

### **Principle**

We aim to provide quality affordable child care which can be accessed by all parents and children within the primary school system. In order to provide this we strive to keep our fees competitive, with a substantial degree of flexibility. We promote the use of childcare vouchers as a means of payment whereby parents can save money on their childcare costs. We offer places to children in a fair and unbiased manner. Fun 4U Club has no intention of discriminating against any child on the grounds of sex, race, religion, creed or disability.

### **Statement of intent**

Fun 4U Club believes that

- All families should be able to access quality affordable child care.
- It is inadvisable for parents to use unregistered childcare providers.
- Children with a disability should be integrated into our setting, if we are able to provide adequate levels of care, to best suit the needs of the child, in terms of specialist equipment, surroundings and carers etc. Working closely with all of the child's health care specialists before determining if we are able to offer a place which is best suited to the child's individual needs.

### **Procedures**

- We encourage parents to visit our facility with their children prior to their first day of attendance so the children can familiarise themselves with the facility, other children, our staff and the level of care we provide.
- Parents should bear in mind that whilst an appointment is not always necessary to view the facility, there are particularly busy times during the afternoon when there may not always be someone available to show them around. Therefore it's best to contact the manager or facility leader in advance.
- We will offer spaces primarily in accordance with our availability within the setting i.e. If we have a full time space available it will be offered to a person on our list (matching the criteria below) who requires a full time space, if we have availability for specific days only, we will offer to the person on our list (matching the criteria below) who requires these specific day. At all times we will ensure that we are not exceeding our maximum number of children allowed in accordance with our registration certificate. In allocating the places we will use the following criteria.

In the case of a new facility opening for the first time, places will be allocated primarily to children that need the greatest proportion of days per week, based on availability.

Thereafter based on availability, places will be allocated using the following criteria.

1. Children with a brother or sister who already attends Fun 4U Club on a full time basis.
2. Children with a brother or sister who already attends Fun 4U Club on a part time basis.
3. Children whose parent/carer is an employee of Fun 4U Club.
4. Children that are attending or enrolled to attend at our host school on the 1<sup>st</sup> September that year who require full time after school care including holidays.
5. Children who require full time after school care including holidays.
6. Children that are attending or enrolled to attend at our host school on the 1<sup>st</sup> September that year who require part time after school care including holidays.
7. Children who require part time after school care including holidays.
8. Thereafter places will be allocated on a first come first served basis.
9. Summer Scheme places; first preference will be given to children that are attending Fun 4U Club after school care on a regular basis. Thereafter on a first come first served basis.

When a child is allocated a place, parents are required to complete an enrolment form detailing all of the child's current information, it should be noted that this may need to be updated again prior to the child starting. Terms and conditions are to be read and signed by parents. Fun 4U Club reserve the right to ask for enrolment updates including filling out of new forms at any stage during a child's enrolment with us. Consent requests must also be read and completed before attendance commences.

The Management will keep in regular contact with parents on the waiting list to advise them of the up to date position of their application.

We have a separate policy on equal opportunities, settling in and children with special needs.