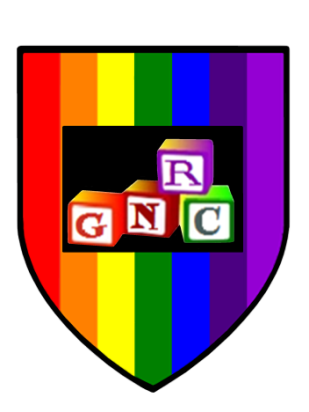
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Greenway Nursery and Rainbow Club

offer full day care for nursery aged children and wrap around and holiday care for children in Greenway and Trafalgar schools.

**GNRC Limited**

**Greenway, Horsham**

*Correspondence to:*

24 Harsfold Road

Rustington

West Sussex

BN16 2QE

01903 785774

greenwaynurseryrainbowclub@gmail.com

**RAINBOW CLUB**

***BREAKFAST CLUB & AFTER SCHOOL CLUBS FOR RECEPTION CHILDREN TO YEAR 6***

**.**

|  |  |
| --- | --- |
| **OUR AIMS FOR OUR RAINBOW BREAKFAST AND AFTER-SCHOOL CLUBS ARE TO:**   * **Provide a safe, secure and healthy environment, which is warm, caring, happy and responsive** * **Ensure that all children have access to a wide range of activities** * **Encourage positive behaviour, self-confidence and independence** * **Make sure that the individual needs of the children are met** * **Create an exciting and stimulating atmosphere where children can have fun!** | **The Main Club Room (for older children)**  **The two classrooms, open to each other,**  **120 square metres in area,**  **and dedicated solely to the Rainbow Club,**  **have been redecorated,**  **carpeted throughout,**  **and fully equipped to meet**  **the needs of the youngsters of varying ages.** |

**The extensive Early Years environment consists of two classrooms, open to each other, a main hall (pictured left) and large Foundation Stage garden. This fantastic facility is fully equipped with high quality toys and resources specifically for younger children, and is staffed by a highly qualified team of Early Years professionals**

**There are chickens too!**

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**www.greenwaynurseryandrainbowclub.com**

*Registered address: 52 New Town, Uckfield, East Sussex, TN22 5DE*

*Ofsted Registration: EY547561 (formerly EY259189)*

GENERAL INFORMATION FOR RAINBOW CLUB

**THE BREAKFAST CLUB FROM 0730 TO 0850 HOURS**

The Breakfast Club opens each school day from 0730 hours and is available for use by local primary school children. The standard charges, shown on the separate ‘Times of Sessions and Fees’ page include a healthy breakfast of fruit juice, cereal, toast & marmite or jam, and fresh fruit. During this pre-school session, a variety of quiet, indoor games, activities, and toys can be enjoyed. Furthermore, access to tablets, Kindles and an interactive white board will also be available. Pupils in Reception and Key Stage 1 classes are escorted across ‘The Rec’ as a walking bus, and are delivered to the class teacher at Trafalgar. Academy pupils are taken to the playground for line up time.

**THE AFTER SCHOOL CLUB FROM 1530 TO 1800 HOURS**

The After-School Club operates from 1530 until 1800 hours, and, like the Breakfast Club, is available for use by local primary school children. The charges are shown on the separate ‘Times of Sessions and Fees’ page. During the session the children are offered a drink and a light snack to keep them going until they depart for home and tea. The cost of this snack is included in the session fee.

The children will be able to choose from a range of toys, games and activities. Every afternoon, weather permitting, we will play outside for part of the session, with an assortment of outdoor equipment and playground toys; and in the summer term we will have use of the Academy playing field and will be able to hold races, or to play team games. In addition to the imaginative games, puzzles, and construction toys that we have at the club, there will be arts and craft activities in which the children can join, such as ceramics, clay, modelling and card-making. We also have tablets and Kindles and interactive white boards available for use, providing a wide range of modern technology.

As Early Years Specialists, GNRC are able to offer a fully appropriate environment to younger children through full use of our spacious nursery setting. This carefully maintained environment provides a stimulating play environment for younger children in which they can build upon their school based learning. The fully trained Early Years Professionals take on the role of Key Workers for foundation stage children, maintaining a learning journal and discussing progress through parent meetings.

Children at Greenway Academy who are enrolled for the after-school Rainbow Club will congregate at 1530 hours at the library in the Academy, from whence they will be collected by GNRC staff and escorted to the Rainbow Clubroom. Academy children who participate in an ‘after-school activity’ such as a sports club, or a music club, or choir practice, can still be enrolled into the Rainbow Club for the session, and will be safely brought to the Club by the Academy staff once the activity has ended.

