



Explorers

Admission Policy and Procedures

Explorers is part of Berkeley Primary School providing childcare for children from 2years 9 months and primary school age. The club principally serves the children of Berkeley Primary School, however, children who do not attend the school but are within the above age range are able to attend. The club has a capacity of 24 children for each session.

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established with the following order of priority:

- Siblings of children already attending the club
- Children of Berkeley Primary School
- Children who are deemed vulnerable and are considered by the Head teacher to benefit from accessing the club
- Those requiring the greatest number of sessions/hours per week
- Children living in the area attending other schools
- Siblings of children who live in the area attending other schools

Registration

When an enquiry regarding places is made, parents/carers will be given all the relevant club information, including:

- Registration form
- Booking form
- Club terms and conditions
- Information regarding availability of places

Parents/carers are able to visit the club with the child prior to the child's first session. The child will be able to attend the club as soon as the registration and booking forms are completed and received by the school office and a confirmation has been returned.

If no places are available, the parent/carer will be informed and the child's name added to the waiting list. As soon as suitable places become available parents/carers will be informed.