

# **Peak Time Kids Club**

## **Admissions Policy and Procedure**

Peak Time Kids' Club is committed to providing a fair and open admission system, for children aged between 4 and 11 years old (reception to year 6), that offers competitively priced and good value service.

1. Families wishing to register to use the service must make an appointment for a confidential meeting with the co-ordinator.
2. A registration fee of £10 per family will be charged
3. If demand for places exceeds supply the guidelines below will be applied by the coordinator to allocate places.
4. The management committee may elect an admission sub committee to supervise the allocation of places if considered necessary. This committee will have the ultimate power to allocate places and its decision is final. In accordance with Insurance.
5. When allocating places, the sub committee will take into account the admissions priority guidelines.
6. The club has a commitment to meet the requirements of children with special needs, wherever possible. Each case will be judged on its own merits by the management committee in accordance with the Club's Inclusion policy and Equal Opportunities Policy.

### **Admissions priority guidelines:**

1. Where demand exceeds availability, places will be allocated in the following order of priority.
  - Looked after children.
  - Working parents/carer requiring a place for a second child, when first child is already using the scheme.
  - Working parent/carer.
  - Parent/carer in study
  - Parent/carer seeking employment
2. At each level a higher priority will be given to children from single parent families.
3. During school holidays existing term time users have priority over casual users.
4. The guidelines should be reviewed by the management committee annually.