



PROSPECTUS

INCLUDING
TERMS AND CONDITIONS

APRIL 2018





Welcome...

to Rise & Shine Extended School which provides educational activities before and after school for children at Emmanuel Community School.

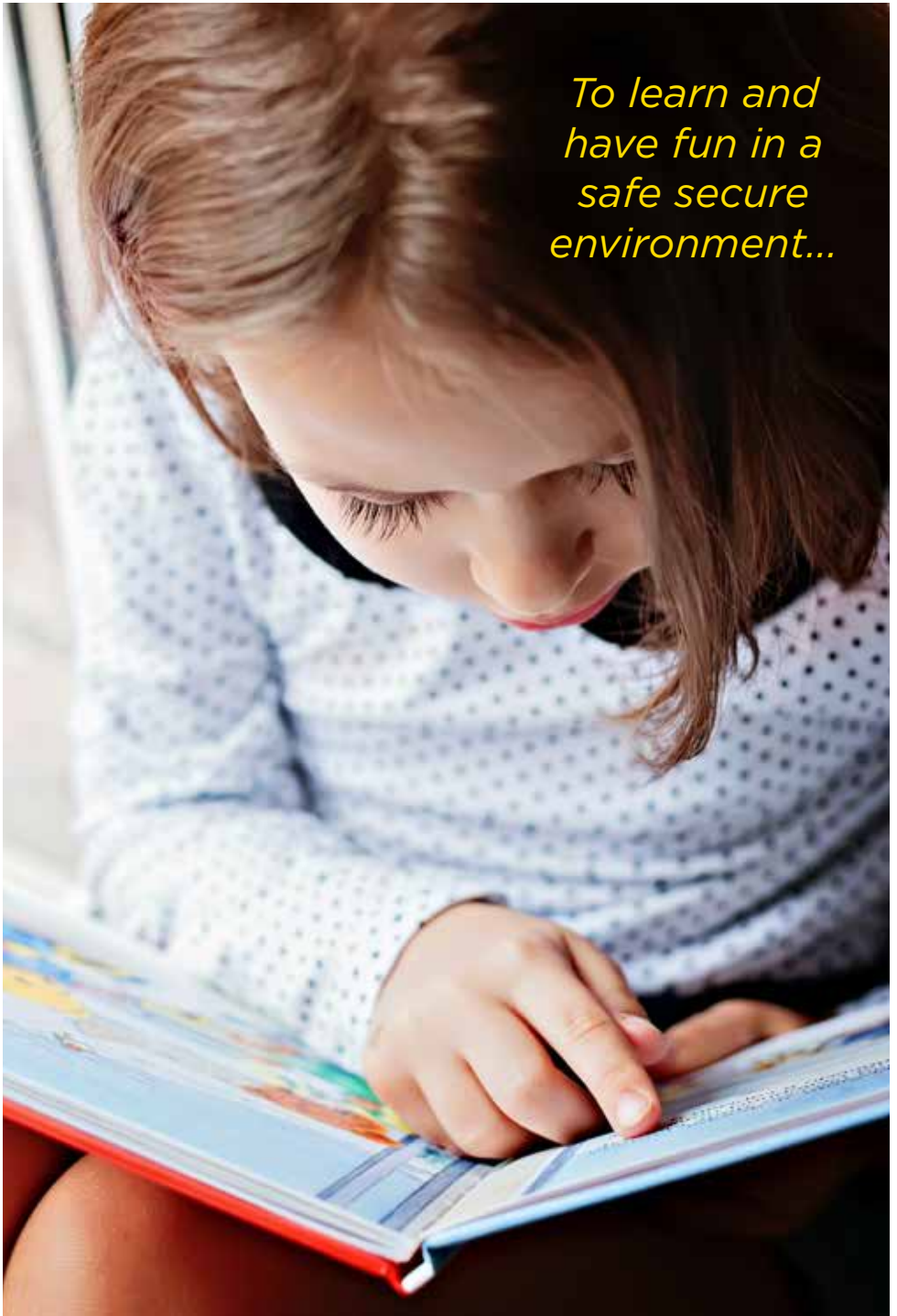
Rise & Shine Extended School will help children of all ages and abilities to shine and grow. We aim to give your child the tools they need to enjoy their learning. Our extended School will build on the foundations the student makes in School in maths, English, art, sport, music and drama to help your child to grow in confidence. The staff will support and encourage students to work out answers by themselves, helping them to become self-sufficient, successful learners for the future. By studying little and often your child will steadily increase their ability, building their skills in manageable steps.

