



# The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

**DP - 001**

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## Admissions (Term Time) / Waiting List Policy

Admission to the Dell is open to all children aged three to year 6 in line with our equal opportunities policy. Children must attend Morgan's School or a school that does not have before or after school clubs.

A waiting list will exist when each club has reached its limit on the number of children attending.

The current limits are	Breakfast	48
	Mandeville	26
	Queens	40
	Lunch Club	24
	Afternoon Club	24

Names will be added to the waiting list when the Bookings Officer receives a written request and completed registration form.

Children attending Morgan's School will take precedence over those from other schools and places will be offered half a term in advance (e.g. 31<sup>st</sup> May for Autumn Term) according to the following criteria.

1. Those currently on the Waiting List.
2. Children of Committee members.
3. Existing users of the clubs wishing to increase usage.
4. Siblings of current users.
5. From the top of the waiting list in the date order that registration forms were received.

An exception to this will be made for Dell staff children when their parent is working in the Dell.

One months notice is required to amend or cancel a booking.

We can only accept a weekly booking cycle. Example every Monday or every Tuesday & Wednesday.

Parents whose children are on the waiting list will be contacted by the Bookings Officer when a place becomes available.

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*Policy adopted September 2005*

*Approved by:*

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*We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.*



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*Co-ordinator YB*

*Chair JG*

*Review Date: September 2007*

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