**TERMS & CONDITIONS**

1. I consent to my child attending Farnborough Finches and understand that Farnborough Primary School manages this club in accordance with policies in place within the school, including; Safeguarding, Behaviour Management, Inclusion, Equality and Complaints and GDPR.

2. I understand Farnborough Finches are a service and that Farnborough Primary School will be responsible for my child whilst in attendance. If my child attends an afterschool club or activity, the leader of that club will have responsibility for my child during his/her attendance at it until he/she is collected by a member of Farnborough Finches staff.

3. A registration form must be completed before my child will be allowed to stay in the Farnborough Finches.

4. Places must be booked in advance to ensure a place is available for my child.

**DAILY PROCEDURES**

5. Children should be dropped off at the main school entrance and brought onto the premises by the parent/carer to ensure they arrive safely. The morning session starts at 7am and children must be signed in on arrival.

6. The infant children attending the Farnborough Finches in the morning will be escorted to their classroom in time for the start of the school day. The junior children will be dismissed from the school hall and will make their own way to their classrooms.

7. After school the infant children will be accompanied to the Farnborough Finches by staff and the junior children will be dismissed directly from their classroom and make their way to the club to be registered.

8. On arrival, children will be offered breakfast in the morning and a light meal in the afternoon. They will also have access to drinking water as and when required.

9. If your child attends an after school activity on the school premises, staff can, with notification upon booking, arrange to collect your child once the club has finished. You should also inform the afterschool club that your child will be attending the Farnborough Finches directly afterwards, so they know who to release your child to.

10. Parents collecting their children should ensure their child is signed out on departure. Farnborough Finches closes promptly at 6 pm.

**FINANCE & BOOKING**

11. An invoice will be issued each term for the following term. Full payment of the invoice should be made to the school before the start of the term to guarantee a place in the club.

12. Payment can be made by bank transfer or childcare vouchers. For a full list of the childcare voucher providers with whom the Farnborough Finches are registered please refer to the registration form on the club webpage. Please note **we do not** accept cheques or cash payments.

13. The number of sessions required needs to be completed on the booking form. The sessions indicated on this form will remain in place on a rolling basis until we are informed otherwise.

14. A period of four weeks’ notice is required if your child is going to leave or you are making alterations to the number of days they attend.

15. A charge may be made for late payment of invoices.

16. Refunds cannot be made for non-attended sessions due to absence or illness.

18. Farnborough Finches sessions end **promptly at 6.00 pm**. Late fees will apply at the rate of £10, per child, for every 15 minutes after 6.00 pm. This charge will be levied regardless of what time your child is collected after 6pm.

We understand that there may be occasions when problems with travel result in you having to make alternative arrangements for your child to be collected. Please ensure that you have completed the ‘Emergency Contacts & Collection Arrangements’ section of our Registration Form.

19. The school reserves the right to revoke membership on the grounds of anti-social behaviour or any repeated behaviour affecting the wellbeing of Farnborough Finches in general.

20. If your child is not collected by 6.30 pm and staff have been unable to reach you or any other emergency contact, staff will follow the school’s procedure for uncollected children held within the Safeguarding Policy (available to download from the school website).

21. You agree to provide any additional information which may be significant in caring for you child, e.g. allergies, medical or behavioural conditions or specific care plans.

22. You give consent that, in the event you are unable to be contacted, your child may undergo any emergency medical treatment as deemed necessary by medical personnel, if the delay in getting your signature is considered by the doctor to endanger your child’s health & safety.

23. You confirm that you have read the school’s Behaviour Policy and understand that the staff working within Farnborough Finches will adopt the main principles held within it. Children are expected to show good behaviour to staff and other children. You understand that if staff have any concerns regarding your child’s behaviour, they will notify you on the same day.

24. In line with school policy, Farnborough Finches cannot accept responsibility for valuables.

25. Payments must be made in advance. Should payments not be made, we reserve the right to ask you to withdraw your child from Farnborough Finches.

26. Information held by Farnborough Finches regarding your child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the Safeguarding Lead has a legal duty to pass certain information onto external agencies including; Local Authority Designated Officer for Safeguarding and Social Care in line with the school’s Safeguarding Policy.

By completing the electronic booking form for the Farnborough Finches, you are agreeing that you have read, understood and agree to the terms and conditions of the club.