A transfer service between the Breakfast Club and Trafalgar Infant School in the morning, and similarly, between the Infant School and the Rainbow Club in the afternoon, is provided by GNRC at no extra cost to the parent. Children are delivered to and collected from the class teacher to ensure constant supervision.

In deference to the demands of a busy homework schedule, a time slot of around 20 minutes is allocated each evening for older children at Rainbow Club, immediately after the children come over from the Academy itself and before they have had their snack, during which time homework could be carried out by those children whose parents wish them to do so. The pupils participating in this are supervised by a member of Rainbow staff. Parents who wish us to help in this manner must inform the Rainbow Club staff, and also ensure that your child is aware of your wishes!

**WHAT PARENTS AND CHILDREN CAN EXPECT**

The Rainbow Club will bring to its operation the same standard of care that has been developed over the years in Greenway Nursery. The staff are experienced and well qualified, are dedicated, and are attuned to the needs of the children for whom they are responsible. The physical safety of the children, together with their emotional and moral well-being, are of the greatest significance; having said that, the secondary, but highly important objective, is to ensure that the children are happy, contented, exposed to a variety of stimulating and fun activities, and generally encouraged, by praise and good example, to respect each other, develop self-confidence and independence, learn something every day, and have a good time!

Parents can expect transparency, confidentiality, and a certainty that any concerns they may have will be treated with sympathy and understanding, and will be dealt with promptly. The Club’s policies are available on our website for all to see, and will be adhered to openly and fairly.

** TIMES OF SESSIONS AND FEES FOR RAINBOW CLUB**

**Opening Times** Breakfast Club: 7.30 am to start of school; After School Club: end of school until 6.00 pm

**Enrolment and charges**

Parents can enrol their child for one or more days each week, for the Breakfast Club only, for the After-School Club only, or for both Breakfast and After-school Clubs on the same day.

Fees for the Breakfast Club, inclusive of breakfast £4.50 per session

Fees for the After-School Club, inclusive of light snack £10.00 per session

Fees for both Clubs on same day £12.50 per day

A 10% discount is deducted from the fees due for a second or third child

*\*\*\*Reception Children are Half Price September 2017 – July 2018\*\*\**

**Late Collection Fees:**

The Club reserves the right to and will charge a late collection fee in line with the following structure: between 3 & 10 minutes late: extra charge £5.00; between 10 & 15 minutes late: extra charge £10.00.

**Timing of Invoices**

Invoices for the **complete term** will be issued before the start of, or within the first week of, that term.

Fees are invoiced for the complete term. It will not be possible to pay on a casual basis or “on the day”. Additional sessions are subject to availability and are invoiced ad hoc, to be paid before the session.

**Method of Payment**

We are pleased to accept payment by cheque or childcare vouchers, but if at all possible we prefer payment by Bank Transfer. Our bank details are **sort code 30-94-41**, **account number 52541368.**

**Please do not pay by cash.**

**Voucher payment and Tax Free Child Care**

All or part payment can be by vouchers – check with us to ensure that we are registered with your voucher provider. We are registered for the new Tax Free Child Care (TFCC) system, please visit [www.childcare-support.tax.service.gov.uk](http://www.childcare-support.tax.service.gov.uk) for more information on this.

**Timing of Payment**

All of our services are offered on a pay in advance basis. Invoices are set to be paid by the second Friday in a term, thus allowing at least 2 working weeks for payment to be arranged. However, GNRC Limited recognises that financing childcare can be a challenge, and are prepared to help with staged payment plans BY ARRANGMENT. If fees are not paid we will assume that you no longer need the place and will offer it to the next child on the waiting list.

**Deductions for days on which school is closed, the child is absent, or the Rainbow Club is unable to open**

The Rainbow Club operates 5 days per week and for 38 weeks a year, an overall total of 190 days. School holidays, half term breaks, and other statutory bank holidays are observed, in order that the days on which we open fit in as closely as possible with West Sussex LEA school programme. No charge will be made for those days in the year when a Bank Holiday falls in the week outside of school holidays, for example, Good Friday (sometimes) or Spring Bank Holiday May Day (always in a term week), nor will parents be charged for any days when we know in advance that Greenway Academy as a whole will be closed, such as INSET days. We aim to offer Holiday Club provision on all Academy inset days and through all holidays except the Christmas break.

In the unlikely event that GNRC cannot open for operational reasons, such as staff shortages due to illness, or extremely poor weather conditions, cancelled sessions will be refunded in full. Sessions cancelled by the parents are not refundable for any reason other than following the formal cancellation of a permanent place. There is no refund of fees in the event of your child’s absence due to illness or due to a sudden cancellation of a session.

