

Admissions and Departure Policy and Procedure

1. No child shall receive less favourable treatment on the grounds of race, colour, ethnic or national origin, religious beliefs, disability or the ability to pay.

2. Munchkids After School Club is open to any child in full time education, aged rising 5 years and 11 years, currently attending St. Roses School, Boxmoor Primary School, St. Cuthbert Mayne School, South Hill Primary School or Gade Valley Primary School, or any other school where private transport can be provided, subject to availability and the following priorities:

- a) to siblings of children already attending Munchkids After School Club
- b) to children already attending Munchkids After School Club that require additional, regular places
- c) to children on the waiting list in order of joining that list

The above criteria are dependant upon maintaining the relevant staff / child ratio and application being for a regular place.

Note: Every effort will be made to accommodate a change of session but CANNOT be guaranteed.

3. Fees, which are reviewed annually, must be paid two weeks in advance, or other regular basis. Late collection of your child(ren) will incur a penalty fee. The charges will be raised as follows: £5.00 per full 15 minutes, per child.

4. Parents must complete all the necessary registration documents, and pay the registration fee, before a child can be accepted at the club. New admissions will be required to produce a valid birth certificate upon initial registration at the club.

5. All parents will have access to all club policies and procedures.

6. If the club is oversubscribed a waiting list will be kept and administered by the Club Administrator.

7. Munchkids After School Club reserve the right to refuse admission to the club of a child whose behaviour is, in the opinion of the committee, not in the best interest of the other children's health and safety. This course of action would only be implemented once our agreed procedures for behaviour problems have been exhausted.

8. Parents are asked to give the club two weeks notice, in writing, of their intention to terminate or change their days with Munchkids after School Club.

9. Munchkids After School Club operates a non – refund policy.

Agreed by committee William Allen - Chairperson MASC December 2006