



RISE & SHINE EXTENDED SCHOOL



TERMS AND CONDITIONS

All parents/guardians who use Rise & Shine Extended School must be aware of the following criteria and **sign and return this with their Registration Form and deposit to secure child's place:**

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.
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. 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.
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 provisions 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.

I confirm that I have read and agree to the above Terms and Conditions:

Name of Child/ren:

Signature of Parent/Carer.....

Date.....

LATE COLLECTION POLICY

Parents and Carers must read, agree and sign to the Extended School Terms and Conditions. The Extended School Late Collection Policy is part of these terms and conditions. Your child's placement is not confirmed until the school receives the signed terms and conditions and Rise & Shine Registration Form

Extended Services - Late Collection Policy

All Children must be collected by 6 pm.

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.