

## Admissions Policy

Jimmy Grimboll's offers all children and families from St.Peter's C.E Primary School and local community an equal opportunity to access the facilities provided by the club.

The purpose of Jimmy Grimboll's is to provide high quality out of school care in a safe and caring environment. We provide a wide range of stimulating and creative activities, taking into account children's age and interests, using a variety of resources and equipment, supervised by experienced and qualified staff.

It is our intention to make Jimmy Grimboll's genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of Jimmy Grimboll's is widely known in the local community. We will place notices advertising Jimmy Grimboll's in places where all sections of the community can see them. Make it known that children can attend Jimmy Grimboll's from the age of 4 up to the age of 14.
- Places are offered on condition that parents / carers adhere to the policies, procedures and charging arrangements.

- **We will describe Jimmy Grimboll's and its practices in terms that make it clear that it welcomes both fathers and mothers, others relations and other carers, including childminders.**
- **We operate an equal opportunities selection process and places will not be allocated with regards to race, age, gender, ability, religion, colour or creed.**
- **We will be monitoring the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place and we will also make sure our equal opportunities policy is widely known.**
- **We will continue to consult local parents to ensure that Jimmy Grimboll's goes on meeting the changing needs of the local community.**
- **Any child who has Special Needs will be allocated a place as long as the child can be offered the best quality of childcare available and can be safe at all times.**

**Places will be allocated on a first come first served basis.**

- Each child's details must be entered onto a Booking Form which should be handed to Jimmy Grimboll's Management Team.
- A waiting list is operated and parents will be informed on their position on the waiting list termly.
- Once a place has been offered to your child an Admission Form and an Emergency Medical Treatment Form has to be completed fully and all documents must be signed.
- 2 weeks prior written notice should be given for any cancellations that are made. Should written notification not be received by Jimmy Grimboll's, the Club is at liberty to charge for the places booked until the two week period has elapsed.
- Absences and sickness will be charged at full rate.

***Fees will be paid in advance either weekly, monthly, or termly unless alternative arrangements have been made with the management. Please see leaflet for breakdown of costs.***