

Cool Kidz Club



Admissions & Settling-In Policy

Cool Kidz Club Brynford

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1. Introduction

At Cool Kidz Club Brynford, we are committed to providing a welcoming, inclusive, and supportive environment for all children. This policy outlines our approach to admissions and the procedures we follow to help children settle comfortably into our club.

2. Admissions

Cool Kidz Club Brynford, including our Holiday Club, is open to:

- Pupils attending **Brynford School**, and
- Children from **other local schools**, subject to availability.

Collection and Drop-off Procedures

- Children attending **Brynford School** will be collected directly from their classrooms by a member of the Cool Kidz Club staff at the end of the school day.
- Children from **other schools** or those attending **Holiday Club sessions** must be brought to Brynford School by a parent or guardian.
- If a child is attending an **extracurricular activity on school premises**, a staff member from Cool Kidz Club will collect the child once the activity has ended.

Capacity and Waiting List

- If the club reaches full capacity, a **waiting list** will be maintained.
- Spaces will be allocated in the order that names were added to the list, ensuring a **fair and transparent process**.

3. Settling-In Procedure

We recognise that starting at a new club can be both exciting and overwhelming for some children. Our aim is to ensure all children feel safe, secure, and happy from their very first day.

To support this:

- Each new child will be assigned a **“buddy”**—a friendly peer who will help them settle in, introduce them to other children, and support them during activities.
- A designated **staff member** will:
 - Show the child around the club, including where resources and personal items are stored.
 - Explain the club rules and expectations in an age-appropriate and positive manner.
 - Introduce the daily routine, snack times, activities, and quiet spaces.

Parental Communication

- We value strong communication with parents and carers.
- If a child is having difficulty settling in or if staff have any concerns, parents will be contacted promptly to discuss the situation and agree on a supportive plan moving forward.

4. Policy Review

This policy will be reviewed **annually** or sooner if there are changes to legislation or operational procedures

About Cool Kidz Club

Cool Kidz Club is a **registered childcare setting** with **CIW (Care Inspectorate Wales)**. We operate as a **non-profit charity (No. 1188330)** and are governed by a **Voluntary Committee of Trustees**.