



# Furzefield Primary School

Be kind, be respectful, be resilient. Aspiration and opportunity for all.



[www.furzefield.surrey.sch.uk](http://www.furzefield.surrey.sch.uk)



01737642842



[enquiries@furzefield.surrey.sch.uk](mailto:enquiries@furzefield.surrey.sch.uk)

## FURZEFIELD FUN CLUB

### Terms and conditions

Please detach this sheet and keep for your records.

#### Registration

- Parents/carers must complete all sections of the registration form before their child(ren) can attend Fun Club.
- Parents/carers will need to confirm they have read our Terms & Conditions by ticking the confirmation box when completing the registration form. By ticking the confirmation box you are agreeing to all articles mentioned in the Terms & Conditions. You must agree to the Terms & Conditions to be able to register/book with us.
- After submitting your Registration Form you will receive an email or letter confirming your child's place at After School Club. **Please do not assume your child has a place until you receive this notification.**
- By completing the registration form, you are accepting responsibility for ensuring childcare fees are paid as outlined within these Terms and Conditions.
- We will refuse entry to any child who does not have a completed registration form.

#### Charges and Payments

- Sessions are booked via Scopay online and paid for prior to booking.
- If you are paying by Tax-Free childcare or Childcare Vouchers then a registration fee of £60 per child is required to register with Fun Club, which must be paid before your child(ren) can attend. This is refundable if your child takes up the requested place for a minimum of one month and will be returned to you when your child leaves Fun Club and there are no outstanding payments. It is not refundable if your child fails to start or attends for less than one month.
- The cost of a session is £12.50
- There is a discount for siblings (sessions cost £11.00).
- A 'Late Collection Fee' of £10.00 per 15 minutes (or part of) may be charged for any child not collected after 6pm.
- Invoices are available on request. Your balance will be visible in real time via your Scopay App. When invoices are issued they will be emailed to the email address given on the registration form.
- Sessions are to be paid in advance of use. Non-payment of your invoice could result in the loss of your Fun Club place.
- Invoices can be paid by cash, cheque (made payable to Furzefield Primary School), online through Scopay or with childcare vouchers/tax free childcare.
- All absences (including sickness) will be charged at the full rate. However, in the event of a long-term illness that results in more than two consecutive weeks' absence, please contact Mrs Mitchell on 01737 642842.

Headteacher: Mr G Govinden (BSc. Law Hons, LPC, NPQH, PGCE, FRSA)



- We will endeavour to give you one month's calendar notice before any fee increases. If you do not wish to pay the increased price, you may end the agreement with one calendar months' written notice to withdraw your child from Fun Club.

### Extra sessions or cancellations

- If you require your child to attend an extra session at short notice then please call the school on 01737 642842 with your request. Additional sessions outside of the next 7 days can be booked via Scopay as normal.
- If you wish to cancel a pre-booked session, a week's notice is required to avoid being charged.
- If your child is due to go to a club or other after school event during a booked session e.g. Coding Club, Football match, FOF disco etc, please inform us via email at [funclub@furzeffield.surrey.sch.uk](mailto:funclub@furzeffield.surrey.sch.uk) or on 01737 642842. **Please do not assume that the Furzeffield fun Club staff are aware.** Any absence due to attending other clubs/events will be charged at the full rate.
- Should the club have to shut or close early due to matters outside our control (such as bad weather) fees will be charged at half the normal rate.
- If you require additional sessions at short notice please contact the school on 01737 642842.

### Termination

- You can terminate your child's attendance at afterschool club at any time.
- Please inform the office in writing if you are no longer planning to use afterschool club.
- Any outstanding balances must be paid prior to your child leaving.

### General

- Fun Club runs every day from 3pm to 6pm for children in Early Years through to Year 6.
- After School Club staff are responsible for collecting your child from class and registering them in Fun Club.
- Your child **must** be collected and signed out by 6pm. **Please arrive by 5.55pm to handover.** On arrival please ring the doorbell and your child will be brought to you for handover. If you are running late please inform the Furzeffield Fun Club staff on **07899 284553**.
- Your child will only be released to you or a person named on the registration form. They must know the PASSWORD.
- Under no circumstances will your child be allowed to leave Fun Club with any person who is under the age of 16. If a 16 or 17 year old is collecting your child please ensure the appropriate form has been completed so that the After School Club staff are aware and know who they are, and they in turn know the PASSWORD. We reserve the right to ask for ID.
- It is the responsibility of parents/carers to keep us informed of any changes of personal information. Please complete a new registration form as soon as possible. Forms are available online at <http://www.furzeffield.surrey.sch.uk/> or on request via email ([funclub@furzeffield.surrey.sch.uk](mailto:funclub@furzeffield.surrey.sch.uk)).
- The Furzeffield Fun Club staff can be contacted on 07899 284553 between 3pm-6pm.
- If possible, please avoid picking up during teatime (4.15pm-4.45pm). If you arrive at this time you may be asked to wait until tea is finished.
- We cannot accept responsibility for any loss or damage to personal belongings.
- Please contact Mrs Mitchell on 01737 642842 if you have any concerns or queries.
- Please note that important school policies and documents, including our Privacy Notices can be found on the school website: [www.furzeffield.surrey.sch.uk](http://www.furzeffield.surrey.sch.uk)

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