Refunds cannot be given if a school closes for reasons other than those notified to GNRC in advance, nor can deductions be made if parents choose to allow their child to be temporarily absent on a residential course.

Because of our intent to maintain effective ratios between adults and children, we can only ‘swap’ sessions to meet with parents’ varying commitments and arrangements if space permits. Bookings must be on a regular weekly basis, and will be ongoing until the parent cancels (having given due notice), or until the child’s circumstances have changed. It will not be possible to book a session on a casual basis.

**ILLNESSES**

There is a copy of GNRC Limited’s policy on childhood illnesses in the foyer; the chart summarising details of illnesses, times off from school, and so on, is based on information provided by the NHS Health Protection Agency and other relevant bodies and is for guidance only. Please contact your GP for specific advice.

If your child has suffered from sickness or diarrhoea or any other infectious or contagious complaints, please keep him or her at home until the symptoms have ceased and until the child is no longer contagious or infectious. In the event of your child being ill or unable to attend club, please let us know by telephone or by email to the business manager.

Medicines can be administered by a member of staff, witnessed by another member of staff, providing that the parent or carer gives precise details of dosage and timings, all to be recorded, dated and signed in the medical log. Medicines must be given to a member of staff, not placed in the child’s bags. As a rule of thumb, children should be kept at home while they continue to have the symptoms of an illness and until they’re feeling bouncy again – generally after about 48 hours – not only because the bug might be still contagious, though that’s very relevant especially with more serious illnesses, but because children in the early stages of recovery are almost always below par.

**BEHAVIOUR, EQUAL OPPORTUNITIES AND COMPLAINTS**

GNRC Limited expects the same standards of behaviour from the children as is expected in school, particularly in terms of the respect that is shown to each other, members of staff and the club’s property. In the unlikely event of extreme or persistent cases of inappropriate behaviour, including rude or aggressive behaviour towards the staff, the Club reserves the right to notify the parent and possibly exclude that child from the Club without return of fees. Children are admitted regardless of race, colour, gender, faith, and physical or mental ability, and we encourage them to respect and value all peoples of the world; we ask for the assistance of parents in helping the children to understand this. GNRC Limited endeavours to support children with Behavioural, Emotional and Social Conditions in making appropriate behavior choices. Parents of children with such conditions should discuss this with the staff team on a regular basis with a view to working in partnership to manage behavior. The safeguarding of ALL children is the highest priority at all times.

Should a parent or carer have reason to complain, please speak to a member of staff in the first instance. He or she will make every effort to resolve any problems and share the outcome with parents or carers. If necessary, the member of staff may pass the complaint to the directors, Mr John Reilly, Mrs Helen Fletcher-Reilly or Mr Chris Fletcher. If still not satisfied with how the problem has been resolved, parents have the right to complain to Ofsted (details of the Complaints Procedure are displayed in the foyer of the building).

**SAFEGUARDING YOUR CHILD**

The physical safety of the children, together with their emotional and moral well-being, are our greatest priority. The Rainbow Club will bring to its operation the same standard of care that has been developed over the years in Greenway Nursery. The staff are qualified, experienced, and dedicated, and are attuned to the needs of the children for whom they are responsible.

At the end of the After-School session, we require that all children (except Year 6 pupils) will be collected by their parents, or by the acknowledged carer, at the time previously notified; the club ends at 1800 hrs at the very latest, but parents may well elect to collect their child somewhat earlier. It is necessary that parents inform us of the time at which they plan to collect their child; if the parents themselves do not collect, then we must be notified as to the identity of the person carrying out the collection duty.

It is a firm rule of GNRC Limited that no child, other than Year 6 children, will be allowed to walk home unattended; parents must make proper collection arrangements by an authorised person, aged 16 or above, whose identity has been previously notified to, and recorded by, Rainbow Club staff. Year 6 children, in the spirit of fostering a certain level of independence, may be permitted by GNRC to leave the premises unescorted; but parents are required to complete an authorisation form declaring that (a) the Year 6 child has their permission to do so, and (b) at what time GNRC staff should allow the child to depart from the Club.

