Little Disciples Childcare

Admissions Policy 2026/2027

"Caring for children, supporting parents, and sparking imaginations – where quality, affordability, and excitement meet!"

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Responsible Individual Signature:	
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Version	Date	Changes Made	Author	Approved By	Next Review Date
1.0	September 2023	Initial Release for Provider changes	S. Gocher	A. Stephens	Annually – May 2024
2.0	May 2024	Policy Review	S. Gocher	A. Stephens	Annually – May 2025
2.1	January 2025	Minor amendments – Pg numbers and Document Control	S. Gocher	A. Stephens	Annually – May 2025
2.2	May 2025	Policy amendment to include local community use of holiday club	S. Gocher	A. Stephens	Annually – May 2026
2.3	May 2026	Policy Review – No Changes	S. Gocher	Committee & Trustees	Annually – May 2027

Policy Statement

At Little Disciples Childcare, we are committed to providing a seamless and cohesive approach to childcare across all our services. This policy and procedure apply equally to both our Nursery Plus provision and our Breakfast, Afterschool, and Holiday Club services. This integrated framework ensures consistent standards of care, safety, and quality across all aspects of our provision, fostering a supportive and nurturing environment for every child in our care.

Little Disciples Childcare Admission Policy

Breakfast Club, Nursery Plus & Afterschool Club

At Little Disciples Childcare our Breakfast Club, Nursery Plus and Afterschool Club are open to any child aged 3–11 years attending St John the Baptist V.A. School. We provide a Breakfast Club from 7.50am until 8.50am, Nursery Plus from 11.25am until 3pm and an Afterschool Club from 3pm until 6pm.

Holiday Club

At Little Disciples Childcare our Holiday Club is open to all children aged 3–11 years attending St John the Baptist V.A. School and the local community. We provide care during the school holidays from 8am until 5.30pm, Monday to Friday, except for the Christmas holidays.
If a child from another school or the local community would like to attend our Holiday Club, a 'Holiday Club Community Interest Form' must be completed; this allows us to assess the application and review whether we have spaces available for that holiday period.

General admission information

When a new parent/carer registers on our iPal booking system, they must agree to the admissions policy and parent/carer contract, confirming that they have read and understood the policies and procedures in the parent handbook and agree to abide by the terms and conditions of the setting prior to the child attending. All our policies and procedures are also available on the school website http://www.stjohnsflintshire.org or can be requested from the Manager. Parents/carers must inform the setting of any changes in personal details, medical details, and emergency contact details.

If the parents/carers wish to terminate or make changes to their current contract, it must be outlined in writing and addressed to the Manager (Mr Sam Gocher). This must be in line with our Fees Policy. All admissions to the setting are treated with equal concern and respect. We welcome applications from underrepresented groups, including ethnicity, gender, transgender, disability, or religion.

To ensure fairness in the allocation of places, the following criteria will be taken into consideration:

1. While available places exist, these will be allocated on a first-come, first-serve basis.
2. Then, priority will be given to children of working parents/single working parents, parents who are studying, or training to re-enter the workplace.
3. Then places will be given to children who are booking for every day of the week.
4. Then siblings of children already at the setting will have priority over others.
5. Provision will be made for social services, employer, or other sponsored places.

Places can be reserved to secure. If the setting is oversubscribed, a waiting list will be kept by the Manager. The management committee reserves the right to refuse admission to or terminate a contract with the parents of any child whose behaviour is, in our opinion, not in the best interest of the other children's health and safety. (This course of action would only be taken in accordance with Little Disciples Childcare Behaviour Policy and Procedure.)

Additional Information:

Additional Learning Needs (ALN) or Disabilities**: Little Disciples Childcare is committed to providing an inclusive environment and will make reasonable adjustments to accommodate children with special educational needs or disabilities. Parents/carers are encouraged to inform the setting of any specific requirements at the earliest opportunity, so that appropriate support can be provided.**

Emergency Care & Alternative Pick-ups: Parents/carers must notify the setting in advance if an alternative adult will be collecting their child. The alternative adult must be named on the child's registration form and provide appropriate identification.

Late Pick-up Policy: In the event of late collection, a late fee may be charged as outlined in our Fees Policy. Continuous lateness may result in termination of the contract.

Data Protection: All personal information collected is treated confidentially and in accordance with our Data Protection Policy, which adheres to GDPR regulations. The information is used solely for the purposes of running the childcare services.

Settling-in Procedure: Little Disciples Childcare offers a settling-in period for new children to help them adjust to the environment. This is discussed and agreed upon with the parents/carers before the child's first session.

Illness & Exclusion: Children who are unwell or suffering from a contagious condition must not attend the setting. In case of illness during a session, parents/carers will be contacted and asked to collect their child as soon as possible.