

Reviewed in March 2024

## TERMS AND CONDITIONS

### CFBL CLUBS - KLUBHOUSE -GARDERIE

Extra-curricular clubs are an important part of CFBL and our objectives are to offer CFBL pupils and (in the case of Football League only) other children a chance to experience and engage in activities beyond their classroom.

CFBL Clubs is a part of College Français Bilingue de Londres Ltd ("CFBL"). It is managed by a Committee of the Board of CFBL (rather than by the School's management). CFBL Clubs runs extra-curricular activities on behalf of CFBL which include organised activities ("clubs" "Klubhouse") and pre and after school care ("*garderie*").

These T&C do not apply to the Football League to which separate T&C apply

#### **1. Admissions**

If your child attends CFBL, he or she will be eligible to enroll with a club or the *garderie* if space permits. Some clubs are open only to primary pupils or secondary pupils or to specific year or gender groups.

**Separate admission requirements apply to the Football League.**

The online booking system "EDUKA" contains the details of the clubs offered every quarter and any relevant joining requirements.

#### **2. Klubhouse, Garderie, Clubs and Timetables**

##### Clubs

A list of clubs offered, with a timetable and the fees charged by CFBL Clubs are available on "Eduka". The clubs are available every school day except for Wednesday afternoon/evening after 3:30pm. This information of the clubs and timetables will be updated each term. Clubs are booked for the whole term.

##### Klubhouse

Klubhouse only runs on Wednesday from 12:15pm, only for maternelle and primary children who have been booked for the whole term. Lunch is included in the price.

Activities are organized for all year groups. The Klubhouse has strict exit times 4:00 pm, 5:00 pm and 6:00 pm, unless you have agreed with the clubs office to pick up your child outside the exit time.

## Garderie

The garderie service is available for maternelle and primary pupils only. The garderie is available every school day except for Wednesday afternoon/evening. Klubhouse runs on Wednesdays only.

There are three garderie sessions :

- on Monday, Tuesday, Wednesday, Thursday, Friday: morning (8:00am – 8:30am). Your child must arrive from 8am and before 8:20am to be admitted to the morning garderie service. **After 8:20am**, he or she must enter the School (at 8:30am) using the entrance dedicated to his/her year group.
- afternoon (from 3:30pm to 5pm)
- and evening (from 5:00pm to 6:00pm). To attend the evening garderie session (5pm start) your child must first have been registered either for the afternoon garderie session or with a club that operates between **3:30pm** and 5pm on that day.

### 3. Registration

Both parents will be sent log- on details to our online booking system “Eduka” by email when the child joins the School. <https://cfbl.eduka.school/>

If you have not received an email to login to EDUKA please contact [clubs@cfbl.org.uk](mailto:clubs@cfbl.org.uk).

### 4. Online Booking system “EDUKA”

Clubs:

- The club manager will notify you by email about the dates of the booking period (opening date/closing date).
- Once you have chosen the activity(ies), you can modify or cancel until the registration closes.
- Booking for an activity will be confirmed/validated if the relevant activity can open:
  - This depends on having a sufficient number of children being interested. In the event that an insufficient number of children register for an activity, CFBL Clubs will not open the activity. CFBL Clubs will send an email to the account holder to notify him/her that a proposed activity cannot open.
  - The clubs have a limited number of spaces. In order to ensure that all children who wish to participate at least to one club are able to do so, CFBL reserves the right to cancel bookings and reallocates the available places.
- You will receive the corresponding invoice once the clubs’ bookings have been validated (see paragraph #5 for further details).

Klubhouse:

- You choose the session you wish to book (until 4:00 pm or 5:00 pm or 6:00 pm)
- You will pay with the online payment system when making the booking for the Klubhouse (see paragraph #5 for further details).

Garderie:

- You can book your garderie sessions up to 30 days ahead and until 90 minutes before the session (before 2:00 pm)
- You can cancel a booking online until 8am the day of session

- Failure to make a booking by the deadline means that your child may not be granted access to the garderie if the maximum capacity has been reached.
- You will receive a monthly invoice (see paragraph #5 for further details).

### **CFBL Clubs does not accept bookings via email or telephone**

## **5. Fees**

The fees for the garderie, the Klubhouse and the clubs are communicated on our booking system “Eduka” at the time of the Term bookings.

All fees must be paid using the online booking system “Eduka”.

There will be no refunds if a child is absent from a session whatever the reason.

- Clubs : Invoices will be raised at the beginning of each term when the bookings of the clubs have been confirmed. Payments have to be made before the first session of the term
- Klubhouse : Payments are made with the online payment system when making the booking for the whole term (Invoices will be generated automatically after payment)
- Garderie : Invoices will be raised on a monthly basis. Payments have to be made within 14 days after reception of the invoice.

If your child attends the garderie, any session started is payable in full regardless of the time he or she is collected.

