

Inverbrothock Out of School Care Club

Charity Number: SC030097

Admissions Policy

Inverbrothock Out of School Care Club welcomes parents/carers of children aged 5-12years who first primarily use Inverbrothock Primary School. Children from other schools are welcome dependant on numbers and transport arrangements.

Our admissions policy is governed by the following principles:

- We will work in partnership with parents/carers in caring for your child. Our staff will have the time and experience to welcome you and your child to our club.
- You will be provided with sufficient information about the club and its operation to enable you and your child to make an informed choice about the club. You and your child will be encouraged to make a pre-admission visit prior to taking up a place with us.
- Allocation of places is based on equality and fairness; however priority is given to siblings of children already attending the club. Places are then offered on a first come, first serve basis. We give out monthly booking forms for you to book spaces.
- When the club is full, places will be allocated by the length of time on the waiting list.
- Information provided by you and your child will be treated confidentially and will be stored in locked cabinet.
- It is the responsibility of parents/carers to arrange transport if the child is attending from another school. We do not organise transport.

Admissions procedure

- The manager will deal with all enquires for spaces.
- The manager will ensure parents/carers are provided with all the relevant information to ensure they can make an informed choice about the club.
- Parents/carers will be provided with a registration pack containing all the relevant registration information and forms. All forms must be completed and returned prior to starting a placement with the club. This information

is retained and stored securely at the club. These forms are reviewed and updated with parents/carers every six months.

- Each child is assigned a key worker when they register with the club.
- Any allergies or medical conditions must be declared at the time of registration or as they occur to ensure staff have up to date information and guidance to ensure the health and safety of the children in their care.
- Children with additional support needs are welcome and encouraged. Our staff are committed to working closely with other professionals ensuring the environment suits the child's needs.
- Emergency admissions will be at the discretion of the manager.

We are committed to ensuring that we include all children, parents, and carers in all our planning and developing of the service. We use *Getting It Right For Every Child (GIRFEC)* and the *SHANARRI* indicators (Safe, Healthy, Active, Nurtured, Achieving, Responsible, Respected and Included) to ensure we meet the needs of each child.

The above policy is approved and hereby adopted by the IOOSCC Committee

Updated February 2023.