This booklet should provide all the details you require but if you need any further or other information or wish to book a visit to come and meet us then please contact us on:

T : 020 8520 0775

E : admin@emmanuelcommunityschool.co.uk

*To learn and
have fun in a
safe secure
environment...*



Our Mission

Is that Rise & Shine Extended School is a special place for the children at Emmanuel Community School. We provide learning experiences that help children to learn and grow, thus building confidence and independence. Our aim is to develop them into strong individuals.

Our Aims and Objectives are:

- To ensure our parents have total peace of mind.
- To treat each child as an individual.
- To provide a fun, relaxed environment.
- To make parents and children feel valued, fostering links between School and Extended School.
- To provide opportunities for the children to build new relationships.
- To respect and value their surroundings and equipment.
- To encourage the children to be part of group activities.
- To treat others with respect.
- To learn and have fun in a safe secure environment.
- To help the children to be problem solvers and to make good decisions.

Children's Charter

Rise & Shine Extended School aims to ensure that through its work with children each child will be:

- Welcomed into a safe, caring Christian environment with a happy and friendly atmosphere.
- Regarded as an individual, listened to, and have their feelings respected and opinions valued.
- Cared for by skilled, experienced staff who understands the needs of children.
- Given praise and encouragement, opportunities to succeed and an environment where positive behaviour is promoted.
- Encouraged to develop self-discipline and consideration for others and the community.
- Given access to stimulating, fun and creative activities supportive of each child's stage of development, which encourages emotional, social, physical, intellectual and spiritual growth.
- Provided with opportunities to realise their full potential to learn new skills, develop confidence and a positive self-image.

Premises and Location

The Extended School is based within the school site, predominantly in 'The Ark' building which has its own access, kitchen and toilet facilities.

The Governors and staff have a commitment to education and childcare, we aim to give your child the best possible care whilst they are with us.

Hours

**Morning Session
Monday to Friday
during term time
8am until 8.55am**

We will provide a safe, secure and relaxed environment for the children. We provide a range of activities before school and the children are encouraged to be responsible for themselves and grow as individuals with guidance from qualified and experienced staff. A healthy breakfast is provided for those children attending the morning sessions.

**Afternoon Session
Monday to Friday,
during term time
3.30pm to 6pm (sharp)**

We will provide a safe and secure environment where the children can relax and have fun. We provide a range of activities both in and outdoors. The children are encouraged to be individuals, responsible for themselves and their actions with guidance from both qualified and experienced staff. A light snack is provided for those children attending the afternoon session. An area is provided for the children to do their homework; and staff will provide support to the children in doing this.

Staffing

The children are cared for by professional, qualified and/or experienced staff, giving you complete peace of mind knowing that your child will be receiving quality care.

All of our staff hold a qualification in childcare as stated in the Childrens Act 1989.

The staff will assess the needs of the children individually. Staff will always be at hand to listen to your concerns and discuss any problems, offering advice where possible.



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Meals

The snacks provided are varied and nutritious. The menus have been planned to ensure they are healthy and nutritionally balanced. Special diets can be catered for by request. The children will at times help prepare the snack and will be taught good food hygiene practices.

Fees

To enable the Rise & Shine Extended School to be sustainable, payment needs to be made by those using the facility.

In order to register your child with us you will need to complete a Registration Form (and sign a copy of the Terms & Conditions) and pay a deposit. Deposits are refunded 4 - 6 weeks after your child's last day at Rise & Shine Extended School subject to all fees and other liabilities having been paid in full. If a child leaves without full notice, we will offset the fees that are due in lieu of notice against the deposit.

Please note: Once your deposit has been received, should you then decide not to start with us unfortunately your deposit will not be returned.

