

## **Booking Policy**

### **Policy statement**

All bookings made through the website or in person are subject to acceptance by the Senior Leader. All bookings will be subject to review, however you will only be contacted if further details are required. Our policy around bookings is to ensure the safest environment for all of the children that attend our clubs.

### **Strong recommendations**

If your child has an education health care plan (EHCP) or individual behaviour plan (IBP), ensure you get booked at least 2 weeks prior to the first day. Please see admissions policy before doing so.

### **Procedures**

Once a booking has been made, a confirmation email will be sent directly to the email address attached to the booking as well as our admin team. Our team will then check the form for any issues. All completed forms with no additional requirements will be filed and your booking will be confirmed on our system - if you are not contacted by one of our team, you must take this as no further details are required and your booking is confirmed.

All bookings that have forms requiring further details will be contacted by one of our team to explain why.

If your booking form states your child has either an education health care plan (EHCP) or individualised behaviour plan (IBP) and you have ticked YES to giving us permission, we will contact you to confirm once we have liaised with the necessary institutions (schools/carers) to confirm your booking. We will always aim to do this within a timely manner of your booking date.

If your booking form states your child has either an education health care plan (EHCP) or individualised behaviour plan (IBP) and you have ticked NO to giving us permission, we will contact you in a timely manner to discuss this. We will not take children with EHCP/IBP's without having relevant knowledge on how to keep them and others safe.

All bookings with additional needs are assessed by our senior team and a decision is based on 2 factors: 1) Can we give the support needed for the individual child 2) Can we continue to give the support needed to the rest of the children. If our senior team believes that either factor can not be met then they will be in contact to explain why and what are the next options.

**Last reviewed:** August 2024

**Date of next review:** August 2025

Signed by: B. Stanley