

Verandah for fun, social interaction and learning, after school & during the holidays.



After School & Holiday Child Care for ages 5-11 years

Verandah

Welcome

A warm welcome to Verandah Kids.

We are a dedicated facility offering high quality child care to children aged between 5 and 11 years with qualified and experienced staff.

As parents ourselves, we know only too well how difficult it is to find high quality after school and school holiday care for children and we believe Verandah provides exactly that and much more!

Verandah is open Term Time:
Monday to Friday 2.30pm until 6pm.
at Spurgeon Church Hall, North Clifton, St Peter Port
(Opposite Elizabeth College).

School Holidays: Monday to Friday 8am until 6pm at
Le Murier School, Baubigny, St Sampson.



We offer

We have a daily time table which includes

On arrival, hang coat/
school bag on peg

Get changed into
casual clothes

Snack time. (Fruit or plain
biscuit, milk or water)

Supervised Homework

Relevant topic/theme

Arts & Crafts

Free Play. This could
include, stories, music,
colouring, painting, board
games, jigsaw puzzles,
table football &
much more

"My Day" Time

Verandah After School Facility offers

Structured age appropriate activities, variety of topics/themes, supervised homework, arts & crafts, jigsaw puzzles, music, board games, books, table football and much more.

If children want to relax for a while when they reach Verandah we have a dedicated area where the children can take time to think, read a book or talk with their friends.

We also have a large screen television for dvds and gaming, that with parent permission, children can play/watch for a limited period of time.

We also have monitored and secure broadband internet access for homework uses and to develop budding computer skills.

There's plenty to do, so when home time arrives- ***the homework is done, and your child is ready to spend quality time with you!***

During the holidays activities will include all the above plus educational visits, cooking, fun days out, together with outdoor activities and much more!



The team

Makela Harrison
Director and Childcare Co-ordinator
Full Time

Makela has worked in child care for many years. She has 3 children, Brandon 17, Zachary 12 and Kiana 5. Makela is NVQ2 qualified and has previously owned and managed a Pre-School. Makela has been a foster carer for 9 years for both short term and respite care and has built up a great relationship with social workers, support workers and health visitors alike. As far as hobbies are concerned Makela says "The Guernsey Cheerleaders take up all of her spare time, but loves every minute of it."

Carla Ioveridge - Child Care Assistant
Full Time

Carla has worked in a child care setting for several years and is NVQ3 qualified. Carla enjoys all aspects of caring for children and spends a lot of time with her niece. Carla enjoys arts and crafts together with cooking and sporting activities.

Jane Langlois - Child Care Worker
Part Time

Jane is a teaching assistant at a primary school. Jane has three grown up children and is NNEB qualified. Jane has years of experience working with children in the school environment together with youth groups and health and social services.

Sharon Browning - Child Care Worker
Part Time

Sharon is a supply teaching assistant at a primary school and is NVQ2 qualified. Sharon has two children aged 6 and 8 years. Sharon is also heavily involved in Sea Scouts and has been for many years. Sharon enjoys playing music, reading, crosswords & jigsaws.

Jodie Mourant
Part Time - Holiday Facility

Jodie has a Diploma in Childcare and Education. Jodie has experience at Beau Sejour both at the Holiday Club and as a Party Host. Jodie has also had work experience at Primary Schools, Day Nursery and Blanchelande Girls College.

Gemma Wherry
Part Time - Holiday Facility

Gemma is currently at University studying teaching. Gemma has worked at Primary Schools together with special needs children. Gemma has also had experience with youth groups. Gemma enjoys keeping fit, reading, craft and music.



Our fees

Our fees effective from November 2009.

The cost of childcare is £6 per hour subject to a minimum of 2.5 hours per day during term time.

This price includes nutritious snacks and drinks that are available after school.

The holiday facility will also be subject to a minimum of 8 core hours per day.

A cooked meal at lunch time will be available during the holidays which will be charged at £3 per day.

Fees are due in advance each month, which will be calculated on your child's registration details.

If your child is going to be full time – each day after school and during all or most of the holidays we can structure a payment system for you to pay by direct debit each month.

Transport from school maybe available at additional cost, please ask for more details.



