**Admissions Policy**

Acorns to Oaks @ Williamstown is based at Williamstown Primary school and provides an Out of school club for parents/ carers.

Places are allocated to children that attend full time education at Williamstown Primary. Children are aged 3-12.

The club operates from 7.15am in the morning until 8.15am when the pupils will be taken to the school’s breakfast club. It then operates an afternoon session from 3.15pm- 6pm when pupils will be collected from class by a member of the Acorns to Oaks @ Williamstown staff and taken to the club which is located in the school’s community area.

We aim to provide a safe, clean and welcoming environment for children in our care.

Health and safety is always high priority in our setting and this includes carrying out regular risk assessment checks and ensuring that there is always a qualified first aider on site.

We aim to allow and cater for children of all abilities to have access to our planned play activities.

Mrs L Brown,

(Director of Acorns to Oaks @ Williamstown LTD)