

Dynamic Ducks Ltd

Admissions Policy



1. Parents complete the online booking form for the relevant slots requested. These places must be booked at www.dynamicducks.com.

2. Parents may then book their child/ren into Dynamic Ducks as frequently or infrequently as required, providing a place is available and the booking procedures are followed. ALL enquiries regarding any availability MUST be sent to hello@dynamicducks.com.

3. Registration

When an enquiry regarding places is made, parents or carers will be required to complete relevant documents and be aware of all policies found online:

- Information regarding availability of places
- Registration form, medical form, parent contract, booking form, photo permission form
- **Behaviour Management** policy
- **Complaints** policy

The child will be able to attend Dynamic Ducks as soon as the completed forms are received.

If no places are available, the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

4. Bookings will only be deemed approved once confirmed by the Management team at Dynamic Ducks Ltd.

5. Bookings will be accepted on a first come/first served basis. The booking procedure must also be followed:

- Booking from completed at www.dynamicducks.com. Places will only be eligible if this is completed.
- Bookings must be completed online by 6pm prior to the day of attendance. If this does not occur, then a £3 booking fee will be incurred.
- There is a 48-hour notice period for cancelling or swapping sessions (including illness). Parents can contact us via email to notify us of this.
- Any collection after closing time (i.e. 6pm for after school club & 5pm for playscheme) will be charged at £10 per 15 minutes as outlined in the contract.

6. The management team are responsible for monitoring the waiting list and will inform parents if a place becomes available.

This policy was adopted by: Dynamic Ducks Ltd	Date: April 2024
To be reviewed: April 2025	Signed: E Wilkinson-Duck

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024)