



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.
- When completing the registration form, please indicate whether you are using childcare vouchers/tax free childcare/childcare grant or any other external funding method.
- 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.

Bookings, Payments and Charges

- Parents/carers are responsible for booking all sessions required. You will need to do this at least 7 days in advance of sessions, through www.scopay.com. Payment is required at the time of booking unless using childcare vouchers/tax-free childcare/childcare grant, in which case, payment should be initiated through the relevant provider.
- If you are using childcare vouchers/tax-free childcare/childcare grant or any other external funding method, a deposit of £60 per child is required to register with Fun Club. This 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 £12.00.
- There is a discount for siblings (sessions cost £10.00).
- A 'Late Collection Fee' of £10.00 per 15 minutes (or part of) may be charged for any child not collected after 6pm.
- Non-payment of your fees may result in the loss of your Fun Club place.
- Fees can be paid online through www.scopay.com or using childcare vouchers/tax-free childcare/childcare grant etc.
- All absences (including sickness) will be charged at the full rate.
- 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 and are unable to book it online, please contact Fun Club by email at funclub@furzeffield.surrey.sch.uk or on 01737 642842 with your request. **Please do not assume your child will be able to attend the extra session until you have confirmation.**
- If you wish to cancel a pre-booked session, you can do so online up to 7 days prior to the session.
- If your child is due to go to a club or other after school event during a booked session e.g. extra-curricular club, sports match, etc, please inform us via email at funclub@furzeffield.surrey.sch.uk or on 01737 642842. **Please do not assume that the 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.

Termination

- Please let the school know if you no longer wish to use Fun Club. All outstanding balances must be paid prior to your child leaving. We will then be able to refund the deposit if applicable.

General

- Fun Club runs every day from 3pm to 6pm for children in Early Years through to Year 6.
- Children are signed in on arrival at Fun Club.

- Your child **must** be collected and signed out by 6pm. Please arrive by 5.55pm to handover. On arrival please wait in the designated waiting area and your child will be brought to you for handover. If you are running late please inform the 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 from the school office, Fun Club or via email (funclub@furzeffield.surrey.sch.uk).
- The Fun Club staff can be contacted on 07899 284553 between 3pm-6pm.
- Please avoid picking up during teatime (4.15pm-4.45pm) as this is very disruptive. If you arrive at this time you may be asked to wait in the designated waiting area until tea is finished.
- We cannot accept responsibility for any loss or damage to personal belongings.
- Please contact the school office 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