



Registration for Holiday Club Policy and Procedure

Registration Policy

Ashley Down After School Club requires all children attending any Holiday Club sessions 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.

Ashley Down After School Club is currently using ashleydownafterschoolclub.schoolipal.org.uk to register children for Holiday Club places. Parents and carers must sign up with ipal and once child/ren have been registered they will be booked onto days by Play Facilitator / Business Administrator.

Parents/carers have the ultimate responsibility to have their registration of their children up to date. The Holiday Club is open to any child from the local area, including those who are not pupils at Ashley Down or Brunel Field Primary Schools.

Registration Procedure

In order to use the Holiday Club all children must have an up-to-date registration form completed by a person with parental responsibility within the ipal admin system. The Club cannot take children who do not have a completed registration form.

The Club will ask any parents/carers whose child is not registered on ipal to register in order to secure a Holiday Club place. Should demand exceed available places, priority will be given to written requests for places from families whose child is registered on ipal. They will then contact all parents who have registered for a place, letting them know whether they have the places they requested.

If there are more children than the total number of places available, 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 day it will be offered to the child at the top of the list for that day.

The Club reserves the right to limit the number of children at each session to remain within statutory guidelines (staff:children) and thus ensure economic viability. This may mean that numbers vary from day to day and extra places may not become available until there are sufficient additional children to justify employing an additional playworker. The Chair of the Trustees, Play Facilitator and Business Administrator will consult and decide the numbers per night as necessary.

Document History

Reference	Author	Summary of changes	Issued
Issue 1	Julia Hodgson	Original Version	May 2021

Date Approved: 1/6/21 **Signed:**

Position: Trustee **Name:** J.Hodgson

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