Where possible fees are to be paid monthly in advance on the first day of attendance. An invoice will be sent to parents if payment is not received after one week. If, at the end of the second week there is still no payment then children will not be able to attend. We reserve the right to charge an administration fee of £10.00 per child to cover costs if payments are not received on time resulting in costly and time consuming administration work.

If a place is booked and the child does not attend, the place must still be paid for.

All children should be collected from Rise & Shine by 6.00pm at the latest. A late penalty fee of £15.00 per 15 minute period, or part thereof, will be charged for late collection.

If you wish to withdraw your child from Rise & Shine one month's notice in writing must be given or you will incur one month's charge.

Fees are reviewed annually.

*To treat others
with respect...*

Methods of Payment

Cash / cheques will be accepted for the initial deposit only. After that all payments are to be paid in advance by one of the following methods:-

- (a) Standing Order (If you choose this option you will have to set this up with your bank and pay 12 equal instalments over the year).
- (b) Debit card payment on the 1st day of each month.
- (c) ParentPay please contact the School Office to arrange for this to be set up for you.
- (d) Childcare Vouchers. You will need to advise us of your providers name so that we can register with them. Payments will have to be made using one of the other methods until this is set up.

Terms and Conditions

All parents/guardians who use Rise & Shine Extended School must be aware of the following criteria and sign and return a copy.

1. Registration Forms must be completed in full before your child can be allocated a place. This includes signing a copy of these Terms & Conditions. Parents must ensure ALL details on the form are accurate and up to date. Any changes must be notified in writing immediately to the Rise & Shine Leader or to the school office by email.
2. Those on a waiting list will be notified once a place becomes available and must notify the school in writing if they no longer wish to remain on the waiting list.
3. An authorised adult must sign the child(ren) out each day they attend.

*To provide opportunities for the children
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*To treat
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4. Children must be of general good health and free from infectious illness or disease. We reserve the right to refuse admission to children due to ill health. When a child becomes ill at Rise & Shine Extended School every effort will be made to contact you and you will be requested to collect your child as soon as possible.
5. We require permission to seek necessary emergency advice or treatment (please see Registration Form).
6. Children attending the Morning Session will be provided with breakfast, children attending the Afternoon Session will be provided with a light snack.
7. The Rise & Shine Extended School must be given notification if any person other than the child's parents/guardian is to collect the child.
8. All fees are to be paid monthly in advance on the first day of attendance. An invoice will be sent to parents if payment is not received after one week. If, at the end of the second week there is still no payment then children will not be able to attend. We reserve the right to charge an administration fee of £10.00 per child to cover costs if payments are not received on time resulting in costly and time consuming administration.
9. You will still be charged at the normal rate if your child is absent for any reason. All booked sessions are payable for and sessions cannot under any circumstances be swapped.
10. Once your child has been allocated a place one month's written notification is required if you intend to change or terminate your placement at the Rise & Shine Extended School provision.
11. Please note that a charge of £15.00 per 15 minutes will be charged if your child is collected late, charges will be payable from 6.00pm
12. The Rise & Shine Extended School service is additional care outside of normal school hours. The provision's policies and procedures reflect the school policies and procedures.
13. Rise & Shine Extended Schools cannot be held

responsible for any article of clothing or other items that your child brings with them.

14. The Rise & Shine Extended School Staff aim to provide a safe, stimulating and happy environment for all children. The Staff reserve the right to exclude any child whose behaviour is disruptive, in accordance with the school's Behaviour Policy.
15. We endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the Extended School Staff. If this is not resolved please contact the Community Liaison Officer. If you are unable to resolve this issue please follow the school's formal complaint procedure.

Extended Services Late Collection Policy

All Children must be collected by 6pm.

Parents'/Carers' agree to make appropriate arrangements for their child to be collected by the stated finish time. Parents'/Carers' who collect their child after 6pm will incur a late collection charge of £15.00 for up to 15 minutes, each minute thereafter will be charged at £1.

Children must only be collected by person/s stated on the Registration Form. It is Parents'/Carers' responsibility to ensure those authorised to collect children understand the importance of collecting the child on time.

Parents'/Carers' must contact the school if they are aware that they will be late to collect their child. Please contact the Extended School Team on 020 8520 0775.

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*To provide
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