ELIZABETH HOUSE
Highbury Vale Blackstock Trust

After School Club and Holiday Playscheme Admissions Policy

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After School Club and Holiday Playscheme Admissions Policy

Elizabeth House's After School Club is an out of school and Holiday Playscheme provisions caring for children aged 4-11 and aged 4-13 respectively. During term-time, the After School Club (ASC) collects children from local primary schools, including Gillespie School and Ambler School.

Children are cared for by experienced and trained Playworkers, dedicated to providing the highest quality childcare that is welcoming, friendly and lots of fun. After School Club children are collected by the Club staff from school and are escorted on a designated route to Elizabeth House Community Centre.

The ASC operates in term-time only. The Holiday Playscheme operates 9 to 10 weeks per year during school holidays.

Costs, schedule and booking

<u>After School Club</u>

In order to assist in the effective implementation of safety measure and keep our children safe, **advance booking is essential**. This is also to allow us to make pick up arrangements with your child's school.

- **Only children over the age of 4 years (in Reception), in full-time education, who are already registered with Elizabeth House may attend.**
- **Children can only be booked for regular days each week.**
- **The cost for children attending After School Club is £14* per session, (no sibling discount), £5 concession, evidence of low income will be required).**
- **No refunds unless cancellation 12 hours before (3% admin fee).**
- **Payment may be made by bank transfer, childcare vouchers or Tax-Free Childcare Scheme.**
- **Bookings will not be accepted for individuals with payments in arrears.**

***Set to increase September 2026**

The club will operate Monday to Friday between the hours of 3.30 and 6.00 pm.

Please get in touch with the centre to notify specific pick-up arrangements currently in place at your child's school and please do notify your school in advance about Elizabeth House collecting as per your booking.

Parents are requested to ensure that children are picked up by 6.00 pm. **Any delays in collecting your child will incur additional charges aligned to Elizabeth House's ASC Terms and conditions.**

Holiday Playscheme

Elizabeth House is open during the school holidays (February Half Term, Easter Holidays, May Half Term, Summer, October Half Term and one week during Christmas Holidays occasionally*).

*Christmas holiday is subject to funding

We will only be accepting bookings for a full week.

The playscheme will operate between the hours of 9 to 5.30pm. There will be 2 groups with children(subject to bookings).

The playscheme's fees are:

- £30 per day, per child
- £140 for a full week
- £40 per day, per child for non-Islington residents (except families living in N4 2 postcodes in Hackney – evidence of address will be required)
- £15 per day, per child for low-income families (evidence will be required)*

All fees have to be paid before child(ren) attendance at the Playscheme

- **No refunds unless cancellation 24 hours before (3% admin fee).**
- **Payment may be made by bank transfer, childcare vouchers or Tax-Free Childcare Scheme.**
- **Bookings will not be accepted for families with payments in arrears.**
- **Places will only be confirmed once payment is received.**

If a child has SEND, the parent/carer will be required to complete the Childcare Registration Form_SEND to ensure that we can fully support your child during the Playscheme. Child(ren) will then need to be assessed by booking a pre-visit to Elizabeth House. Without the assessment your child(ren) will not be booked.

Elizabeth House can only take a limited number of children with SEND. This is due to staffing ratios and ensuring all children are safely supported.

From July 2025, the price for a child attending is £30 a day or £140 a week.

*The concession price for low-income families (with income of under £35,000 per year as an household) and those receiving universal credit or DWP support is £15 a day, or £75.00 a week. Evidence will need to be provided. This concession rate is only offered to Islington residents and families.

Waiting list

Places are offered on a 'first-come, first-served' basis. When all available places have been allocated, Elizabeth House will operate a waiting list. Parents/carers who wish their child to be included on the waiting list must inform Elizabeth in writing. Any places that become available will be allocated.

Food
Drinks and snacks are provided each day. It is essential that we are promptly informed/updated of any allergies. Children can bring their own snack and will be required to bring a packed lunch during Holiday Playscheme (no nuts).

Emergency treatment
Elizabeth House will adhere to OFSTED registration requirements at all times. Elizabeth House staff, under the direction of the Children's and Young People Service Manager or Director, will make short-term and necessary decisions for the welfare of the children attending.

By registering, parents give permission for their child(ren) to receive urgent medical treatment from qualified First Aiders and give permission to seek any emergency medical advice or treatment if it is necessary. In the event of an emergency, every effort will be made to contact parents and other contacts named on the relevant registration form.

Clothing
Please make sure that your child wears clothing that they can easily do up and manage themselves, does not wear multiple layers and has only labelled clothes on (we cannot store spare clothes).

Please do not bring any toys, scooters/bikes or personal sanitation (such as tissues/hand sanitiser. We are well stocked).

Parents & club responsibilities parent's responsibilities:

We all have a role to play in ensuring we are able to run the After School Club sand Playscheme safely and efficiently. Elizabeth House requests the support and understanding of its parents/members to ensure adherence to guidance set out by regulatory authorities.

Monitor your child's health and do not send your child to the provision if they are unwell. Children should not attend if they have a fever, vomiting or diarrhoea (they may return 48 hours after symptoms have stopped), or any contagious childhood illness such as chickenpox, measles or mumps, until medically cleared or symptoms have resolved.

Elizabeth House ASC's responsibilities:

Monitor our own health – and the health of our whole household – and communicate any contagious illness to the parents and schools as soon as possible.

All Play staff will follow strict hygiene measures during childcare sessions to prevent risk of transmission.

Signed and reviewed:

Iqbal Ali, Deputy Centre Manager
Trustees

Policy Changes Tracking

Review date	Next review date
May 2026	May 2027

Admissions Policy Update – May 2026

This Admissions Policy was reviewed and updated in May 2026. COVID-19 specific references have been removed, and illness management procedures updated to reflect current childcare and public health best practice. The policy continues to support safe admissions, inclusive practice, transparent fees, SEND assessments and clear expectations for families.

The next scheduled review of this policy will take place in May 2027, or earlier if statutory guidance or local authority requirements change.