

Admission Policy

(Holiday Club for 4–11 Year Olds)

Policy Statement

Edu-Play Holidays welcomes all children aged 4–11. We are committed to providing a fair and transparent admissions process, ensuring that places are allocated in a way that is inclusive, accessible, consistent and manageable.

Aims

- To offer places fairly, without discrimination.
- To ensure that parents and carers understand how to register and secure a place.
- To provide clear information about fees, sessions and expectations.

Registration

- Parents/carers must complete a registration form for each child, providing all required details including emergency contacts, medical information and permissions.
- A place will only be confirmed once registration is complete and payment is received.
- Sessions must be booked in advance and will be non-refundable or transferable.
- Full day sessions will be offered initially.

Allocation of Places

- Places will be limited and offered on a first come, first served basis.
- Places will need to be booked online via <https://eduplay.uk/>
- Sibling discount will be offered.
- Priority may be given to siblings (if spaces are limited).
- Bookings will be closed the week prior to the club starting to ensure we can allocate the correct staff.

Reporting an absence

- If your child will not be attending a session they are booked onto, then you must ring the club as soon as possible. The night before if you can or first thing in the morning between 8-9am. This is so we can ensure safe procedures. If you fail to let the club know, then a member of staff will contact you. You can contact the club on **07443490928**
- Please refer to our sickness policy should your child be unwell.

Equal Opportunities

- We welcome all children regardless of gender, race, religion, cultural background, language, disability or special educational needs.
- Where possible, reasonable adjustments will be made to support children with additional needs.

Fees and Payment

- Full day 9:00am-5pm £40
- Tax free childcare is accepted.
- Fees must be paid in line with the club's payment terms.
- Late collection fees will apply if a child is not collected on time.

Review

This policy will be reviewed annually.

Signed:

S.L. Rayner

Stacey Rayner

Club Manager

Date: January 2026

