

# **Goytre After School Club**

## **ADMISSIONS POLICY**

- Goytre After School Club provides child care for pupils attending Goytre Fawr Primary School, before school starts or after the normal school day has finished.
- No child shall receive less favourable treatment on the grounds of race, colour, ethnic or national origin, religious beliefs, disability or gender.
- Places should be reserved in advance by completing the booking form each half-term. Fees must be paid in advance when booking, unless prior agreement has been reached with GASC. Cases of hardship will be given careful consideration.
- A registration form showing child's details and the child's parental details must be completed before a child may attend. This form must be updated whenever there is a change and renewed each year.
- While available places exist, these will be allocated on a first come (with payment) - first served basis.
- If the club is oversubscribed, a waiting list will be kept and administered by the senior play leader. It will be managed on a first come first served basis.
- Fees are not refundable except in exceptional circumstances, these are to be determined by the management committee. Fees are not refundable when the Club is closed to circumstances beyond its control, e.g. the school being closed. Should the Club be closed through teacher training days which are announced after the bookings are made then the fees will be carried forward to the next week or, if necessary, the next half term.
- The management committee reserves the right to refuse admission to any child whose behaviour is, in its opinion, not in the best interests of the other children's health and safety. (This course of action would only be implemented once agreed procedures for tackling behaviour problems have been exhausted.)