We're open

After School dates
Holiday dates
Bank holidays

To register your child
please complete a
booking form located
at the back of this
booklet or online at
www.verandahkids.com



Term Time

Mon 4th Jan - Thur 11th Feb 2010

Spring Half Term Holiday

Fri 12th Feb - Fri 19th Feb 2010

Term Time

Mon 22nd Feb - Fri 26th Mar 2010

Easter Holiday

Mon 29th Mar - Wed 14th Apr 2010

Good Friday - Closed

Fri 2nd Apr 2010

Easter Monday - Closed

Mon 5th Apr 2010

Term Time

Thur 15th Apr - Fri 28th May 2010

May Day Bank Holiday - Closed

Mon 3rd May 2010

Spring Bank Holiday - Closed

Mon 31st May 2010

Summer Half Term Holiday

Tue 1st Jun - Fri 4th Jun 2010

Term Time

Mon 7th Jun - Fri 2nd Jul 2010

Summer Holidays

Mon 5th Jul - Fri 27 Aug 2010

Summer Bank Holiday - Closed

Mon 30 Aug 2010

Summer Holidays

Tue 31st Aug - Wed 1st Sept 2010

Please note: Holidays that are for private schools only
will be operated from Spurgeon Church Hall.

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After School dates
Holiday dates
Bank holidays

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Term Time

Tue 5th Jan - Fri 12th Feb 2010

Spring Half Term Holiday

Mon 15th Feb - Fri 19th Feb 2010

Term Time

Mon 22nd Feb - Fri 26th Mar 2010

Easter Holiday

Mon 29th Mar - Mon 12th Apr 2010

Good Friday - Closed

Fri 2nd Apr 2010

Easter Monday - Closed

Mon 5th Apr 2010

Term Time

Tue 13th Apr - Fri 28th May 2010

May Day Bank Holiday - Closed

Mon 3rd May 2010

Spring Bank Holiday - Closed

Mon 31st May 2010

Summer Half Term Holiday

Tue 1st Jun - Fri 4th Jun 2010

Term Time

Mon 7th Jun - Fri 23rd Jul 2010

Summer Holidays

Mon 26th Jul - Fri 27th Aug 2010

Summer Bank Holiday - Closed

Mon 30th Aug 2010

Summer Holidays

Tue 31st Aug - Fri 3rd Sept 2010



Our Policies

Behaviour Policy

Children at Verandah are encouraged to explore their individual expression within accepted boundaries.

We actively promote a philosophy of understanding and encourage children to respect each other, act in a caring manner and recognise the difference between right and wrong.

Verandah staff will promote positive behaviour at all times.

In the case of unacceptable or inappropriate behaviour discipline will be applied as appropriate to the child's age and developmental stage.

Discipline will be in the form of positive reinforcement, discussion, distraction and 'time out' from the situation.

Parents will be fully informed on any action taken for unacceptable behaviour.

Health and Safety Policy

Verandah undertakes regular assessment of premises, equipment and procedures.

We encourage ways of working that will create a safe and healthy environment for children, employees and all other persons who enter the premises.

All persons coming into Verandah have a responsibility to conduct themselves in such a manner that they will ensure the health and safety of themselves and others they come into contact with.

First Aid equipment and an Accident Book are held at our facility. Any accidents are fully recorded by a member of staff.

Parents are shown the record and asked to sign when required.

All Fire Prevention equipment is regularly serviced by a fully qualified Fire Officer.

Fire drills take place every term.

Sickness Policy

We would appreciate it if you could telephone us at your earliest convenience if your child is unwell and will not be attending Verandah.

If your child becomes ill during their time at Verandah we will contact you to arrange collection as soon as possible. In the unfortunate event that your child requires urgent medical attention and we are unable to contact you, we will make the necessary arrangements.

We list below absence time needed for sickness:-

Chicken Pox

One week from onset of rash until all lesions have crusted over

Sickness and Diarrhoea

Once symptoms have stopped for 48 hours

Conjunctivitis Eye Infection

Until discharge has stopped

Skin Infections such as Impetigo

Treated and cleared

Ear/Throat/Chest Infection

Treated 24 hours of anti-biotics

If your child requires medication whilst at Verandah you will need to complete and sign a consent form to allow staff to administer the medication.

Equal Opportunities Policy

All children are welcome at Verandah

Verandah Kids takes great care to treat each child as an individual.

We encourage a broad outlook on society and use resources and activities that will promote non-stereotyped images of the world around us.

