



Brynteg Tigers Out of Hours Club Admissions and Settling In Policy

Approved by: Michelle Firth

Policy reviewed: September 2026

Next review due: September 2027

Responsible Individual: Michelle Firth

1. Policy Statement

Brynteg Tigers Out of Hours Club is committed to providing a welcoming, safe, and inclusive environment for all children. This policy outlines the process for admissions, registration, and helping children settle into the club to ensure a positive experience for children, parents, and staff.

2. Admissions Criteria

- Children aged 2–11 years are eligible to attend the club.
- Places are offered regardless of race, gender, disability, religion, or family background in line with our Equal Opportunities & Inclusion Policy.
- Priority may be given to siblings of existing children in after school club and holiday club, then on a first-come, first-served basis if places are limited.

3. Registration Process

Parents/carers complete a Registration Form with:

- Child's personal details, date of birth, address
- Emergency contacts and authorised collectors
- Health, medical, and dietary information
- Allergies, additional needs, and medications

Parents/carers sign relevant policies, including:

- Confidentiality & GDPR
- Medication & Illness
- Behaviour Management
- Complaints

Parents/carers receive information about:

- Opening times, fees, and payment procedures

- Daily routines, activities, and staffing
- Policies and safeguarding procedures

4. Settling-In Procedure

- **Initial Visit:** Parents/carers and child invited for a tour of the setting.
- **Introduction Session(if required):**
 - Short sessions to familiarise the child with staff, routines, and environment.
 - Increase duration as the child becomes more confident.
- **Observation & Feedback:**
 - Staff observe the child's comfort level and interactions.
 - Parents/carers are encouraged to share information about routines, likes, dislikes, and concerns.
- **Communication:**
 - Staff provide regular updates to parents/carers during settling-in.
 - Any concerns about adaptation or wellbeing discussed promptly.

5. Support for Children with Additional Needs

- Individual care plans and risk assessments are prepared for children with additional needs or disabilities.
- Additional staffing or support provided where required to ensure smooth integration.
- Collaboration with parents/carers and external professionals (e.g., ALNCo, health visitors) to support the child.

6. Staff Responsibilities

- Welcome new children and families warmly.
- Ensure the child feels safe, supported, and included.
- Observe and record settling-in progress.
- Communicate with parents/carers about adaptation and any concerns.

7. Parent / Carer Responsibilities

- Provide complete and accurate information on registration forms.
- Attend introductory sessions and engage with staff about settling-in.
- Inform staff of any changes in routine, health, or circumstances that may affect the child.

8. Review

- The policy is reviewed annually or whenever changes in practice or regulations occur.
- Settling-in procedures are evaluated and updated based on staff observations, parent feedback, and children's needs.