**EMERGENCIES**

It is vital that we have up-to-date contact details, especially mobile numbers. Should children become seriously ill whilst at club, parents are notified and expected to collect them or arrange for them to be collected at the earliest opportunity by an authorised person. However, in completing the Application form, you will be asked to consent to the following statement: “In the case of an emergency, it might be necessary to obtain urgent treatment for your child from a doctor, dentist or hospital casualty department. As delay in such circumstances is to be avoided, in the unlikely event of GNRC not being able to contact you, we ask that you give your consent thus:

**In the event of a sudden illness or accident affecting my child, I agree to emergency treatment, if recommended by a doctor, including any operative treatment and/or administration of a general anaesthetic.”**

**OTHER HEALTH AND RELATED MATTERS**

**By signing the Application form for the Rainbow Club, parents agree to these terms and conditions, including that**

* they will not knowingly supply their child with anything that contains nuts or nut products (it is very important to recognise that some children may have potentially fatal allergies to nuts or nut products)
* they will inform us promptly if their child is unable to attend the Rainbow Club for any reason
* they will keep us informed of any significant changes in circumstances that may affect the well-being of their child and will inform the Club staff as soon as any details contained in the Application form change
* they are responsible for ensuring that their child is collected at the agreed time from the club and recognise that a late collection fee will charged if applicable
* they will support the Club’s behaviour management policy and will encourage their child to adhere to the simple club rules and to respect one another
* they will pay all fees due promptly in line with our policy regarding fees and admissions, accepting the fact that late or non-payment of fees will jeopardise their child’s attendance at the Rainbow Club

Also by signing the Application form parents will be agreeing to the following conditions (unless they specifically note on the application form that a particular clause is unacceptable):

* if they wish their child to receive prescribed medicine whilst in the care of GNRC, they must complete and sign a medication authorisation form before the medicine can be administered by a member of the GNRC staff
* GNRC staff may take photographs of their child which might be used, without naming the child, for display or promotional purposes, including, possibly, in the newspapers or on the Club’s website.

**To apply for a place at Rainbow Club, please complete and return the Application Form at the end of this document. If you have questions or require further information, please contact us using the contact details below.**

**OFFICIAL DETAILS**

Sometimes it is necessary to quote our registration number and postal address, in order to make tax claims and so on. Our postal address is

**GREENWAY NURSERY AND RAINBOW CLUB, GREENWAY, HORSHAM, WEST SUSSEX RH12 2JS**

and our registration number, issued by **OFSTED,** is **EY547561** (previously **EY259189)**.

**CONTACT DETAILS**

By email to greenwaynurseryrainbowclub@gmail.com

By telephone to 01903 785774 or 0774 8844 657

By post to 24 Harsfold Road, Rustington, West Sussex BN16 2QE

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**www.greenwaynurseryandrainbowclub.com**

*Registered address: 52 New Town, Uckfield, East Sussex, TN22 5DE*

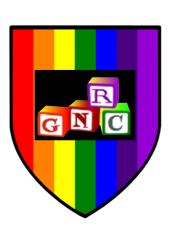
*Ofsted Registration: EY547561 (formerly EY259189)*

**THE DIRECTORS of GNRC Limited**

John Reilly is a qualified civil engineer. After University he was an officer in the Royal Engineers, seeing action overseas. He worked for London Brick Company as head of its strategic planning department; subsequently he was Managing Director of a group of companies in the building industry in the West Midlands. He has been proprietor of Greenway Nursery for the past 14 years.

His wife, Helen Fletcher-Reilly, studied to be a teacher at the University of Wales. She was Headteacher of Trafalgar Infant School, here in Horsham, from 1999 to 2005, during which time she obtained her MA in the field of ‘School Improvement’. She subsequently became Headteacher of St Margaret’s Primary School in Ifield, and headed that school for 10 years. She retired as Headteacher in August 2015; she now plays a prominent role in guiding Greenway Nursery and Rainbow Club, in acting as Locality Manager to a group of 15 separate schools in the North West Crawley area, and in representing the Private & Voluntary Sector (Nurseries) on the West Sussex County Council Education & Skills Forum.

Their son, Chris Fletcher, is a qualified primary school teacher who now acts as Business Manager for GNRC and supports practice as needed. Chris went to Chichester University to study Primary Education and Teaching, where he achieved a 1st Class Honours degree and won the academic prize. Chris has extensive experience in retail management, having fulfilled managerial roles in both a store and regional capacity. He enjoys finding opportunities to manifest his “retail is detail” mantra in the education sector.

