are reviewed annually and parents are provided notice on any increase a full-term in advance.

- Our fees are £14 per 3-hour session payable half termly in advance.
- Ad-hoc sessions are payable within 7 days – due date is shown on the invoice.
- No refunds will be given for absences e.g. due to sickness, school trips, holidays, play dates.
- 30 days notice is required and invoiced for if you wish to withdraw your child's place.
- Payments can be made via:

Cash
Cheque
Bank transfer
Registered voucher scheme
Tax-Free Child Care Vouchers

ABSENCES:

- Please contact us if your child is going to be absent from After-School Club via email afterschoolclub@leechpoolnurseryclub.co.uk or telephone 01403 900622

- No refunds will be given for absences e.g. due to sickness, school trips, holidays, play dates.
- 30 days notice is required and invoiced for if you wish to withdraw your child's place.

OUR STAFF

- There is always minimum of 3 staff members at our After-School Club
- At least 1 staff member holding a minimum level 3 childcare and early years education qualification is available each session.
- At least 1 staff member who has attended a 12-hour paediatric first aid training course which is renewed every 3 years is available each session.
- Our named After-School Club Inclusion Officer is Aidan Potter