



Admissions Policy

Parents wanting their children to attend Ralston Out of School Care should complete and return the Application Pack. Ralston out of School Care is registered for 70 children per day. If places are unavailable the application will be added to a waiting list the following criteria will be used to issue places.

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

2nd priority will be length of time on the waiting list

3rd priority goes to entrants who require a full time space.

4th 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 a start date agreed. Before the start date the parent and child will be invited in for an induction, this procedure is outlined in our induction policy. A contact and standing order will be sent out and must be completed before a child can start. 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. This allows them to see the facilities as well as meet the staff. ROSC appreciates that it is imperative to ensure parent/guardians are happy and fully informed to ensure a smooth transition for the child into ROSC

ROSC also offer parent's outwith the Ralston Primary school a chance to attend our holiday playschemes and In-service day cover however priority is given to those registered within the service.

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.

We also operate a Parent Drop In session twice a year to allow parents who have children in the service to come in and view what their child does in ROSC. Children are encouraged to take their parents round the service to allow them a chance to see the resources and what their own children enjoys playing with and which activities they take part in. This also gives parents a chance to speak to their child's keyworker to discuss their progress within the service. Parents will also be given the opportunity to view their child's individual care plan which will include observations as well as any art work the child may have done. Staff will also complete an All about me form for each child, which will be updated twice yearly this will be included in the care plans.

Social Services

To accommodate any emergency cases 2 spaces will be reserved for social services should they require it. In keeping with ratios more places may be available in both morning and afternoon sessions and during playschemes.