



Admissions Policy

Crazy 4 kids is committed to a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parent/carers claiming and taking up the childcare element of the Working Tax Credit. Crazy 4 Kids accepts payment with Childcare Vouchers.

Admissions

All admission enquiries and bookings are processed by our admin department. When a parent/carer contacts Crazy 4 Kids enquiring about a place for their child, either Nursery / Pre School / OOSC or holiday club, they are sent all the relevant information and directed to the website to complete an online Admission Form which includes parent/carers request for sessions. On receipt of the admission form the child/children's, place is booked and confirmed by email (subject to availability). We encourage wherever possible, a visit to the setting to ensure that the setting is the type of care the parent/carer is looking for and the child is happy to attend. A parent/carer who books permanent sessions for their child/children will need to pay for all sessions even if the child/children are sick, on a family holiday or on school trip etc.

Cancellation or alterations to sessions booked need to be done in writing to the admin office giving 4 weeks' notice. Any cancellation will result in parent/carers being invoiced for sessions cancelled in lieu of the notice period. If a parent/carer requires additional sessions these can be booked by emailing the admin department.

Holiday club places require payment upon booking and once confirmed cannot be cancelled or refunded.

Where a Crazy 4 Kids site is full to capacity the Waiting List procedure will be implemented.

To ensure that admissions to the setting are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If we are unable to fulfil a request for a place at the setting the parent/carer will be offered a place on the waiting list.
- Places on the waiting list will be allocated firstly to those requiring a full-time place and subsequently to those requiring part time places.

Dated: August 2018

Review Date: August 2019

Version 1



- When a vacancy at the setting becomes available, the admin department will contact the parent/carer of the child who is next on the waiting list and if the place is still required the parent/carer will be required to complete an online Admissions Form.

In order to secure the place, the admissions form needs to be completed and received by the admin department.

- If the parent/carer notifies Crazy 4 Kids that the place is no longer required, their name will be removed from the waiting list and the vacancy will be offered to the next child requiring a full-time place first. Any places left after this will then be allocated to those that require part time places.

JULIE NORRIS

REGISTERED PROVIDER

Dated: August 2018

Review Date: August 2019

Version 1