

Registration and admissions

No child can attend a session at any IPA setting without first being registered.

All IPA settings must be widely advertised and welcoming to all children. All new families should be offered an information pack.

Parents/carers must complete our registration form in full, providing:

- Full names
- Addresses
- Phone numbers
- Emergency alternative contacts
- Medical details which are relevant
- Allergies
- Consent for trips to local parks (not compulsory)
- Consent for photographs (not compulsory)

If necessary a Medical consent form should also be completed.

A register of children is taken every day. This may be in the form of a signing in sheet. All children's details will be inputted into electronic monitoring systems.

Walking Buses and Childcare

Some of the IPA settings provide walking buses and paid-for childcare.

Places for the Early Years provision will be allocated according to the separate Early Years Policies and Procedures for Admissions, Day-care Charges & Arrears. Other places will be allotted on a first come, first served basis. To register for a nursery place contact 020 7697 7330 or info@paradiseparkcc.org.uk.

The booking process for after school and holiday provision starts 3 weeks before each term and each holiday period, respectively. Bookings will be taken **no later than** the following:

- Walking Buses and/or After school childcare – by 2pm for the session the same day
- Holiday childcare – by 5pm for the following day, with bookings for Monday made by 5pm on the Friday before

Bookings are dealt with centrally, not at each playground. To make a booking for walking buses, holiday or after school childcare families must contact 020 7607 9638 or info@islingtonplay.org.uk.

Any payments must be made in advance of the child(ren) attending, or you may lose your place. Payments can be made by bank transfer, cash or cheque. Cash and cheques can be taken directly to the setting or to the finance office at Paradise Park Children's Centre, 164 Mackenzie Road, N7 8SE.

Making changes to your bookings

IPA asks families to give 48 hours if they wish to make any amendments or cancellations to a booking. All amendments or cancellations must be made to 020 7607 9638 or info@islingtonplay.org.uk.

If 48 hours notice is provided then payment received for these days may be allocated to a future booking. Non-attendance without 48 hours notice, including absence through sickness, will be charged.

What if the setting is at capacity?

In the event of the setting being fully subscribed, a child can still be registered. They will then be placed on a waiting list and will be informed of vacancies on a first come, first served basis.