Verandah staff will challenge language and attitudes which may be considered offensive or discriminatory and provide an environment that is free from discrimination.

This statement applies to all areas of Verandah Kids and is incorporated in the recruitment and selection of employees.

T&C

These Terms and Conditions shall apply to the Agreement for the supply of Services by Verandah Kids Limited to the Customer and shall supersede any other documentation or communication between these parties.

Please ensure that you read and understand this information as it provides important information regarding your childcare booking. Once satisfied, please sign and return the booking form together with the appropriate payment.

The following expressions shall have the following meanings:

"Verandah" means Verandah Kids Limited, a company incorporated in Guernsey.

"Customer" means any party who enters into a contract for Services with Verandah;

"Child" means the child who shall attend Verandah and for whom the childcare services are to be provided;

Child Details

The information supplied in the Booking Form must be accurate and Verandah is entitled to rely on this information.

The Customer must notify Verandah immediately of any changes to this information.

Sickness and Medical Information

A Child suffering from any contagious disease is not permitted to attend Verandah. This includes, but is not limited to, sickness, diarrhoea, impetigo and conjunctivitis.

Verandah reserves the right to refuse admission to any child they suspect of having a contagious condition.

Verandah accepts no liability for the contraction of any illness transmitted at Verandah.

The Customer must complete and return Verandah's standard medical health record prior to the first attendance and must inform Verandah immediately of any change to this information.

The Customer must complete a medical consent form prior to the first attendance to permit Verandah staff to administer first aid as well as any medicines supplied by the Customer for the Child.

Verandah shall not be held responsible for any negative effects caused by the administration of any medication supplied by the Customer for the Child.

Absence and Collection

The Customer must advise Verandah as soon as possible if the Child is to be absent.

The Customer must advise Verandah as to the identity of the person who shall collect the Child at the end of a session. If that person is not known to Verandah proof of identity may be requested. If Verandah is not satisfied as to the credibility of such a person the Child shall not be released.

Children must be signed out by their authorised collector.

Children will only be allowed to leave the premises with an authorised collector, as indicated on their registration form. In cases of emergency the Customer must let Verandah know if someone else is unexpectedly collecting the child. All children must be collected by an Adult. Any person unknown to staff will be challenged.

Verandah does not accept responsibility for any injury whatsoever to any child if the child leaves the area of activity without the authorisation of a member of Verandah staff.

If the Customer is unable to collect the Child at the appointed time a late collection charge may be payable at a rate of £10 per 15 minutes for every child collected after 6 pm. This fee will be invoiced in due course after the event. The fee is levied in order to cover the costs of staff who are legally required to stay.

Fees

Term time fees are payable monthly in advance. Holiday fees are payable 4 weeks in advance. No refund will be given for cancellations.

Fees are payable in accordance with your child's registration details and no refunds will be given if your child is absent due to illness, holidays or if the facility is closed due to adverse weather conditions.

We reserve the right to change our tariffs at any time and to withdraw any special rate or promotion.

Core Hours

There is a minimum of 2.5 hours per day during term time and 8 hours per day during school holidays.

Change of Sessions

Verandah is entitled to change the sessions offered to the Child on giving one month's notice to the Customer. Should the Customer find the changes unacceptable they shall be entitled to remove the Child from Verandah with immediate effect.

If the Customer wishes to change the sessions the Child is registered for they must notify Verandah at least one month before such changes are required and any changes are subject to the agreement of Verandah.

Termination

The Customer may terminate this Agreement by giving 1 months notice in writing of the intention to withdraw the Child from Verandah.

Verandah may terminate this Agreement by giving 1 months notice in writing of the intention to cease to provide the Services to the Customer.

Verandah may terminate this Agreement with immediate effect if the Customer or Child demonstrates any physical or verbal abuse towards staff or other children.

Verandah reserves the right at its absolute discretion to refuse admission to the facility at any time without giving a reason.

Changes to Terms & Conditions

Verandah reserves the right to change or update the Terms and Conditions from time to time without prior notice. The current version of the Terms and Conditions will be displayed at www.verandahkids.com and shall be effective immediately.

All customers will be notified of any changes in writing.



Booking Form

Mon

Start time*

Tue

Start time*

Wed

Start time*

Thurs

Start time*

Fri

Start time*

Please insert the start and finish times adjacent to the days that you would like to book.
*A minimum of 2.5 core hours per day is required.

