

Terms and Conditions

(Tom Tom Out of School Club)

1. Before and After School Club is open during the hours stated in our prospectus, term time only. We only collect children from Blackwell First School.
2. French club is available during the times stated in our prospectus and will cater for children of school age to 9 years.
3. Holiday care is available to any children between the ages of 2 years and 12 years.
4. All parents/carers must complete a Personal Records Form before their child is admitted onto our premises.
5. Children will be supervised by qualified staff who will provide carefully planned activities that all children can participate in.
6. Children will be escorted to and from Blackwell First School on foot by our qualified staff (see School collection Policy).
7. Parents should give at least 24 hour notice if their child does not need collecting from school, in unpredictable situations parents should inform the club as soon as possible.
8. Parents will be required to sign their name and enter the time on the register when collecting their child from the club.
9. If any other person than a parent is collecting the child we must be informed beforehand, children can only be collected by authorized persons (see Personal Records Form)
10. The club will not be responsible for any toys / games etc. brought in by the children, which may get lost or broken.
11. All children's belongings should be clearly labelled.
12. Children attending before and after school club will have their own key worker (see Key worker Policy).
13. We deliver the EYFS to all children in their reception year (see Tom Tom EYFS Policy)
14. Smoking is not allowed on our premises (see Health and Safety Policy).
15. The paramount commitment of the club is to safeguard and protect children (see Safeguarding Policy).
16. Parents and visitors are not allowed to use mobile phones, cameras or any other recording equipment on our premises when children are present. Children are not allowed to use mobile phones on our premises (see Safeguarding Policy, Technology Policy).
17. Parents can access information about their own child only (see Confidentiality Policy).
18. We might share any information we hold if we believe it is in the best interest of a child (see Information sharing Policy).

19. We might take photographs of your child as part of our observations and records, we will assume that we are allowed to do this unless stated to the contrary on the child's personal record form (see Technology Policy, The safe storage of children's photographs Policy).
20. Children who are unwell or suffering from infectious disease should be kept at home if possible (see Health and Safety Policy, Medication Policy).
21. Parents must provide all necessary medication for their child and complete all forms given to them before their child is admitted onto our premises (see Medication Policy).
22. In the event of an emergency your child will be sent directly to hospital, where they will receive any necessary treatment unless stated to the contrary on the child's personal record form.
23. Fees are to be paid within the first 10 days of each month, cheques should be made payable to Blackwell Montessori Nursery Ltd.
24. Fees are still payable if your child is absent for any reason (i.e. sickness or holiday). If your child develops a long term illness or is admitted to hospital a reduction in fees will be considered by the manager.
25. Parents must pay the exact amount as stated on their bill, if we owe you any money (i.e. due to closure), that amount will be deducted from your next bill.
26. Four weeks notice, in writing, is required if you wish to reduce your sessions or withdraw your child from the club. Holidays do not count as a part of the four weeks notice.
27. Parents will be charged an additional fee if collecting their children late, if you are running late you must inform the club.
28. A reduction of 10% on fees for siblings on full time places will apply.
29. A set of all our Policies and Procedures is kept on the premises at all times and is available to view on request.
30. Parents are obliged to comply with all our Policies and Procedures.
31. Parents agree to be bound by the above Terms and Conditions when registering their child at Blackwell Montessori Nursery Ltd.
32. Holiday Club – I understand that if I cancel my booking three weeks before my child is due to start I will be liable to pay 50% of the total fees.