

WAITING LISTS MANAGEMENT POLICY

To ensure that admissions to the Club are offered on a fair and transparent basis, the following procedure will apply to the management of waiting list. If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, the Club's waiting list procedure will be explained and then activated on the parent/carer's behalf.

Parents/carers will be encouraged to submit their request for a place for their child to the Club in writing. The details of this request will be placed on the waiting list. The waiting list is not necessarily on a "first come, first served" basis. The criteria for the waiting list at City Kids is as follows.

1. Existing users.
2. Siblings of children already attending the Club.
3. Children who have previously attended the Club.
4. Children new to the Club requiring care on a "first come" basis.
5. Children living in the area attending other schools.
6. Emergency admissions will be at the discretion of the Playleader/Senior member of staff on duty.

This information will only be an estimate and will not constitute a binding guarantee from the Club. When a vacancy at the Club becomes available, the Club representative will contact the parent/carer whose child is highest up on the waiting list, with reference to the criteria listing. If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

Office Use only:

Signed: _____ Role: _____
Date: _____

This policy was reviewed on:

Signed: _____ Role: _____
Date: _____

Signed: _____ Role: _____
Date: _____

Signed: _____ Role: _____
Date: _____