

Reviewed September 2025

TERMS AND CONDITIONS

CFBL's CLUBS - KLUBHOUSE -GARDERIE

1. Eligibility
2. Klubhouse, Garderie, Clubs and Timetables
3. Registration
4. Fees
5. Absences, cancellations and refunds
6. Childcare vouchers - Tax Free Childcare Account
7. Transport to off-site venues
8. Collection of children
9. Late collection
10. Sickness, first aid and medical treatment
11. Responsibility for Payment
12. School Policies
13. Behaviour Statement
14. Grounds for Exclusion
15. SEN and Disability
16. Insurance
17. Amendments
18. Waivers and Exclusions
19. Privacy notices
20. Jurisdiction and governing law

Collège français Bilingue de Londres ("CFBL" or the "School") runs extra - curricular activities at the School which are governed by these terms and conditions (these "T&C"). This includes certain organised activities ("club(s)") and wraparound care provision ("*garderie*" and "*Klubhouse*").

These T&C do **not** apply to the Football League to which separate terms and conditions apply.

These T&C supplement CFBL's general terms and conditions, also known as the "Parent Contract". In the event of a discrepancy between these T&C and the Parent Contract, the provisions of the Parent Contract will prevail.

1. Eligibility

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

The CFBL's online booking system EDUKA ("EDUKA") contains the details of all clubs offered by the School each term and any relevant joining requirements.

2. Klubhouse, garderie, clubs and timetables

After school activities referred to as "clubs"

A list of clubs offered, with a timetable and the fees charged by CFBL are available on EDUKA.

Snacks are provided by the School, at no additional charge, to the pupils from the following year groups who are registered with a club: PS, MS, GS and, when a club is shared by pupils of GS and CP, CP.

Clubs are available every school day after 3:30pm (Wednesday clubs are only for secondary children)

The list of clubs offered each term and a timetable are updated and published at the start of the term, when bookings open. Clubs are booked for the whole term only.

Wednesday wraparound care referred to as "Klubhouse"

Klubhouse only runs on Wednesdays, term time only, from 12:15pm. It is only available to CFBL pupils of maternelle and primary who have booked for the whole term. Lunch is included in the price.

One-off sessions may exceptionally be provided to children who are not registered to Klubhouse for the whole term, subject to availability within the relevant year group. Please contact the Clubs Manager if you would like your child to attend a one-off session. Acceptance is at the sole discretion of the Clubs Manager and cannot be guaranteed.

Recreational activities are organized by year groups.

Klubhouse has strict exit times of 4:00 pm, 5:00 pm and 6:00 pm. (Please refer to 9. below for late collections).

Wrap around care referred to as "garderie"

The garderie service is available term time only, to CFBL's maternelle and primary pupils. The garderie is available every school day except Wednesday afternoons/evenings (where only Klubhouse runs).

There are various garderie sessions :

- Morning sessions: Monday, Tuesday, Wednesday, Thursday, Friday mornings (8:00am to 8:30am). Your child must arrive from 8am **and before 8:20 am** to be admitted to the morning garderie service. **After 8:20am**, they must enter the School (at 8:30am) using the entrance dedicated to their year group.
- Afternoon sessions: from 3:30pm to 5pm
- After clubs: from 4:30 to 5pm. Only for pupils who attend a club until 4.30pm and cannot be collected at the end of the club and need to stay until 5pm.
- Evening sessions: 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.
- After club (from 5:30 to 6pm) : only for pupils who attend a club running until 5.30pm and cannot be collected at the end of the club and need to stay until 6pm

Snack during clubs/Klubhouse/Garderie:

We are a **nut free school** - Therefore, no nut snacks are allowed. Healthy snacks (fruit, juice, fruit puree...) are permitted for pupils staying in clubs, garderie and Klubhouse. For children in maternelle booked for one of these services, a snack is provided by the School (they cannot bring their own snack).

3. Registration

Parents must apply for a place using their EDUKA account. **The School does not accept bookings via email or telephone**

Parents are sent log-on details to our online booking system "Eduka" by email when their 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.

Clubs:

- The Clubs Manager will notify you by email the dates of the booking period (opening date/closing date).
- You can choose, modify or cancel your booked activity(ies) until the booking period closes.
- At the end of the booking period, bookings are confirmed by the Clubs Manager before the registration of a child for an activity is final. Parents are informed that a booking will not be confirmed by the Clubs Manager under the following circumstances::
 - In the event that an insufficient number of children booked for activity, CFBL will not open this activity and the Clubs Manager will send an email to the account holder to notify them that a proposed activity cannot open.
 - Due to the limit on the total number of clubs places that CFBL may offer and 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 reallocate 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 (i.e. before 2:00 pm)
- You can cancel a booking online until 8am on 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).

4. 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 are shown on Eduka and the School’s website inclusive of taxes (when applicable, eg for clubs). VAT (when applicable) will appear on the invoice sent to you by the school.

