



RISE TERMS AND CONDITIONS

April 2024

STUDENT APPLICATION/REGISTRATION:

- Fees are to be paid for the whole term in the first two weeks of the term. Unfortunately, we are unable to give refunds once the term has started.
- Current students will have priority to stay in their class for the next term. New students will be accepted if spaces become available.
- If the class is full, new students will be placed on a Waiting List.

BEFORE CLASS:

- Parents/Caregivers are responsible for the safety of their children in the carpark and around the church buildings before classes start.
- You are welcome to park in the church carpark. Please park in the correct spaces and keep watch for people walking through the carpark.
- Please go directly to the Lighthouse (Hall) to be signed in. Willow Park School students please access through the door of Sylvia Road.
- All students are to be signed in before classes begin.
- Students may eat their afternoon tea and/or play games in the Lighthouse until the 3.30pm classes start.
- Students may not leave the church buildings without adult supervision.
- If your child/children arrive late, please see the Supervisor in the foyer to be signed in before going to class.
- If your child/children are sick and cannot attend, please contact the Supervisor or teacher before the class starts.

DURING CLASS:

Students:

- Please respect all staff, volunteers and other students.
- Please look after the church facilities at all times.
- Walk inside the main building and the carpark. Please, no running.
- Only eat food in the Lighthouse only. Please, no food in the classrooms.

Parents/Caregivers:

- If a parent/caregiver wants to remain on site while their child/children are attending their class, they must wait in the following designated areas: The BBQ area in front of the Lighthouse (Hall), in designated areas in the Lighthouse, or in the room adjacent to the Preschool Entrance.
- If a parent/caregiver chooses to remain on site and has other children in their care, please supervise them, at all times, within the designated areas. Children are not to leave these areas as this may interfere with RISE classes or Preschool pickup times.

AFTER CLASS:

- All children must be collected from inside the building by their parents or caregivers once their class has finished. No child will be allowed to leave the premises or enter the carpark by themselves, except children who have written permission from their parents to walk home.
- All students must be signed out before leaving RISE.
- Students are to be collected from the Lighthouse at 5.30pm. Students whose classes finish at 4.30-5:00pm are to be collected from the Supervisor who will be in the foyer.
- Please advise the Supervisor if you are going to be late or if you have arranged for someone else to collect your child. Please provide the name and contact number of this person.
- **IMPORTANT:** If a parent/caregiver is late in picking up their child/children from a class by more than 10 minutes (and did not inform the RISE staff of this in advance), then a fee of \$40 per child may be applied to their RISE account.

WALKING HOME AFTER RISE:

- Parents must give permission for their child to be able to walk home after RISE. This can be done via the registration form, or in writing to the RISE Administrator.
- Permission to walk home granted via the registration form allows the child to walk home after every class for that term.
- Children 9 years old and older may walk home after RISE with their parent's written permission, or as indicated on the registration form.
- We recommend that children 8 years old and younger should not walk home unless accompanied by an older sibling. Parents must talk with the RISE Administrator if they are wanting a child 8 years old or younger to walk home.
- Children with permission to walk home must let the RISE Supervisor know that they are leaving the church property and are about to walk home. They must exit the building using the Sylvia Rd or Eban Ave doors, and NOT on to the car park.

- Parents may revoke their child's permission to walk home in writing to the RISE administrator, with at least 24 hours' notice before their child's class.
- Parents may grant one off permission for their child to walk home in writing to the RISE administrator, with at least 24 hours' notice before their child's class. The RISE administrator must clarify whether this is one off permission or for the remainder of the term.

OTHER:

- Parents must notify the RISE Supervisor in writing if someone other than a parent will collect their child after RISE.
- Children are the responsibility of RISE while they are signed in. Once they have signed out, including to walk home, they are the responsibility of their parents / caregivers.

QUESTIONS/ISSUES:

- Parents/caregivers may be liable for replacement costs of equipment or property damaged by their child(ren).
- If you have any questions or concerns, please discuss with your child's teacher and/or the Supervisor.

Thank You

CONTACT RISE

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