

Admissions Policy

- Spaces will be accessible to all sections of the community.
- Spaces will be allocated as follow:
 - 1st priority: pupils from St Mary's C of E (Aided) Primary School with siblings already attending Jiminy's;
 - 2nd priority: other pupils from St Mary's C of E (Aided) Primary School);
- Places will be offered via a waiting list system.
- Registration forms need to be received at least five working days prior to the start date.
- A Child may only attend a session once you have received a confirmation letter.
- We promote equality of opportunity for all children without any discrimination on the grounds of sex, race, religion, colour, creed, marital status, ethnic or national origin, or political belief. We recognise that parents are young children's first educators and welcome their involvement.
- Our aim is that each child should be recognised and appreciated; each child have access to all activities, regardless of ability; gender, ability, race, colour, background, origins.
- The criteria are set out with full commitment to Equal Opportunities. They are also to be read in conjunction with 'conditions of registration' that parents/guardians must read and sign before their child is admitted to Jiminy's.
- Detailed policies and procedures are available to everyone at all times.

Conditions of Registration

- We are open term time only.
- A non-refundable registration fee of £15 is required per family.
- Ad-hoc sessions are only available if a child is registered and attending at least one session per week.
- You must inform us by 3pm via text or phone should your child be absent.
- Fees are invoiced half-termly in advance to be paid within 5 working days of the start of term and/or the due date. Fees not paid by the due date will incur a surcharge of £2 per day (including weekends and bank holidays).
- Childcare will be suspended until payment is made in full. (Proof of payment should be emailed to jiminyasc@yahoo.com).
- Should the payment not be made within 14 days of the due date, a claim will be logged with the small claims court and your child's registration will be cancelled.
- Any fee increases will takes place on the 1st September each year.
- You will be charged £1 per minute for late collection.
- No refund will be offered for non - attendance.
- Should your child be unwell he/she may be sent home.
- Your child may not be able to attend Jiminy's if he/she has certain illnesses.
- You are required to inform us as soon as any contact details change.
- Concerns and complaints: Please discuss any concerns or complaints with the manager or supervisor. Should the matter not be resolved to your satisfaction, you may contact OFSTED directly.
- You must inform Jiminy's in advance if someone other than the named person will be collecting your child. Your child will not be released otherwise.
- At least one **calendar month's** written notice is required if you wish to change a start date, reduce the number of sessions or give notice.
- We reserve the right to refuse a registration.
- We reserve the right to cancel a registration without notice should an adult or child's behaviour be aggressive, abusive, inappropriate or unacceptable.
- We reserve the right to make any adjustments with short notice.
- By signing the registration form, you agree to all of the conditions of registration.