**TIGER CLUB**

**Terms and Conditions**

**Breakfast Club operates from 7.50am – 8.50am. Children must be arrive no later than 8.15am. Anyone arriving after this time will not be admitted.**

**After School Club operates from 3pm – 5.45pm. Please see T&C numbers 3 and 6 regarding advance payments and late collection.**

1. We will not release children to people who are not listed on the registration form as authorised to collect them. Where there are difficult circumstances between parents, we may need to be aware of changes to court orders and so on. We cannot be responsible where we have not been informed of changes.

2. Proof of identity and a phone call with verbal permission with an accurate description of the collector is required before releasing any child to anyone other than those noted on the registration form. A password is also required.

All children must be collected from After School we will not allow children to leave the school site on their own. We require that only those aged 16 and above may collect children, to ensure the safety of children is maintained at all times.

3. **It will be your responsibility to keep your child/rens Tiger club account in credit. If pre-payments are not maintained your child may not be able to continue to attend Tiger club. Please contact the school office to discuss the issue**.

There is no remittance of fees for absence e.g. illness, or reduction in booked sessions other than school closures for in-service training days. If the school has to close for emergency reasons – i.e. extreme, weather, there will be no refund of fees. If a payment cheque bounces there will be a charge of £10 to cover bank costs and administration.

4. When paying by childcare vouchers, please email the following information to Parents@foundrylaneprimary.co.uk. The amount and date the payment was made. Your child’s name. What the payment is for ie Breakfast Club any other reference numbers you have

5 Amendment to session requirements to be made in writing four weeks in advance, this does not include school holidays. Verbal requests will not be accepted.

6 **The first incident of late collection will result in a charge of £5.00 for every 15 minutes (or part thereof) after 5.45 p.m. The second incident of late collection will result in a charge of £5.00 for every 15 minutes (or part thereof) after 5.45 p.m and may result in the withdrawal of your child’s place at the Club.**

7. We cannot accept children who are likely to infect others. Children with diarrhoea and/or vomiting should not be brought to the club.

We do not accept children with conjunctivitis, head lice infestation, unexplained rashes or diagnosed chicken pox, measles, Rubella or other childhood diseases until they are no longer likely to pass on their illness. If a child becomes unwell during the session, every effort will be made to contact the parents. In an emergency we will remove a child to hospital.

Medication – Some children, although taking a course of medication, are fit to attend school. In such cases the smallest practicable dose should be brought to school, preferably by the parent (glass containers should not be carried by pupils). The container should have the pharmacy dispensing label intact with clear written instructions on dosage.

Medical Consent – If your child has an accident or becomes ill while in our care we will make every effort to contact you. If this is not possible or where immediate treatment is vital we will remove the child to hospital. Signing this form indicates consent to this. We cannot accept children where we are not given permission for them to be treated by a doctor in an emergency.

8. Please mark all clothing. Please send children with suitable coat and shoes for outdoors.

9. Children should not bring sweets, chewing gum, money or valuables to the club. The club is not held responsible for the loss or damage of any private belongings brought to the club by a parent or child.

10. It is the responsibility of the parent to inform the club of any changes to contact numbers, health matters, pick-up arrangements, address, and any other information on the registration form.

11. We reserve the right to withdraw the offer of a place at any time. Fees paid will not be refunded.

12. We reserve the right to change the session of children who attend only one session per week if it prevents another child wishing to attend more frequently from enrolling, or an existing child from increasing their sessions.

13. In common with most settings we sometimes have students or staff who need to observe children as part of their course. Signing the registration form includes consent to this. Children are not identified.

**I agree to abide by the terms and conditions of Tiger club during the time of attendance. I accept responsibility to make all payments in advance and understand that my child/ren places will be withdrawn if pre- payments are not maintained.**

Signed………………………………………………………….……………….. Date……………………………………………………………

Full name of child …………………………………………………………. Relationship to child ……………………………………