

# RALSTON OUT OF SCHOOL CARE



## ADMISSIONS POLICY

*Ralston out of School Care is registered for 60 children per day. A waiting list is in place for children who require a space before and after school.*

*First priority for new entrants is given to children who have an older sibling already registered with ROSC.*

*2<sup>nd</sup> priority goes to entrants who require a full time space.*

*3<sup>rd</sup> priority goes to entrants who can be accommodated with a part time position.*

*We will also work closely with any outside agency who feel it is beneficial for a child to attend due to circumstances pertaining to the child's welfare.*

*When a space is allocated to a child the parent will be contacted and sent out a registration pack. This will be completed by the parent/guardian and returned to ROSC. Once a start date has been agreed the child's class teacher will be notified.*

*We have an open door policy for any parent/guardian who wishes to view ROSC. They are able to ask questions, read over policies and check on what resources and activities their child will be offered.*

*When a new child attends ROSC for the first time we will make sure that they feel welcomed as part of the group and provide a buddy system until they feel confident enough with their surroundings.*

*Grace Berry  
Manager*