You will be charged the **non-booked rate of £14 per session/per child (rate for garderie until 6pm)**.

Fees and late collection charges are due for payment within 14 days of the request for payment. Failure to settle fees or late collection charges when they are due will result in CFBL taking action (including legal action) to recover all outstanding debts. Childcare Vouchers cannot be used to pay a late collection charge or non-pre-booked fees.

Where a fee and/or a late collection charge are outstanding, CFBL Clubs reserves the right to exclude the child from the activity or garderie until the fee and/or the late collection charge are paid, without issuing a refund for any sessions unattended.

## **6. Cancellations/ refunds**

The clubs and the Klubhouse sessions which are booked for a term **will not be refunded for any reason**, including the child's absence due to sickness or if the child leaves the School in the course of the term, for whatever reason.

However, if CFBL Clubs is required to cancel a session (for example due to an unforeseen circumstance or because it cannot find a satisfactory replacement for a club leader who is sick or for adverse weather), a credit note for this canceled session will be issued directly on your online Club account.

In the event that we are obliged to cancel a session at short notice, the account holder will be informed by email message. Primary pupils who are not authorised to go home unaccompanied will

be supervised by the garderie service until collected by an authorised adult. In such a case, CFBL Clubs reserves the right to charge for childcare at the standard current garderie rate (rate for **3:30 pm to 5:00 pm**).

Although garderie or clubs or Klubhouse sessions which your child cannot attend are not refunded you **MUST** nevertheless inform CFBL Clubs ([clubs@cfbl.org.uk/0207\\_993\\_7417](mailto:clubs@cfbl.org.uk/0207_993_7417)) that your child will not be attending the session. Failure to report absences causes distress for staff, concerned that the child may be missing. Repeated failure to notify the Clubs Manager that your child cannot attend a Club or Garderie session may result in your child not being accepted in the Clubs or Garderie in the future.

## 7. Childcare vouchers - Tax Free Childcare Account

You can only use the childcare vouchers/Tax free Childcare account to pay Garderie and Klubhouse fees. Childcare Vouchers cannot be used as payment for any other CFBL Clubs or as ? credit.

Since the online (payment) system “Eduka” does not allow you to pay directly with Childcare Vouchers or Tax free childcare account, prior to any booking, you have to contact the Club manager to inform that you would like to use Childcare voucher/Tax free childcare account to pay for:

- Klubhouse ( the Club manager will have to make a manual booking for you and you will receive an invoice). Klubhouse Invoices cannot be paid partially with Childcare vouchers, the full amount for Klubhouse bookings **MUST** be paid by childcare voucher/Tax free childcare account.
- Garderie: The full amount for the monthly invoice **MUST** be paid by childcare voucher/Tax free childcare account.

Childcare voucher/Tax free childcare account cannot be re-allocated against any other invoice.

We will only accept the payment of the childcare voucher/Tax free childcare account, if we have been notified and all the details below are being sent by email to the Club Manager :

- The proof of payment
- The amount and date of the payment
- Name of the provider

**CFBL reserves the right to modify its childcare vouchers/Tax free childcare account payment policy at any time to reflect any future and change in the law.**

## 8. Transport to off-site venues

CFBL Clubs staff will organize the transport or will accompany children who attend clubs held off-site. Children who are required to be collected from the School will be transported or walked back to School at the end of the off-site session. Other children (ie those who are authorised to make their way home unaccompanied) will go home directly from the off-site venue.

## 9. Collection of children

The Holmes Road entrance is used for collecting children from the garderie service.

The club's collections are generally made from a Cathcart Street exit.

The Klubhouse exits are the same as the school end day gate, per year group.

**All PS MS GSM children must** be collected by a person named on your online account.

**For primary and secondary pupils:** you must indicate on your online account if your child can leave the school (or an off-site venue) unaccompanied or whether you want your child to be collected from school (if so, we must be notified of the names of all persons authorised by you to collect your child). A proof of identity will be required by CFBL Clubs staff if the person who collects your child is not known to the School.

Any changes to the information contained on your online account, such as contact details, medical details, change of address, change of details of the persons authorised to collect your child must be either edited online or (if un-editable) notified to: [clubs@cfbl.org.uk](mailto:clubs@cfbl.org.uk) as soon as possible. (You must also inform the School's administration separately of any changes to your personal details: [info@cfbl.org.uk](mailto:info@cfbl.org.uk))

## 10. Late collection

It is important that **all** children are collected **on time**. If after 5 mins waiting, children are taken to garderie or to the club manager office (on Wednesdays), an additional charge **of £10 per 15 mins/child or part thereof** will be made for a late collection ("late collection charge").

If a child is not collected on time from an off-site location, he/she will automatically be brought back to the School for late collection (Holmes Road entrance) and the late collection charge will apply.

In case of persistent late collection, and after 3 warning notifications signed by both CFBL Headmaster and CFBL clubs manager, we reserve the right to exclude your child from our garderie service and club sessions.

