



# ADMISSIONS POLICY

## **Introduction**

Impact Wrap Around Care provides a high-quality, safe, and nurturing environment for children. This policy outlines the procedures and requirements for enrolling children in our program.

## **Eligibility**

- Age Range: Children must be between 4 and 11 years old and must be a pupil of either the Flourish Federation or Lunsford Primary School.
- Capacity: Enrolment is based on availability and staff-to-child ratios.

## **Application Process**

- Application Form: Complete and submit the application form.
- Medical and Allergy Form: Submit a completed medical and allergy form for each child.
- Contact Information: Provide accurate contact details and at least one emergency contact.
- Memorable Password: Provide a memorable password for child collection.

## **Fees and Payment**

- Payment: Full payment is required before each session starts.
- Late Pick-Up Fees: £5 for every 15 minutes past 6:00 PM.

## **Attendance**

- Regular Attendance: Notify staff of any planned absences.
- Illness: Do not send children who are ill. Inform staff of absences due to illness.

## **Health and Safety**

- Medical Information: Provide up-to-date medical and allergy information.
- Emergency Contact: Ensure emergency contact details are current.
- Password for Collection: Collectors must provide the correct memorable password.

## **Behavioural Expectations**

- Code of Conduct: Follow the behaviour policy promoting respect and positive behaviour.
- Termination: Severe breaches may result in refusal to attend. Please see our behaviour policy for more details.

## **Updating Information**

- Changes: Inform the programme of any changes to contact details or medical information.

## **Non-Discrimination**

Impact Wrap Around Care is inclusive and does not discriminate based on race, color, religion, gender, national origin, disability, or any other protected characteristic.

## **Contact Information**

For questions or more information, please contact:

- Impact Wrap Around Care
- 07716046487
- [impactwraparound@gmail.com](mailto:impactwraparound@gmail.com)
- [www.impactwraparound.co.uk](http://www.impactwraparound.co.uk)

This simplified policy ensures a clear and straightforward process for enrolling children at Impact Wrap Around Care, providing the highest standard of care and support.