



Cool Kids Breakfast & After School Club

Admissions Policy 2020

It is the intention of Cool Kids to make our clubs accessible to children and families who attend.

It is important that Cool Kids Late Pick-Up, Breakfast and After School clubs has an up to date and accurate registration form for every child attending the clubs. No child will be admitted to the club until they have been registered with us and we have received the relevant completed documentation from the person or people with parental responsibility for the child. Parents/carers must also sign a consent form for this information to be maintained by Cool Kids Club in line with the Data Protection Act 2018 (GDPR) and OFSTED Registration requirement under the 1989 Children Act.

Parents should immediately notify staff of any changes to personal or medical details such as allergies, changes to medication, change of address etc as soon as they become aware of them. We also carry out a full annual check and update of parent contracts to confirm we have the most up to date information.

The following will be taken into consideration when allocating places, in priority order:

- Children Booking full sessions of either club on a regular basis\*
- Children booking full sessions ad-hoc
- Children booking Late Pick-Up Club on a regular basis\*
- Children using emergency Late Pick-Up Club
- Length of time on waiting list

Invoices for the previous month are sent out at the beginning of each month and must be paid within 7 days. Payment can be made by cash, cheque or online banking. Cool Kids Club also accepts recognised childcare vouchers – please discuss with us at registration stage.

*\*Regular basis means via the booking form submitted prior to start of new term*