

Barnes Summer Play School

Admissions and Settling in Procedure and staff ratios

The staff at BSPS are the secret of our success! They are recruited for their dedication and enthusiasm towards caring for children. They are teachers, or training to be teachers, they are our family; they are people who have worked with children for years. They are people who have worked at BSPS for years! They're all different, but they are all hand-picked to make sure that the day is fun for your children who play in our lovely safe, happy and above all, professional environment. Naturally they are cleared by the Criminal Records Bureau (now DBS) at the Enhanced Level. They are also First Aid trained where possible. They know a lot about the expectations of how to behave around children - they are trained and undergo continued professional development training.

Our staff to child ratio is unusual - **its 1:6, for Tree Toppers at BSPS and 1:4 for Big Toppers and Junior Toppers**. The ratios are higher for the Big Toppers and Junior Toppers who go offsite most days. and need that extra bit of care. Children are properly supervised at all times, and that is one of the pluses of our summer school. It's fun, but structured.

The children are together all the time in this large space; however, they are split into smaller groups. The 3 - 7 year olds are the Tree Toppers and they are cared for by team Leader. The team leader will liaise with parents about their children every day and will take on any concerns you may have. The 8 - 12 year olds are the Big Toppers and they will normally be taken offsite to discover the local area. The 12 - 14 year olds are the Junior Toppers will be offsite everyday.

All Children are welcome to spend the whole day at **Barnes Summer Play School** provided that they are within the age group of 3-12 years, 12- 14 years will be offsite.

All children may attend for one day or for the entire 5 week period. Half days are not encouraged unless there is a special reason.

If children have attended the school in previous years, settling in is normally easy. However, if the child is new to the environment the staff will make it as easy as possible. Parents are encouraged to say good bye to their children at the main entrance once registered. There is a 30 minute period of 'free play' where the children get to meet the other BSPS children. The staff will do their best to help your child settle in during this time. During registration time, we introduce the children to each other and we make sure that before the registration is over everyone is confident about spending time in the setting. Our registration period has always been an important part of 'settling' children into the setting.

If a child is struggling to during registration or the 30 minute play time then another member of staff is allocated to stay with the child for as long as it takes to settle. If a child is unable to settle after a reasonable period, a decision is made to telephone home (or to the emergency number given to us), and the child may be collected. Another day will be offered if the child simply can't settle on this particular day.

Thank you!