

Pat Steel

School of Dance

BCA RULES AND GUIDELINES

We now have 3 members of support staff on a Saturday - JACQUI GREEN, KELLY LEEDHAM, and AURELIA SIMCOCK all with various roles. Jacqui will be responsible for the staff, first aid, and escorting children around the site, Kelly will be your parent help desk and receive payments; Aurelia is responsible for pupil welfare and signing in/out of the buildings.

- We have 2 areas- the Mansion House and the Conference Centre, which consists of 3 dance spaces -the Zone, the Cheeki Café studio, and The Loft (above the Cheeki Café). These are located back towards the car park, and the Café. The Back Lawn is allowed to be used weather permitting, but the front lawn is not to be used or walked on at all.
- Toilets on the Mansion side are easily accessible. Unfortunately the toilets in the Conference Centre are within the Cheeki Café which will be used as a dance space so we ask that you only use the toilets on this side in emergencies and try not to enter the studio whilst the music is on.
- All pupils/parents must sign in and out at the Mansion House foyer.
- Children 8 and under must be collected from their classes unless an escort has been organised or their classes follow straight on from teacher to teacher. Parents of children 8 and under should remain on the grounds of BCA unless a special arrangement has been arranged for us to monitor them between breaks. If your child has back to back classes and no breaks we understand you may want to pop to the shop or need to collect a sibling from another activity. If this is the case we would ask for you to make sure that you put arrangements in place for another parent to be in charge of your child should a problem arise. Please let the ladies on the desk know that this is the case. If your child has a break between classes we cannot be responsible for them during this time.
- Children aged 9 to 11 may be left unaccompanied, but must not be left unaccompanied during breaks for longer than an hour. If you are leaving them with us, this must be noted on the sign in sheet. If they wish to go the café or use the back lawn during breaks, they should be accompanied by an adult.
- Children aged 12 and over may sign themselves in and out and meet parents in the car park etc and are free to use the Salter Chalker room for quiet study time during breaks or the café, or the back lawn, but should not leave the grounds without a parent unless written permission is handed in. e.g. for any older girls cycling home and not being collected by car.
- Parents/Guardians remaining on the premises must also sign the Visitors Book.
- **In case of a fire we will use the sign in folders to check that we have everyone on our lists. If you have gone home and not signed out someone could be entering a burning building to look for you! Please remember to sign out.**
- In case of a fire please head to the back lawn and line up behind the person holding the correct folder. There will be 4 folders VISITORS (PARENTS), and the 3 signing in folders separated by SURNAMES A-F, G-O and P-Z.