Verandah provides premium after school and holiday care for children from the age of 5 to 11 years. We are open during term time from 2.30pm to 6.00pm. Our hourly rate is £6 which is subject to a minimum core of 2.5 hours per day. Verandah is located during term time at Spurgeon Church Hall, North Clifton, St Peter Port. For details visit www.verandahkids.com

Please complete this booking form and return to the address below. Upon us sending you confirmation of your booking, 50% of the total cost of your first monthly booking will be required. This deposit secures your booking and is non refundable. We cannot guarantee any bookings without the payment of this deposit. The remaining balance of your initial monthly booking must be paid prior to the commencement of the child's placement. Thereafter fees will be payable monthly, in advance. No refund will be given for cancellations.

Full name of child	
Gender	Date of Birth
Home address	
Postcode	Home Tel.
Email	
School	Year
Name of parent/legal guardian 1	
Relationship to child	
Work No.	Mobile No.
Name of parent/legal guardian 2	
Relationship to child	
Work No.	Mobile No.
Name of other emergency contact	
Relationship to child	
Tel No.	Mobile No.
Child to be collected by	

I /We indicate by my/our signature(s) below that I/we have read and fully understand and consent to the booking and cancellation policies as well as all the terms and conditions.

Signature:

Date:

Name of Parent/Guardian:

Verandah Kids Limited.
Tel 07781 145567
info@verandahkids.com

www.verandahkids.com

Easter 2010

Please insert the start and finish times adjacent to the days that you would like to book.
*A minimum of 8 core hours per day is required.

Mon 29 Start time* Finish time*	Tue 30 Start time* Finish time*	Wed 31 Start time* Finish time*	Thurs 1 Start time* Finish time*	Fri 2 Closed Good Friday
Mon 5 Closed Easter Monday	Tue 6 Start time* Finish time*	Wed 7 Start time* Finish time*	Thurs 8 Start time* Finish time*	Fri 9 Start time* Finish time*
Mon 12 Start time* Finish time*	Tue 13 Start time* Finish time*	Wed 14 Start time* Finish time*		

Please complete this booking form and return to the address below. Upon us sending you confirmation of your booking, 50% of the total cost of your booking will be required. This deposit secures your booking and is non refundable. We cannot guarantee any bookings without the payment of this deposit. The remaining balance of your booking must be paid for at least 4 weeks prior to the commencement of the child's placement. No refund will be given for cancellations.

Full name of child
Gender Date of Birth
Home address
Postcode Home Tel.
Email
School Year
Name of parent/legal guardian 1
Relationship to child
Work No. Mobile No.

Name of parent/legal guardian 2
Relationship to child
Work No. Mobile No.
Name of other emergency contact
Relationship to child
Tel No. Mobile No.
Child to be collected by
I /We indicate by my/our signature(s) below that I/we have read and fully understand and consent to the booking and cancellation policies as well as all the terms and conditions.
Signature:
Date:
Name of Parent/Guardian:

Christmas 2010

Mon 20 Tue 21 Wed 22 Thurs 23 Fri 24

Start time*	Start time*	Start time*	Start time*	Start time*
Finish time*	Finish time*	Finish time*	Finish time*	Finish time*

Please insert the start and finish times adjacent to the days that you would like to book.
*A minimum of 8 core hours per day is required.
Please note we close at 3.00pm on Christmas Eve.

Verandah provides premium after school and holiday care for children from the age of 5 to 11 years. We are open during term time from 8.00am to 6.00pm. Our hourly rate is £6 which is subject to a minimum core of 8 hours per day. Verandah is located during holidays at Le Murier, Baubigny Schools, St Sampson. For details visit www.verandahkids.com

Please complete this booking form and return to the address below. Upon us sending you confirmation of your booking, 50% of the total cost of your booking will be required. This deposit secures your booking and is non refundable. We cannot guarantee any bookings without the payment of this deposit. The remaining balance of your booking must be paid for at least 4 weeks prior to the commencement of the child's placement. No refund will be given for cancellations.

Full name of child	
Gender	Date of Birth
Home address	
Postcode	Home Tel.
Email	
School	Year
Name of parent/legal guardian 1	
Relationship to child	
Work No.	Mobile No.
Name of parent/legal guardian 2	
Relationship to child	
Work No.	Mobile No.
Name of other emergency contact	
Relationship to child	
Tel No.	Mobile No.
Child to be collected by	

I /We indicate by my/our signature(s) below that I/we have read and fully understand and consent to the booking and cancellation policies as well as all the terms and conditions.

