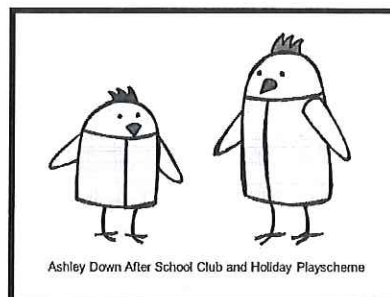


Registration Policy and Procedure

Registration Policy

Ashley Down After School Club requires all children attending the club to be registered before they are able to use it. This ensures that the club is able to operate safely and provide appropriate childcare and activities for all attending.



In order to ensure that all registrations are up to date they must be renewed annually. For children attending the club after school, a re-registration process is run every year. During this time, initial priority will be given to families who currently use the after school provisions.

For any children only using the holiday provision, registration details will need to be reviewed at the start of the school year.

The re-registration procedure will be communicated clearly to all parents/carers of current users and any potential new members.

For the purpose of this policy 'the club' includes both Muller Road and Brunel Field sites.

Registration Procedure

In order to use the club all children must have an up to date registration form completed and signed by a person with parental responsibility. The club cannot take children who do not have a completed registration form.

Each year ADASC will ask parents/carers to register/ re-register their child/children for a place at the club. In order to ensure that the club can operate efficiently and that it treats all members fairly, the following procedure will be followed:

1. During term six, all current users of the after school sessions (except children in year six) will be invited to re-register for the club from September (once the AGM has set fees for the following year).
2. The registration form will include details of the child and any particular needs they may have, contact details for parents/carers, emergency contact details should the parents be unavailable and consents for various activities and care to be provided as part of the club. Where a registration form does not contain sufficient details for the club to operate safely it will be returned to the parent/carer for completion and will not count as received until it has sufficient details.

3. The registration pack will include details of where to return the forms and who is co-ordinating the re-registration process.
4. An initial deadline will be set, up to which point current users of the after school sessions (and their siblings) will have priority. While the club will make reasonable efforts to remind parents to return their forms, this remains the responsibility of the parent/ carer, failure to return the form promptly may lead to an existing user not being allocated a place on their chosen day(s).
5. Before this initial deadline, places will be allocated to existing users of the club in the order that they are received ("first come, first served").
6. At the point at which the initial deadline is passed, registration packs will be issued to any potential new users who have expressed an interest in the club.
7. Once the initial deadline has been reached, the person co-ordinating the registration process will update the registration database amending contact details and outlining requests made. They will then contact all parents who have registered for a place, letting them know whether they have the places they requested or if their child has been put on a waiting list.
8. After this point places will be allocated strictly in the order that requests were received and parents will be informed of the availability of places as soon as practical.
9. As requests are received, they are marked with the date and time that they were received. Requests count as being received when they are delivered to the address as specified on the registration pack. While parents may leave forms either at the club or with a member of club staff/management committee, they will not count as being received until the person co-ordinating re-registration receives them. Staff and committee members will make all efforts to deliver any forms they are given as promptly as possible.
10. If there are more children than the total number of places available (24 at Brunel Field, 40 at Muller Road from January 2014), a waiting list will be used. There will be a separate waiting list for each day and children will be added in the order that their completed application was received. When a place becomes available on a particular evening it will be offered to the child at the top of the list for that day. Their parents/carers will be given one week to accept (or decline) the place. If after this time they have not taken up the place, it will be offered to the next child on the list.

11. The club reserves the right to limit the number of children at each club per night to ensure economic viability. This may mean that numbers vary from night to night until there are sufficient children to justify employing an additional playworker, and depending on the availability of staff. The Chair of the Trustees, Play Facilitator and Administrator will consult and decide the numbers per night as necessary.

12. Where a current member of the club owes the after school club money for fees (other than those for term six), a place will not be allocated until such time as the amounts owing have been paid. The child will be placed on the waiting list for the days they have indicated that they would like, but will not be offered a place until the financial issue is resolved to the satisfaction of the administrator. If a family that owes the club money requests a day that already has a waiting list, they will be placed on the waiting list and move up it as usual until they reach the top of the list. They will remain at the top of the list but not be offered a place until the outstanding amounts have been paid.

13. Where applications are received during the academic year, they will be allocated in the order received. If there is no space available, then the waiting list procedure as set out above will apply. Applications must be received at the main office at Muller Road to be considered. The leader of Brunel Field sessions will ensure all applications sent to that site will be given to the Administrator as soon as practically possible.

DOCUMENT HISTORY

Reference	Author	Summary of changes	Issued
Issue 1	Emma Hallett	Original Version	July 2010
Issue 2	Emma Hallett	Updated in light of experience added waiting list procedures	29 Sept 2010
Issue 3	Emma Hallett and Sheila Gould	Updated with Brunel Field arrangements and reviewed	June 2011
Issue 4	Emma Hallett	Updated with Brunel Field arrangements and changes in practice	September 2012
Issue 5	Sheila Gould	Updated to reflect Brunel Field and Muller Road sites	November 2013
Issue 6	Sheila Gould	No Change	December 2014
Issue 7	Sharon Gordon	Minor text changes	December 2016

Date Approved: 19/12/2016

Signed:



Position: Trustee

Name:

Sharon Gordon

Date for review: Dec 2017