## 11. Sickness, first aid and medical treatment

At the start of the school year, parents are asked to complete forms, including a medical information form. Medical information is held by the School Nurse and communicated with CFBL Clubs as necessary.

CFBL Clubs staff is not authorised to administer any medicine. Any medicine which is to be administered by the School Nurse (CFBL Administration of Medication Policy) must be administered before your child attends a CFBL Club activity. Although the school Nurse liaises with CFBL Clubs, you are required to notify CFBL Clubs of any such arrangement.

At least one CFBL Clubs or School staff present in the School or off-site at any time will have a basic first aid qualification.

Any child who has suffered from diarrhea, sickness, high temperature/fever or conjunctivitis must be kept away from the activity for a period of 48 hours after such condition has ceased.

Should any child suffer from any of the above whilst attending a CFBL Clubs activity or garderie, the staff will contact and ask the parent/carer to come and collect the child as soon as possible. A child may be asked to remain in the School's sick room rather than participate in the activity.

## 12. Responsibility for Payment

Both parents (or any other person responsible for the child) are legally responsible, jointly and severally, for the payment of all fees, charges and penalties at all times regardless of which parent is named as the account holder. Failure by CFBL Clubs to make more than one written or verbal request for payment of fees does not constitute an excuse or reason for late or non- payment.

## 13. School Policies

CFBL School Policies apply to CFBL Clubs. They can be consulted on the school's main website.

CFBL Safeguarding Policies including Staff Obligations in Safeguarding apply to CFBL Clubs. The Childcare (Disqualification) Regulations 2009 apply to members of staff providing early years childcare or later years' childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.

CFBL staff who work in a childcare setting are required to notify the School immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration including 'by association' i.e. they live in the same household (or someone is employed in their household) as someone who has unspent cautions or convictions for a relevant offense.

If there is cause for complaint, your grievance should be directed in the first instance to CFBL Clubs Manager by email to: [clubs@cfbl.org.uk](mailto:clubs@cfbl.org.uk). Any appeal will be addressed to the Board Clubs Committee.

## 14. Behaviour Statement

We aim to encourage and promote acceptable behavior and respect for others. CFBL Discipline and Behavior Policy apply to all CFBL clubs and garderie. We appreciate parental support in achieving and reinforcing this.

## 15. Grounds for Exclusion

We reserve the right to exclude a child from a CFBL activity or garderie:

- in case of persistent poor behaviour on the part of the child (which includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff)

The staff will record poor behaviour in the incident book. Three recorded incidents may result in a temporary or permanent exclusion at the discretion of the person in charge of the activity or garderie.

- Where a parent/carer is in breach of any of these terms and conditions.

Refunds will not be made if a child is excluded from CFBL clubs or garderie on the grounds set out above.

## 16. SEN and Disability

Please inform the Clubs Manager if your child has a special educational need (SEN) or disability.

## 17. Insurance

CFBL's public liability insurance covers the activities of CFBL Clubs.

## 18. Reservation of Rights

CFBL Clubs reserves the right to change these terms and conditions at any time and will give written notice of such changes to parents / carers using the details held by CFBL.

## 19. Waivers and Exclusions

CFBL shall not be liable for any direct or indirect loss suffered by parents as a result of the closure of a club, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.

CFBL does not accept liability for any loss of, or damage to, a child's personal property, however incurred.

CFBL accepts no responsibility for injury caused during CFBL Clubs activities from pre-existing medical conditions which are not notified separately, as required, to CFBL Clubs (even if CFBL was separately informed). It is the duty of parents to notify CFBL of any changes to your child's medical condition or other personal details.

No failure or delay by CFBL in exercising any of its rights or remedies shall prejudice or affect its ability to do so unless it has provided a specific waiver or release in writing.

## 20. Data Protection Policy

The School is aware of its duties under the Data Protection Act 1998 and is required to process relevant

personal data regarding pupils and their parents and guardians as part of its operation and shall take all reasonable steps to do so in accordance with its Data Protection Policy. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data.

The school has appointed the Financial and Administrative Manager as Data Protection Officer (DPO) who will endeavour to ensure that all personal data is processed in compliance with this policy and the Principles of the Data Protection Act 1998.

## 21. Jurisdiction and governing law

CFBL's web-site and other literature are written to clarify CFBL Club's organisation and rules and inform parents. Although they are correct at the time of publication, they do not form a contract

T&C CLUBS GARDERIE KLUBHOUSE - 03/2024

between you, the Club or CFBL.

CFBL reserves the right to amend, without notice, these Terms and Conditions. Registration of a pupil with CFBL Clubs is conditional on acceptance of these terms and conditions, which, subject to any amendment, apply throughout the whole period of the child's attendance at CFBL Clubs.

The contract between you and CFBL is governed by English law and subject to the jurisdiction of the English Cour