Little Villagers

The club has been set up to provide childcare for pupils of the school outside school hours.

It will be based in the Community Rooms of Livingston Village Primary School and will be managed by N Thom on behalf of the management committee.

The club is open for two sessions per day –

Morning will run from 8am till 8.45 am when children will enter the school

Afternoon will run from 3.20pm – 5.45 pm Monday – Thursday, and 12.05pm – 5-45pm Friday.

The cost will be £2.65 per morning session per child, and £6.00 per afternoon session per child. Friday afternoon sessions cost £8

The rate is fixed even if you do not use your reserved session – please refer to Terms & Conditions if further information is required. The children will be provided with a breakfast or snack and a drink.

If the club is oversubscribed then children will be offered places in line with the admission policy below.

Application Process

**All members must have signed acceptance of the Terms & Conditions otherwise membership is not valid, and therefore allocated sessions will not given [or if already offered will be withdrawn].**

**New Entrants P1**

Annual Registration for new places happens at our AGM in May for term time places commencing August of that year.

If you wish to apply for a place, please come to our AGM and complete an application form and return it to club.

Application forms will be available at the AGM or can be downloaded from the further Details section of our website [www.littlevillagers.org.uk](http://www.littlevillagers.org.uk).

**Existing Members – Changes to Booking**

Once a place has been allocated to a child this will remain in place until the child leaves Livingston village Primary or the place is cancelled by the parent or Committee in line with Terms & Conditions.

If a parent wishes to make changes to their allocated places this can be done at any time by following the correct period of notice for reduction of sessions booked, or by applying using the Change of Booking form available at the club or on our website – Members Forms area.

**Siblings of Existing Members**

These forms are issued in the April prior to the AGM in May and should be returned to the club in line with the publicised timescales.

Forms can also be found in the Members Forms area of the website [www.littlevillagers.org.uk](http://www.littlevillagers.org.uk) – please note this area is password protected and is available to registered users – see site for details on registration.

**New Entrants – Existing School Pupils**

Applications from existing school pupils can be received throughout the year for consideration by the management committee and will depend on the policy below and places available at the time of application.

Forms available at the club or on the website as detailed in P1 entrants above.

# Allocation of Places Process

• No child shall receive less favourable treatment on the grounds of race, colour, ethnic or national origin, religious beliefs, disability or the ability to pay.

• Information provided by you about you and your child will be treated confidentially and kept safe

• In order to ensure fairness in the allocation of places, the following criteria will be taken into consideration:

* Priority will be given to members, siblings and those who make a regular commitment to the club.
* Priority will be given to children of working parents/ single working parents, parents who are studying or training to re-enter the workforce.
* The management committee reserves the right to refuse admission to any child whose behaviour is, in its opinion, not in the best interests of other children’s health and safety. (This course of action would be implemented once agreed procedures for tackling behaviour problems have been exhausted.)
* The management committee further reserves the right to refuse admission / readmission to any child or sibling where the parents have a record for persistent non-payment of fees.
* Members, who have outstanding debts at the date of the AGM, unless prior arrangements are in place, will have their places removed. On settlement of any outstanding monies they will if applicable be able to reapply for a new place and be placed on the waiting list if approriate.
* Allocation of places are applied as follows

1. Changes for existing members which can be accommodated using existing available places
2. Siblings of children already at the club.
3. Forms handed in by the deadline
4. Full time applicants who can be fully accommodated
5. Part time applicants who can be fully accommodated

# Oversubscription of club

Where the club is oversubscribed -

* Places will be allocated by the Committee and each will be treated on an individual basis taking into account the application date, number of places requested, payment record, etc. Allocation will be undertaken as fairly as possible although the Club is committed to keeping charges as low as reasonably practicable. To this end, the aim is to fill as many places as possible and thus applications encompassing places for Before, After School and Holiday sessions may be given a higher priority. Written notification will be given by the Committee once a place is allocated.
* Where no clear allocation can be made for places - a ballot for remaining places will be applied if necessary and allocated on a first offer basis – where a place is refused it will be allocated to the next on the list
* The decision of the Management Committee will be final.

When the club is full, places will be allocated from a waiting list maintained by the club coordinator. Those who have been waiting longest will be offered a place first.

* The current waiting list is available to all parents to inspect.
* All children who attend the club must first be registered by completing a registration form, children’s registration details must be kept up to date at all times.