

Kids Academy Out of School Club Admissions Policy

Kids Academy will be open to children currently attending primary school, 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 staff to ensure that all needs can be met within staff ratios. Children will be admitted providing the Manager and the Kids Academy staff are confident that the Club can meet their needs without jeopardising 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 Club or Breakfast Club. Every effort will be made to accommodate children with additional needs.

Bookings

Bookings into any of the clubs can be done by e-mail to kidsacademyellon.com

You can also book by phoning Kids Academy On 07880528816.

Kids Academy OOSC endeavour to respond to all requests within 2 working days, however, please be patient with us in busy periods. Admission to Kids Academy will typically be on first-come -first-served basis. If there is not currently space for a club you will be placed on a waiting list and offered a space when it becomes available. Priority spacing is offered to those already attending club who require extra spaces and then to siblings of those already attending Kids Academy.

Payments and Withdrawals

Breakfast Club costs £6.50 a day and After School Club costs £11.50. Full day sessions cost £30.00 per day. When you book into Kids Academy payment details will be explained to you via email. We accept tax-free childcare vouchers as a method of payment.

For details on our withdrawal policy, please refer to the parent handbook.

Staff Training

Kids Academy staff 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". These observations will also be used to identify areas of development for the children. By identifying these areas, the Kids Academy staff can then work on ways of helping them settle in and develop.