

# Barnes Summer Play School

The Village Nursery, 3a Station Road, Barnes, SW13 0LF

Website: [www.barnessummerplayschool.org.uk](http://www.barnessummerplayschool.org.uk)

All Correspondence to:

**BSPS**  
**30 Orchard Road**  
**Lower Sunbury**  
**TW16 5BZ**

Summer 2019

Hello!

Thanks for your email. I attach forms for you to complete for your child to attend BSPS this coming summer. This should be returned via email or to the above correspondent address with payment once you have definitely decided on dates. Places are limited on several dates for 2019, so a prompt response is always helpful.

Our dates are Monday 22nd July – Friday 23rd August 2019, starting at 9.30am until 3.30pm, (4pm for The Big Toppers and the Junior Toppers), with extended hours and wraparound care provided for a small fee. Please provide your child with a packed lunch (no crisps, choccie, biscuits, fizzy drinks), and remember that we provide for the Tree Toppers organic juice and snacks throughout the day, so just pack a small lunch. We make sure the children drink plenty of water. The Children and the staff all enjoy lunch together.

The children are split in three groups, 3 – 7 years (Tree Toppers), 8 - 12 years (Big Toppers) and 12 – 14 (Junior Toppers).

**The Tree Toppers** may go out in the afternoons on scooters, to play games, butterfly searching, bird watching, & kite flying and various outdoor activities on Barnes common. Our security policy is very robust and we **never ever** leave children unattended.

**The Big Toppers** provides children between 8 – 12 years with some constructive and entertaining fun during the summer. Most days the children are taken somewhere different in and around London. Public transport is used as well the river boats and mini bus with an experienced driver. The big Toppers will spend most of the day offsite enjoying the many sights of London. They may also visit local attractions, parks and museums.

**The Junior Toppers** is new for 2018 and is an extension of the Big Toppers. Most days the children are taken somewhere different, this may be in and around London or in the home counties. Trips may include Kayaking, Indoor Rock Climbing, Trampoline Parks and various other activities, with an emphasis on stimulating the children and educating them without losing their attention.

The Maximum amount of children taken out each day for Big Toppers is 12 and 8 for the Junior Toppers. The staff ratio is generally 1:4.

Please complete the enclosed application form for each of your children who wish to attend. Once completed please send back by post or via email. Please ensure payment is also sent via your bank or returned with a cheque. Spaces cannot be reserved until full payment has been received.

Please do email with any questions or check out the web site for more detailed information. You may also give me or one of my team a call ~ We are always happy to chat!

Looking forward to meeting you!

Paul Dowsett  
Vice Principal BSPS  
Tel: 07923 400319

Enclosed : 6 page application form (below)

# Barnes Summer Play School

## Tree Toppers 3 - 7 Application Form

Name of Child.....

Address of Child.....

.....

Tel: Home..... Work.....

Parent/guardian Mobile.....

Parent/guardian Email.....

Parents/guardian Name and  
Forename/Surname.....

Age of Child.....Date of Birth.....

Please state below **ALL** medical conditions relating to the above named child including **ALLERGIES** (i.e. medicine, peanuts, fruits, bee-stings etc). Please detail any 'special issues' that might be appropriate, during your child's time with us. Please also tell us things that your child **LIKES** and **ENJOYS!!!!** A questionnaire is attached for you to complete and send back with this form. Thank you!

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**IN CASE OF EMERGENCY** if we are unable contact you - PLEASE  
**CALL** \_\_\_\_\_

**Tree Toppers (3 -7 ) Barnes Summer Play School** Application form:  
page 2

I would like my child to attend Barnes Summer Play School on:  
**Please tick for full week or tick individual days.**      TICK

WEEK ONE      22<sup>nd</sup> July - 26<sup>th</sup> July (2019)  
Mon ..... Tue ..... Wed ..... Thu ..... Fri .....      Full week      -----

WEEK TWO      29<sup>th</sup> July - 2<sup>nd</sup> August  
Mon ..... Tue ..... Wed ..... Thu ..... Fri .....      Full week      -----

WEEK THREE      5<sup>th</sup> August - 9<sup>th</sup> August  
Mon ..... Tue ..... Wed ..... Thu ..... Fri .....      Full week      -----

WEEK FOUR      12<sup>th</sup> August - 16<sup>th</sup> August  
Mon ..... Tue ..... Wed ..... Thu ..... Fri .....      Full week      -----

WEEK FIVE      19<sup>th</sup> August - 23<sup>rd</sup> August  
Mon ..... Tue ..... Wed ..... Thu ..... Fri .....      Full week      -----

Fee:	ONE WEEK (Tree Toppers)	£195
	ONE DAY	£49

Please see over on how to pay

On-line payment:

Please quote your CHILDS name as a reference.

