

Burgh After School Club



Admissions and Access Policy

1. The aim of the club is to provide a safe and enjoyable play environment for children age 4 – 12 years old.
2. A maximum of 60 children Monday – Thursday (1-10) and 40 on a Friday (1-8) can be catered for at any one time. Breakfast club has 50 spaces. Places will be allocated on a “first come first served basis”. Priority will be given to full time places, followed by regular part time and the occasional user if any spaces are available on the day.
3. If required there will be a waiting list and parents of children on the waiting list will be informed regularly as to where they are on the list.
4. A registration form must be completed for each child attending the club with an up to date record of the child’s needs along with parents contact details with named pick up persons and emergency contacts. Parents will be asked to update their details every 6 months.
5. Parents will be required to complete a form which outlines the conditions under which the placement is offered.
6. It is essential that the children abide by the club ground rules which have been devised with the input of the children of the club. Repeated failure to abide by the ground rules may result in the withdrawal of their placement in the club.
7. If the re-registration form is not completed by the end of registration week, the manager will assume the place for the said child is no longer required.