



Foundry Lane Primary School

Foundry Lane
Shirley
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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 number 7 regarding 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 and Holiday Club. 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. Fees should be paid in full by the date quoted on the invoice. 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@foundrylanepriamry.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. There will be a penalty for late payments: On the second occasion of a later payment, where payment prior to the half term is not received, this will result in a 'one off' £20 admin charge.
6. Amendment to session requirements to be made in writing half termly in advance. Verbal requests will not be accepted.
7. Incidents of late collection will be recorded by the After School Care Leader and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a charge of £5.00 for every 15 minutes (or part thereof) after 5.45 p.m. or the loss of their child's place at the Club.

8. 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.

9. Travel – We sometimes take the children out of the school campus with appropriate staff ratios. Signing the form gives consent to this.
10. Please mark all clothing. Please send children with suitable coat and shoes for outdoors.
11. 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.
12. 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.
13. We reserve the right to withdraw the offer of a place at any time. Fees paid will not be refunded.
14. 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.
15. 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.
16. If bookings are made for holiday club and then cancelled less than 2 weeks prior to the start of holiday club, 50% of the fees will still be payable as staffing will have been arranged.

I agree to abide by the terms and conditions of the club during the time of attendance. I accept responsibility for the payment of fees, on time and in full and understand that my child/ren may lose their place/s if fees are not paid by the due date.

Signed..... Date.....

Full name of child Relationship to child