



# The Cabin Crew Out of School Club

## Admissions and Fees Policy

### Policy Statement

It is our intention to make The Cabin Crew accessible to children and families from all sections of the local community. We aim to provide this through open, fair and clearly communicated procedures.

The Cabin Crew Out of School Club is registered with Ofsted; our registration number is 251435. We provide care for up to 48 children attending Reception to Year 6 classes, primarily serving the children of Sidegate Primary School.

In accordance with Equalities Act 2010, The Cabin Crew aims to meet the needs of all children attending the club. Our Club recognises that some children have additional needs or physical disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parent/carer prior to their attending the Club, and will make reasonable adjustments to ensure that children can access our services and are made to feel welcome. Where an enhanced staff to child ratio or one-to-one support is required we will assist parents in accessing the funding required to provide the additional care.

### Procedures .

- We ensure that information about our setting is accessible and provided in written and spoken form.
- We will endeavour to provide translated written materials where language needs of families suggest this is required.
- Our practices treat each child and their family with regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language, with respect and courtesy, tailoring support relevant to the individual.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family's needs.

### We offer:

A fun, supportive club with each session comprising of up to 48 children.

A 1-8 staff to children ratio maintained, with experienced staff qualified in First aid, Safeguarding and Food Safety at each session.

Children within Key Stage 1 are collected from their classrooms within Sidegate Primary School. 2 members of staff are allocated to Reception and 2 members of staff to years 1/2. If available, a further member of staff may be allocated to a child who requires additional support to walk from school.

A healthy snack is offered to the children on arrival at the club. Parents/carers are consulted if there are issues with food allergies or intolerances and adjustments made to the menu if

appropriate (e.g. removal of an allergen). Information regarding allergens can be provided on request.

We use a visual timetable to show the structure of the session and the activities on offer, and can provide a personal timetable if required. We issue 5 minute warnings before changing or stopping activities.

During the session we offer free play opportunities alongside planned and staff led activities such as craft and cooking. We also offer opportunities for physical play, such as equipment (bikes/scooters) and team games. We consider the interests of the children when planning and organising activities, and work with parents/carers to ensure we are supporting their children appropriately. We adapt activities and the environment (placing of tables, den areas) to cater for the ages and needs of the children.

We have a large, wooden play area consisting of climbing features (wall, pyramid, netting) balance, sand play and den building areas. We also have a paved, fenced area adjacent to the main building. Whilst outside the children are supervised at all times within our 1-8 ratio by a minimum of 2 members of staff. We strive to ensure all children can take acceptable risks through risky play such as tree climbing and within our play areas, and promote independence within our setting. We support children to gain confidence in their physical abilities.

All areas within our one storey unit are accessible to children. we offer an accessible toilet with shower, wide doorways, low level food serving counter, hearing loop etc.

We do not offer personal or intimate care.

### **Reasonable Adjustments**

We endeavour to make reasonable adjustments to meet the needs of all children and to ensure children are not discriminated against. These changes could include increasing the number of staff in a session by one (enhancing the ratio), providing specific toys or equipment. We seek to include all children and young people and will discuss your child's individual needs with you.

We are aware that some children will need additional support to access the activities we offer. If we discover that the child is in need of 1-1 support worker an additional charge would be payable. We can assist the parent/carer to access funding to support this e.g. through Activities Unlimited, or liaise with the family to provide a suitable person. An existing member of Cabin Crew staff would not be available if additional training or qualifications are required i.e. where existing qualifications are not held in that area. For example if a child may need restraining to prevent injury to himself or other children,

If the situation arises whereby a child will need additional support due to additional needs or behavioural issues, but does not require a 1-1 support worker, an enhanced staff ratio may be available and an additional charge payable.

### **Registration**

When an enquiry regarding spaces is made, parents or carers will be asked to complete an 'Application to join The Cabin Crew' form. The form once completed is passed to the Allocations Co-ordinator who will acknowledge receipt of the form using the tear off slip at the base of the form, she will check availability of spaces. If no places are available the parent/carer will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

The Manager will arrange for an informal visit to the club for the parent/carer and child/ren to show how the session is run, to meet staff and to answer any questions which the parents/carers may have.

