

Dynamic Ducks Ltd Admissions Policy



1. Parents return the completed application form to Dynamic Ducks Ltd.
2. Only children of Rickmansworth Park School, may be registered during the School year (term time).
3. Parents may then book their child/ren into the Club as frequently or infrequently as required, providing a place is available.

Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

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

If a place is available, the parents and child will be invited to visit the club for an induction. The child will be able to attend the Club as soon as the completed forms are received.

If no places are available the parent will be inform 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 one confirmed by the Management of Dynamic Ducks Ltd in writing.
5. Bookings will be accepted on a first come/first served basis. Bookings required for nights when the Club is already full will be placed on a waiting list and dealt with in order of booking but priority will be given as follows:
 - (i) Siblings attending on the same day.
 - (ii) Special cases as assessed by and at the discretion of Rickmansworth Park School and Dynamic Ducks.
 - (iii) Parents seeking bookings for whole weeks over those seeking just occasional days.
6. At the start of each new term, priority is given to any younger siblings, who have just started school, whose parents wish them to attend with older siblings, provided of course, places are available. Many parents book places on a semi-permanent basis from one term to another.
7. The Club manager is responsible for monitoring the waiting list and will report to the management of Dynamic Ducks at each meeting on the list and how priorities have been applied.

8. The Club will hold one place each evening for emergency cases as advised by the Head of Rickmansworth Park School (e.g. Sudden illness, bereavement etc)

This policy was adopted by: Dynamic Ducks Ltd	Date: March 2020
To be reviewed: March 2021	Signed: E Duck

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017)