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| **APPLICATION FORM FOR**  **RAINBOW CLUB**  **PART 1** |  |  |

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| **CHILD INFORMATION PARENT/CARER INFORMATION** |

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| **NAME OF**  **CHILD** |  | **NAME OF**  **PARENT/CARER (1)** | |
|  |  |  | |
| **DATE OF BIRTH**  **MALE / FEMALE (delete non-applicable)** |  | **NAME OF**  **PARENT/CARER (2)** | |
|  |  |  | |
| **HOME**  **ADDRESS**  **POST**  **CODE** |  | **HOME ADDRESS OF PARENT/CARERS (IF DIFFERENT)**  **POST**  **CODE** | |
| **CONTACT** |  | | **DETAILS** |
| **CONTACT DETAILS/TEL NOS OF PARENT/CARER (1)**  **Home**  **Mobile** |  | **CONTACT DETAILS/TEL NOS OF PARENT/CARER (2)**  **Home**  **Mobile** | |
|  |  |  | |
| **Work**  **e-mail address** |  | **Work**  **e-mail address** | |
|  |  |  | |
| **EMERGENCY CONTACT (1)**  **Name**  **Relationship to child**  **Home telephone no**  **Mobile no** |  | **EMERGENCY CONTACT (2)**  **Name**  **Relationship to child**  **Home telephone no**  **Mobile no** | |
|  |  |  | |
| **EMERGENCY CONTACT (3)**  **Name**  **Relationship to child**  **Home telephone no**  **Mobile no** |  | **EMERGENCY CONTACT (4)**  **Name**  **Relationship to child**  **Home telephone no**  **Mobile no** | |
|  |  |  | |
| **Name & telephone no**  **of family doctor**  **In the case of an emergency, it might be necessary to obtain urgent treatment for your child from a doctor, dentist or hospital casualty department. As delay in such circumstances is to be avoided, in the unlikely event of GNRC Limited not being able to contact you, we ask that you give your consent thus: “In the event of a sudden illness or accident affecting my child, I agree to emergency treatment if recommended by a doctor, including any operative treatment and/or administration of a general anaesthetic.”**    **PLEASE SIGN HERE IF YOU CONSENT** | | | |
|  |  |  | |
| **I have read the Greenway Nursery Rainbow Club Terms and Conditions. I agree with the above photography policy.**  **By signing this document I accept those Terms and Conditions and will comply with them.**  **SIGNATURE OF**  **PARENT OR CARER …………………………………………………………………………………………………....... DATE ……………………**  **NAME (PRINTED) …………………………………………………………………………………………………………….** | | | |

**APPLICATION FORM PAGE 1**

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| **APPLICATION FORM FOR**  **RAINBOW CLUB**  **PART 2** |  |  |

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| **CHILD’S PREFERRED FIRST NAME (IF DIFFERENT FROM THAT LISTED ON PAGE 1) AND SURNAME** |  | **YEAR GROUP OF YOUR CHILD**  **WITH EFFECT FROM 04/09/17**  **Class Name:** |

|  |  |
| --- | --- |
| **PLEASE TICK BOXES, TO SHOW THE CLUB**  **SESSIONS THAT YOU WISH TO BOOK FOR**  **YOUR CHILD FOR EACH WEEK** | **IMPORTANT PLEASE STATE BELOW WHEN ATTENDANCE IS TO START** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **MON** |  | **TUE** |  | **WED** |  | **THU** |  | **FRI** |
|  |  |  |  |  |  |  |  |  |  |
| **BREAKFAST CLUB 0730 hrs to 0850 hrs** |  |  |  |  |  |  |  |  |  |
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| **AFTER SCHOOL CLUB 1515 hrs to 1800 hrs** |  |  |  |  |  |  |  |  |  |
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| **TRANSFER REQD TO/FROM TRAFALGAR SCHOOL** |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- |
| **SAFEGUARDING YOUR CHILD**  **Does your child have any allergies, food**  **intolerances or special dietary requirements?**  **Does your child have any other special needs?**  **Does your child have an inhaler?**  **Does your child need an epi-pen?**  **(if so, please give details of how and when used)**  **Is there any other information about your child that you may**  **feel is relevant, such as communication problems, which might affect participation in the various activities or inhibit him or her**  **from getting the maximum enjoyment from the Rainbow Club?** |  | **PLEASE MAKE YOUR COMMENTS HERE**  **OR SIMPLY STATE ‘YES’ OR ‘NO’** |

|  |  |  |
| --- | --- | --- |
| **ABOUT**  **YOUR CHILD**  **Would you like to take this opportunity to briefly describe your child’s nature, interests, likes and dislikes, and preferred activities?** |  | **PLEASE TELL US HERE & CONTINUE OVERLEAF IF NECESSARY** |

**PLEASE RETURN by email to:** [**greenwaynurseryrainbowclub@gmail.com**](mailto:greenwaynurseryrainbowclub@gmail.com)

**THIS FORM or by post to: 24 Harsfold Road, Rustington, West Sussex BN16 2QE**

**APPLICATION FORM PAGE 2**