



## **Champs Admissions Policy**

### **Champs is a part of Henry Chadwick Primary School**

The purpose of this policy is to ensure that all children have the opportunity of attending champs. Champs can then offer places of availability to parents whose children who are need in of childcare.

When a child receives a place in champs, a registration form will need to be completed upon arrival, this will include the following:

- The child's home address and two emergency contacts
- Any allergies that we need to be aware of
- A signature from their parent/guardian
- Any additional details/needs that are required

Booking forms will be sent out to families that use CHAMPS around the middle of the month for the following month. We request that these are completed and returned in order for us to staff appropriately. We do understand that sometimes childcare needs arise at short notice and we may be able to accommodate children at short notice. Should you wish to book your child into CHAMPS and have not submitted a form, please contact:

[champs@henrychadwick.greywoodmst.co.uk](mailto:champs@henrychadwick.greywoodmst.co.uk).

If a child is booked into CHAMPS and the slot is no longer required, please cancel within 24 hours of the booked slot to avoid being charged. Should a slot be booked and children don't attend, a charge will still be made.

### **Arrivals**

Mornings - parents to walk up to the hall steps to be greeted by a member of the CHAMPS team. CHAMPS staff will record the exact arrival time to ensure that parents are charged correctly.

Afternoons - Children will be taken to CHAMPS by a member of the classroom team.

### Departures

Parents can come and collect their child from the side hall door at any time, latest being 5:45pm. (5.15 on Fridays). Children will only be signed out to a familiar parent or carer. Any other person collecting children are to be given the password, which must be given to CHAMPS staff on arrival. CHAMPS staff will record the exact time of collection so that parents are charged appropriately. As soon as the first session ends at 4.15, the charge for the second session becomes immediately applicable. The same applies when the second session ends at 5.15. If children are in clubs until 4.00 and then go into CHAMPS, they will be charged for the full session.

Vicki Barnes  
May 2023