Nationwide ~ P.Dowsett Account no: 02201266 sort code: 07-04-36

On line payments are preferred. Cheques may only be accepted in advance.  
Extra days can be paid by cash at BSPS once your child has attended their  
first week/day.

Please ask if paying by child care vouchers as payment must be received 2  
weeks before your child starts at BSPS

I enclose my cheque amounting to: £

I transferred the money amounting to: £

Signed..... Date.....

Please make **cheques payable** to: P Dowsett\_(Not B.S.P.S)

Return forms and payment to:

**BSPS**, 30 Orchard Road, Lower Sunbury, TW16 5BZ

Tel: **07923 400319** Tel: 07973 408396

Email: BSPSchool@aol.com

**Cancellation policy**

A full refund will be given if you cancel in writing 7 days in advance of your child's first day with us. However we hope you understand that we are unable to make refunds if your child does not turn up for school on a given day. We give consideration to each case and exchanging days are often possible if your child cannot come to school for a particular reason. THANK YOU

## Getting to know you!

Questionnaire to accompany **BSPS** Application Form. To be sent back to **BSPS** with application form. Thanks!

Name of Child.....

Childs school currently attending.....

GP's name/address/phone number: .....

Please list anything (to include toys, crafts, books, cars, dinosaurs, sports, drama, dance, singing etc) that **especially interests** your child. We may have it, but then again we may not, but would be happy to try and source it!

.....  
.....  
.....

Any language or cultural challenges, learning and development? We'd love to know so that we can provide the correct care ;-)

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.....

Please list anything that your child takes an **extreme disliking** to (to include animals, smells, the feel of, the look of - or it might just be dancing). We may be able to rescue her/him from an uncomfortable experience!

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.....

Final thought for Tree Toppers: can we help with toilet habits? Is your child happy to go alone. Just a need to know in case we can be helpful ;-)

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**I just wanted to let you know** that we do take photos of some of the children at play. We publish some on our web site and on our face book page: Barnes Summer Play School (please be our FB friend!). If you would rather we did not publish photos of your children please indicate here:

NO THANKS TO PHOTOS

# Barnes Summer Play School Out Door Adventures

## OUTDOOR ACTIVITIES AND PLAY AREA FOR TREE TOPPERS

Outdoor play is an important part of each session, and the Barnes Summer Play School has a small area where children are involved in 'messy' activities such as playing with sand and other outdoor toys under the supervision of a member of staff.

From time to time and if the weather permits the staff of the Barnes Summer Play School may also organise short excursions on Barnes Common where the children will have more space to enjoy and to explore.

**At all times, during these excursions the children will be fully supervised by staff to ensure that they are safe and cared for in all circumstances.**

Children should come with suitable clothing and sensible shoes for the time of the year and be prepared for **rain or full sunshine**.

I have read and acknowledged the above statement. I give my consent to the Staff of BSPS and Big/Junior Top Adventures to allow..... to play outdoors and for the staff to accompany him/her to Barnes Common for the purpose of pursuing outdoor activities. As it relates to **Big/Junior Top Adventures**, I will allow my child to use transport means to include tube, trains, boats, and red buses, and long walks!

Signed:.....

Print Name of Parent/Carer:.....

Relationship to child:.....

Date:.....

# Barnes Summer Play School

## PROCEDURE FOR EMERGENCY MEDICAL TREATMENT

Parents are asked to inform **Barnes Summer Play School** if a child is unable to attend due to illness. If the child has had diarrhoea, vomiting or conjunctivitis please keep the child at home for at least 48hrs after the last occurrence. **Medicines cannot be administered at school without prior written notice. This is also dependant of the case.**

- 1\* In case of Emergency, Parents/Carers will be informed immediately by a member of the Barnes Summer Play School staff.
- 2\* If necessary an ambulance will be called or if appropriate the child will be transported to hospital by car or taxi and accompanied by a member of the staff.
- 3\* Accident details to be recorded in the accident book and if necessary a report form will be forwarded to Ofsted.
- 4\* The Parent/Carer will be contacted as soon as possible and maybe whilst the child is being transported to hospital.
- 5\* **At all times the child's safety will take priority.**
- 6\* Prompt First Aid will be administration by a qualified member of the school staff for minor injuries or ailments.

I have read and acknowledged the above procedure. If am unable to accompany.....to receive emergency medical treatment, I give my consent for him/her to receive treatment at a hospital, if accompanied by a member of **Barnes Summer Play School**.

Signed:.....Parent/Carer

Relationship to child..... Date:.....