

THE CLUBHOUSE PROJECT DAY SERVICE LTD

ADMISSIONS POLICY - Last updated 1 February 2022

Admission Policy Aim:

We aim to provide a fair and non-discriminative admission process to all parents and carers.

Admission Procedure:

All clients attending The Clubhouse Project Day Service Ltd need to be fully vaccinated. To register your son/daughter the parent/carer needs to return the completed Application Form once a visit to The Clubhouse Project Day Service has taken place and a verbal/written acceptance has been given by the Project Manager.

Your son/daughter's name will be placed on the waiting list. Priority is given to those who are already attending the project to move to their required/additional days. The Clubhouse Project Day Service Ltd does not discriminate on the grounds of gender, class, belief or ethnic background.

The Clubhouse Project Day Service fees are invoiced monthly. Project fees include all sick days and holidays taken as these are paid days. Fees are based on contracted days and not attendance. Refunds and credits will not be given for days where your son or daughter does not attend due to sickness or holiday. We do not allow swapping of days unless it is permanent and there is availability. We will try to accommodate extra sessions where possible; however, these cannot be guaranteed. If you have booked an extra session and then decided to cancel this will still be charged at the daily rate.

Fees are payable within 7 days from invoice and no reduction is made should your son/daughter be absent from the project for any period. No fees will be charged over the Christmas period when the project is closed or for any UK Bank Holidays.

After four weeks a progress meeting will be held to ensure TCP is the correct placement for your son/daughter. If it is felt that they would be better suited to another service, a notice period of six weeks will be given. If the management feels that the placement is correct then your son/daughter's placement will become permanent.

Notice of intention to withdraw your son/daughter must be given in writing to the project four weeks before their final day.