

## St Albans Mencap

Charity number: 210073

[stalbansemencap.org.uk](http://stalbansemencap.org.uk)

# Child Services Admissions Procedure

St Albans Mencap procedure for signing up new families to St Albans Mencap Child Services, e.g., SNAP.

### Document control:

Version:	Date approved:	By:	Review due:
1.0			

### Summary of changes:

Version:	Changes:
1.0	Converted old version to new format (May 2026) for review

## Child Services Admission Procedure

In order to sign new families up to St Albans Mencap's child services, an office manager will make a record of a referral from a professional or accept a parent/carer interest.

New families will receive an application pack providing necessary information on their specified service and relevant policies, a form is requested to be completed by parents/carers to give as much information as they can on each area of their child.

In addition to the signup paperwork, the manager will discuss with the family their eligibility for SBLO hours and gather information to find out whether the family would be known to either the DCT (Disabled Children's Team), or Kids Hub.

Following this the relevant paperwork would be sent out to the family via email or post.

Upon receipt of the completed forms a manager will contact the family to arrange either a home or school visit gaining further useful behavioural and care requirements.

Visit observations packs are kept with the child's profile and can be found on site whilst they attend play scheme. This allows staff to read up notes from the parent/carer and managers to ensure they are knowledgeable when the child attends. The child's details are stored safely on the SNAP child database, with the hard copies being stored in the office filing cabinet.

Parents/Carers are sent [playscheme] interest either via post or email 6 weeks prior to a play scheme or block of Saturday clubs starting. Confirmation of dates will be confirmed by a manager via email or post, in which will contain an invoice for total payment.

## Costs for Using SNAP

Daily costs of attending SNAP per child with SBLO hours:

- £2 per hour with SBLO hours (£10 - £14 per day depending on group)
- Free to families on income support/ESA with SBLO hours (Proof of benefit required)

Daily costs of attending SNAP per child without an SBLO allocation:

- £9 per hour without SBLO hours (£45 - £63 per day depending on group)
- £7.20 per hour without SBLO hours and on income support/ESA (Proof of benefit required)

Additional costs to parents will be entrance to trips such as swimming or the farm, these are outlined when playscheme interest is sent out.