

MARCHES FAMILY NETWORK



ADMISSIONS POLICY

1. Currently our services do not require a professional referral, although this may be the route by which a child accesses our activities. However, all children are required to be registered before they can attend any sessions. Registration is initiated by completion of a simple form and payment of a modest one-off registration fee. A welcome pack will then be sent and a registration form must be completed for every young person wishing to access our services.
2. All families are contacted, and usually visited, by the Family Projects Coordinator prior to the children attending a first play session. This gives opportunity for assistance in completion of necessary Registration and Parental Consent Forms if needed, and opens communication about the needs of the child and how our services can assist.
3. Parents/carers must then complete and return a booking form to the office with the correct fee to access any session or trip. They have the opportunity to visit a session and/or meet staff prior to attending if they so wish. A visit to introduce the child and parent to the team and in some cases the assigned worker for that child may be facilitated.
4. It is essential that we have the following information before a child can access a play session. These are all contained in the Registration and Parental Consent Form:-
 - Emergency contact numbers
 - Special dietary needs / allergies
 - Special health / medical requirements
 - Information concerning legal / parental responsibility for the child
 - Consent for emergency medical treatment
5. It is also important that the parent / carer shares the following with us if available:-
 - Care Plans
 - Medication required
 - Information and permissions for holding techniques
 - Strategies for dealing with negative / socially unacceptable behavior
6. Access to sessions is by confirmed and paid booking only. For safeguarding reasons we are unable to accept unexpected children arriving on the day and any un-booked children will be turned away. Confirmation of a child's place will be given by email, telephone and/or invoice/receipt from the office before the session date. If for any reason confirmation is not received, parents/carers should contact the office to establish whether or not their child has a place before the day of the session.
7. Cancellations should be notified at least 48 hours before a session, wherever possible, so that places may be offered to children on the waiting list. Credits will be given for all cancellations made 48 hours ahead. Late cancellations (less than 48 hours before a session) will be charged and must be paid as staff will have been booked to work.

Approved by Trustee Board

July 2016

Signed

Print Name

Review date

July 2018