Signature:
Date:
Name of Parent/Guardian:

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Tel 07781 145567
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www.verandahkids.com

Holiday Form

Mon	Tue	Wed	Thurs	Fri
Date	Date	Date	Date	Date
Start time*	Start time*	Start time*	Start time*	Start time*
Finish time*	Finish time*	Finish time*	Finish time*	Finish time*

Please insert the date, start and finish times adjacent to the days that you would like to book. *A minimum of 8 core hours per day is required.

Verandah provides premium after school and holiday care for children from the age of 5 to 11 years. We are open during term time from 8.00am to 6.00pm. Our hourly rate is £6 which is subject to a minimum core of 8 hours per day. Verandah is located during holidays at Le Murier, Baubigny Schools, St Sampson. For details visit www.verandahkids.com

Please complete this booking form and return to the address below. Upon us sending you confirmation of your booking, 50% of the total cost of your booking will be required. This deposit secures your booking and is non refundable. We cannot guarantee any bookings without the payment of this deposit. The remaining balance of your booking must be paid for at least 4 weeks prior to the commencement of the child's placement. No refund will be given for cancellations.

Full name of child	
Gender	Date of Birth
Home address	
Postcode	Home Tel.
Email	
School	Year
Name of parent/legal guardian 1	
Relationship to child	
Work No.	Mobile No.
Name of parent/legal guardian 2	
Relationship to child	
Work No.	Mobile No.
Name of other emergency contact	
Relationship to child	
Tel No.	Mobile No.
Child to be collected by	

I /We indicate by my/our signature(s) below that I/we have read and fully understand and consent to the booking and cancellation policies as well as all the terms and conditions.

Signature:
Date:
Name of Parent/Guardian:

Health Record

Please complete this medical form and return to our Registered Office at 55 Le Bordage, St Peter Port, Guernsey GY1 1BP.

We require this information before your child can be placed at either our after school or holiday facilities.

Full name of child	
Gender	Date of Birth
Home address	
Postcode	Home Tel.
Work No.	Mobile No.
Does your child have any medical conditions?	Yes / No
If yes, please provide full details	
Will your child require medication at Verandah?	Yes / No
If yes, please give full details	
Does your child have any allergies?	
Please list the vaccinations that your child has had to date.	

Name of Family Doctor
Practice Name
Practice Tel.
I hereby consent that my child may receive first aid in the event that he/she has an accident. In an emergency I consent to medical treatment provided that in the opinion of a qualified Doctor any delay required to obtain my signature and permission may endanger my child's health and safety.
Signature:
Date:
Name of Parent/Guardian:

Consent Form

Please complete this medical form and return to any member of the Verandah team or post to our Registered Office at 55 Le Bordage, St Peter Port, Guernsey GY1 1BP.

Full name of child	
Gender	Date of Birth
Home address	
Postcode	Home Tel.
Work No.	Mobile No.
Name of Family Doctor	
Practice Name	
Practice Tel.	
Nature or condition of illness	
I agree to members of staff administering medicines that have been supplied /or providing treatment or care to my child as directed as follows. I agree to update information about my child's medical needs, held by Verandah, as appropriate. I will ensure that the medicine held by Verandah has not exceeded its expiry date.	
Signature:	
Date:	
Name of Parent/Guardian:	

1. Name of medicine
Dose and instrument for administering dose (volumatic, epipen)
Frequency/times
Special instructions
Completion date of course of medicine
Expiry date of medicine

2. Name of medicine
Dose and instrument for administering dose (volumatic, epipen)
Frequency/times
Special instructions
Completion date of course of medicine
Expiry date of medicine

Note: To administer some prescription medicines staff will require instruction from a health care professional, in such cases it is the parents responsibility to arrange the instruction - such medicines will not be administered until sufficient instruction has been provided.

Thank you

We appreciate your interest in Verandah.

Should you have any further questions, comments or suggestions that you would like to share, then please do not hesitate to get in touch.

Contact Makela Harrison on 07781 145567 or email makela@verandahkids.com

Alternatively, write to us at our Registered Office, Verandah Kids Limited, 55 Le Bordage, St Peter Port, Guernsey GY1 1BP.



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