## **Allocation of spaces (Breakfast and After School Sessions)**

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established, with the following order of priority:

1. A 'looked after child' or child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of its social services functions (see definition in section 22(1) of the Children Act 1989.
2. Children with a sibling attending the Club at the time of application, who is reasonably expected to still be attending the Club at the proposed time of admission.
3. Children who already attend the Club on a permanent basis at the time of application, who is reasonably expected to still be attending the Club at the proposed time of admission.
4. Date of application, with priority for admission being given to those who attend Sidegate Primary School.

We keep two places vacant, if this is financially viable, to accommodate emergency admissions.

When an offer of a space has been made, all Parents/Carers will be required to complete a Registration Form. Additionally, a 'Support Needs Assessment Form' and/or a 'Dietary Requirements/Allergies form' will need to be completed if the child requires extra or additional support due to a medical, behavioural or dietary need. When a space is available, the parents/carers and child/ren will be invited to visit the club.

Once the forms have been received by the club and the space confirmed by the allocations co-ordinator, the parent/carer will be provided with all the relevant Club information, including:

- Fee terms and conditions
- Information regarding booking in procedures.
- Details of the Admissions and Fees policy
- Behaviour Management policy
- Complaints policy
- Club Brochure / 'All about me' booklet

The child will only be able to attend the Club once the completed forms are received.

For breakfast and after school club users an annual registration fee is payable on joining the club. A deposit of an average of 4 weeks attendance is also required and payable in advance of the first session. Please see Fees and Terms and conditions for further information.

### **Booking Procedure**

Parents must complete the necessary paperwork, i.e. registration form, before their children can attend the club.

### ***Permanent place:***

The child's name will be added to the session list. Once a permanent session has been agreed, at least 4 weeks' notice is required to cancel a session. This notice is required regardless if the cancellation is a one off or permanent cancellation to avoid being charged.

If you wish to cancel the place altogether, please complete the 'Cancellation of place(s) at The Cabin Crew' form. One month's notice in writing is required.

Any sessions cancelled outside of this or where children do not attend a booked session (a no show) will be charged at the full rate that would have been invoiced for that session.

### **Temporary booking:**

We will accept temporary or occasional bookings as long as there are places available. Cancellation requirements and fees apply as stated above. ,

### **Fee structure**

For fees charged please refer to the 'Fees and Terms and Conditions' (attached).

### **Holiday Club Sessions**

The Cabin Crew Holiday Club is available to all children, regardless of whether they attend the breakfast/after school clubs. It is open to children from all areas, not just those attending Sidegate Primary School.

All Parents/Carers will be required to complete a Registration Form. Additionally, a 'Support Needs Assessment Form' and/or a 'Dietary Requirements/Allergies form' will need to be completed if the child requires extra or additional support due to a medical, behavioural or dietary need. We work in partnership with parent/carers, the child's school and other agencies to meet individual children's needs. The Club collects parental feedback on how effective the club has been for the child and any concerns are discussed with the parent and if necessary, reasonable adjustments made for further attendance at the club will be put into place.

### **Booking Procedure for Holiday Sessions**

Spaces at the holiday club can be made via email or by completing the booking form.

Payment must be made in advance at the time of booking. Please note that holiday club bookings will not be added to the diary or confirmed until full payment has been received.

Holiday club sessions are non-refundable once payment has been received and a booking confirmed. The only exception to this is where we are able to re-allocate the session to someone on the waiting list. In these circumstances a refund for the cancelled session will be made minus a £5 administration fee. Where the cancellation of a holiday club session means that a sibling or block booking discount would no longer apply, full rates will become payable and the difference will be invoiced.

This policy was adopted by The Cabin Crew Out of School Club.	Date: 8 December 2016
To be reviewed: December 2017	Signed: <i>Heather Osborn</i>
Name of signatory: Heather Osborn	Role of signatory: Manager

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):  
Safeguarding and Welfare Requirements: Information and records [3.68-3.75*