



ADMISSIONS

Hopscotch Kids Club aims to welcome all children.

We strive to be an open and all inclusive setting, policies are in place to ensure this happens.

If your child requires additional support in order to attend we will work together and with other agencies (if required) to strive to make this happen as soon as is practically possible. Please refer to our SEND policy for more information on how we can do this.

Availability for places is available on a first-come first-served basis.

Where we are at capacity we will offer places to those requiring more days, siblings, and will at that point operate a waiting list for those not already accommodated.

Parents are required to complete all documentation and return to the Manager, before their child is able to start. Their child's details will then be processed on the system and placed on the settings register. The staff are responsible for ensuring all children settle in and give a tour of the building and facilities. The Manager and staff will keep a close eye on any new child to ensure their confidence in the setting and with staff.

This policy was adopted by: Hopscotch Kids Club	Date:
To be reviewed: September 2019	Signed: