

## **ADMISSIONS POLICY AND TERMS OF MEMBERSHIP 2017-18**

The following terms have been devised to ensure the smooth running of the club, to avoid problems, to keep the children safe and ensure they all have an enjoyable time. Failure to comply with the terms may result in membership of the club being terminated.

1. The club is open to all children aged 9-13 years old who attend Henlow Church of England Academy and is open term time only.
2. All children must be registered with the club before they attend.
3. All regular bookings made must be paid for one month in advance.
4. Priority will be given to regular bookings.
5. Casual bookings cannot be guaranteed a place.
6. Payments should be made .....
7. Fees will not be charged if the club is not open.
8. **Equal Opportunities – the club is available to provide care for all children, using the admissions criteria, regardless of gender, cultural background, disability or religion and we will respect everyone attending the club.**
9. Collection arrangements will be as specified on the booking form. It should be by someone specified by a parent or carer or alternatively permission to walk home.
10. It is essential that you inform us if a child is going to miss a booked session, either through illness or some other reason. Please let us know so we do not waste time looking for them at the start of a session. **You will still be charged for the usual rate**
11. **All children must be collected from 4:45 Club by 5:45 pm. There will be a late collection fee of £5. If a child is not collected by 6pm and we cannot contact anyone on the registration form, Social Care will be contacted.**
12. We hope your child has an enjoyable time with us. We expect them to be respectful and courteous to each other and the club staff. They are expected to follow any instructions that are given to ensure the safety of everyone. If there are any persistent problems the club leader will discuss this with the parent/carer of the child.
13. One month's notice, on either side, is required to terminate membership of the club.
14. If you consistently book places which you do not use, 4:45 Club has the right to withdraw the offer of a place.
15. Please discuss any day to day problems with the Club Leader, .....

**We thank you for your assistance in helping to ensure the club is an enjoyable and safe place for your child.**