

Admissions and Fees Policy

Quackers will be open to children aged from 4 to 11 years old, providing the children are self-sufficient as we have no nappy changing facilities. Children will be welcomed from all social, cultural and religious backgrounds. Admission of children with additional needs will need to be assessed on an individual basis after consultation with the parents and colleagues to ensure that all needs can be met within colleagues ratios. Children will be admitted providing the Manager and the Quackers office colleagues are confident that the Club can meet their needs without jeopardizing the service in accordance with the Disability Discrimination Act. A child requiring further support may be admitted if a parent/carer can provide a Key Worker to work with the team and provide appropriate care whilst the child attends the After School/holiday Club. Every effort will be made to accommodate children with additional needs.

Places are offered on a first-come first-served basis based on the date of receipt of a booking.

Registration

To use our clubs, you must first register with us online at www.quackersoutofschooclubs.co.uk

You may also need to complete a medical form if your child requires any medication for example an EpiPen or inhaler.

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

Booking procedure

Please refer to our website www.quackersoutofschooclubs.co.uk for details on our booking procedures. Full terms and conditions of booking can be found on our booking platform also available on our website.

Payment of fees

Fees need to be paid at the time of booking. Fees are reviewed from time to time to cover any increases in costs.

If fees are not paid, the Club will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time, we recommend that you discuss this with us as soon as possible as non-payment of fees normally sees us withdrawing our services to you

Colleagues Training

Quackers colleagues are required to make observations of children as part of their training for their childcare qualifications. This includes writing about what they see within the club and what they see the children doing. This is recorded anonymously such as "Child A said this and Child B did this".