ADMISSIONS POLICY

Effective from 1 September 2026

Introduction

Impact Wrap Around Care provides a high-quality, safe and nurturing environment for children. This policy sets out the procedures and requirements for registering and booking children into our service.

Eligibility

- **Age Range:** Children must be between 4 and 11 years old and must be a pupil of either the Flourish Federation or Lunsford Primary School.
- **Capacity:** Places are subject to availability and appropriate staffing arrangements.

Registration and Booking Process

Parents/guardians must register their child and make bookings through the Impact Wrap Around Care online booking system: https://impactwraparound.childcare-online-booking.co.uk/index.php

- **Child Information:** Parents/guardians must provide accurate information for each child, including relevant medical and allergy information.
- **Contact Details:** Up-to-date parent/guardian contact details and at least one emergency contact must be provided.
- **Collection Password:** A memorable password must be recorded for use when a child is collected by an authorised person.
- **Bookings:** Sessions must be booked through the online booking system and are subject to available places.

Fees and Payment

- **Payment:** Full payment is required before each booked session starts.
- **Late Pick-Up Fees:** A fee of £5 is charged for every 15 minutes after 6:00 PM.

Attendance

- **Planned Absence:** Parents/guardians should notify staff of any planned absence.
- **Illness:** Children who are unwell should not attend. Parents/guardians should inform staff when a child will be absent due to illness.

Health and Safety

- **Medical Information:** Parents/guardians must ensure that all medical, allergy and other relevant health information remains accurate and up to date.
- **Emergency Contacts:** Emergency contact information must be kept current.
- **Safe Collection:** Children will only be released in accordance with the service's collection arrangements. Collectors may be asked to provide the correct memorable password.

Behavioural Expectations

- **Code of Conduct:** Children are expected to follow the behaviour expectations of the service, promoting respect, safety and positive behaviour.
- **Refusal of Attendance:** Serious or repeated breaches may result in attendance being refused in accordance with the Behaviour Policy.

Updating Information

Parents/guardians are responsible for keeping registration information accurate. Changes to contact details, emergency contacts, collection arrangements, medical information or allergies should be updated through the booking system where possible and communicated to the service promptly.

Equality and Inclusion

Impact Wrap Around Care is inclusive and does not discriminate unlawfully on the basis of any protected characteristic. We aim to make reasonable arrangements to support children to access the service wherever practicable.

Contact Information

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