

Admissions Policy

In Holy Trinity we aim to ensure that our setting is accessible to children who attend the school.

It is the policy of Holy Trinity After School Club to offer places from the waiting list as they become available. This will be undertaken in a fair and unbiased manner.

When a space becomes available the first child on the waiting list will be offered that place and then next on the waiting list and so on.

When a place is offered some paperwork needs to be completed before the child can attend the after school club.

This paperwork includes:

- A Registration Form
- A Permission Slip
- Signed letter to show that the parents/carers have read all policies and procedures.
- A Financial Agreement
- Any additional details that may be required such as information about any medications, allergies, additional needs etc.

Parents and Carers are welcome to bring children in for a look around the setting and to ask any questions they may have before the child attends the After School Club. This can be arranged by contacting the manager (Sarina Markey) on 07834543170.

When all relevant paperwork is completed and all relevant information is shared a start date can be arranged for the child to begin attendance at the After School Club.

We offer both full time and part time places at Holy Trinity After School Club.

Arrivals and Departures of Children

It is the policy of the After School Club to give a warm welcome to each child on their arrival to the club or collection from school and to also ensure that they depart safely at the end of the day. A risk assessment is in place for arrivals and departures and this is regularly reviewed. Details are updated and parents are given written confirmation on any changes or updates through our monthly newsletters.

Arrivals

Familiar staff will collect the children from class during school term and the same familiar staff will also be present to greet children as they arrive in the morning during the summer and on any other school closures when the After School is open. As the children arrive a member of staff will sign them in on the daily register adding the time they arrived.

Any specific information provided by parents or passed on from the manager should be recorded.

A register will be kept and times of arrival and departure of children on the premises will be recorded and supplemented by regular head counts throughout the day. The register will be kept on the premises at all times other than trips or outings.

Departures

Parents may collect children at any time during the session.

Children will only be released to the parent, carer or other person named on their enrolment form and over the age of 18. If there is a change in who collects the child, then the setting must be made aware of this in advance. Holy Trinity After School club reserves the right to refuse for a child to be released from our care if there is any doubt of the authenticity of the person calling.

On departure the register must be immediately marked to show that the child has left the premises.

Settling in:

We aim for our children to feel safe, happy and secure in our After School Club and to feel comfortable with all staff. We also want parents to have confidence in both their children's well-being and their role as active partners.

We aim to support parents and carers by giving consideration to the individual needs and circumstances of each child and their families. Staff will work in partnership by:

- Providing parents with relevant information regarding the policies and procedures of the setting.
- Encouraging the parents and children to visit the setting during the weeks before admission is planned.
- Planning staggered settling in sessions to ensure children feel confident and secure while in the setting.
- Reassuring parents whose children seem to be taking a long time settling into the setting.