If the School at any time assesses (or HMRC at any time determines) that the fees payable for any services provided under these T&C are subject to VAT, and the School has not already charged you VAT on the applicable fees for those services, the School will promptly notify you and confirm the amount of VAT payable in respect of the relevant fees and you will pay an amount equal to that VAT within fourteen (14) days of the School notifying you.

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 by the School. Payments must be made before the first session of the term
- Klubhouse : Payments are made via the online payment system when making the booking for the whole term as well as for one off sessions. (Invoices will be generated automatically after payment - different fees apply for term bookings and one off sessions)
- Garderie : Invoices will be raised on a monthly basis. Payments must be made within 14 days after receipt 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.

If you have not booked the garderie, You will be charged the **non-booked garderie rate of £14 per session/per child, i.e. the rate applicable for garderie until 6pm.**

Fees and late collection charges are due for payment within 14 days of the invoice or 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 remain 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.

5. Absences, cancellations and refunds

If your child cannot attend a Garderie, clubs or Klubhouse session, you **MUST** inform CFBL Clubs (clubs@cfbl.org.uk 0207 993 7417) by 3pm on the day of the session. Failure to report absences causes concerns that the child may be missing and distress for staff. Repeated failure to notify the Clubs Manager that your child cannot attend a Garderie, clubs or Klubhouse session may result in your child not being accepted in the Garderie, clubs or Klubhouse in the future.

Clubs and the Klubhouse sessions which are booked for a whole term **will not be refunded if your child cannot attend for any reason whatsoever**, including without limitation if your child is absent due

to sickness or School trip/activity or if the child leaves the School in the course of the term.

However, if the School cancels a session (for example, without limitations, due to unforeseen circumstances or because it could not find a suitable replacement for a club leader who is absent or for adverse weather), a credit note for this canceled session will be issued by the School directly on your Eduka account (club services).

In the event that the School cancels a session at short notice, you will be informed by email. Primary pupils who are not authorised to go home unaccompanied will be supervised by the garderie service until collected by an authorised adult and in such a case, the School reserves the right to charge for childcare at the standard garderie rate (rate for **3:30 pm to 5:00 pm**).

6. Childcare Vouchers - Tax Free Childcare Account

You can use childcare vouchers/Tax free childcare account to pay Garderie, Klubhouse and clubs fees. childcare vouchers/Tax free childcare cannot be used for credit and the school will not refund any childcare vouchers/Tax free childcare transferred as credit or any amount in excess of the fees owed to the School for the Garderie, Klubhouse and clubs. The amount will have to be used within the term.

The online (payment) system "Eduka" does not allow you to pay Klubhouse, clubs or garderie services directly with childcare vouchers or your tax free childcare account, Please contact the Club Manager to inform them that you would like to use childcare voucher/your tax free childcare account to pay for Klubhouse, clubs or garderie services and the Clubs Manager will manually enter your booking(s) and issue an invoice. Please note that:

- Klubhouse: Klubhouse invoices cannot be partially settled with childcare vouchers or tax free childcare accounts but the full amount owed to the School for the term **MUST** be paid by childcare voucher/your tax free childcare account.
- Garderie: The full amount for the monthly invoice **MUST** be paid by childcare voucher/Tax free childcare account.
- Clubs : 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 Clubs 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 possible changes in the law.

7. Transport to off-site venues

Clubs staff will organize the transport or will accompany children who attend clubs held off-site. For off-site clubs all children will be transported or walked back to School at the end of the off-site session.

For Football League training only, children who are authorised to make their way home unaccompanied will go home directly from the off-site venue, otherwise the club leader will wait for the authorized person to collect the child (late collection fees may apply)

8. Collection of children

At the end of a session, children are collected from the following gates:

Garderie services: Holmes Road entrance,

Club's collections: generally the Cathcart Street gate.

Klubhouse: same as the school end day gate, per year group.

Late collections: Holmes Road entrance

All 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 for Football League) unaccompanied or if your child will be collected from School (if so, you must indicate on Edukathe names of all persons authorised by you to collect your child). A proof of identity will be required by 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 as soon as possible. (You must also inform the School's administration separately of any changes to your personal details: info@cfbl.org.uk)

9. Late collection

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

For football League If a child is not collected on time from an off-site location, he/she will automatically be brought back to the School and the late collection charge will apply.

In case of persistent late collections, and after 3 warning notifications signed by the School's Headmaster and Clubs Manager, the School reserves the right to exclude your child from our garderie and clubs provision.

10. 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 shared with CFBL Clubs as necessary.

CFBL's Clubs staff is not authorised to administer any medicine. Any medicine which is to be administered by the School Nurse (please refer to the School's Administration of Medication Policy available on the School's website) must be administered before your child attends any activity provided by Clubs. Although the School Nurse liaises with CFBL's Clubs staff, you are required to notify

CFBL's Clubs staff of any such arrangement with the School Nurse.

At least one Clubs staff or other 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 to protect the health and well-being of all children and staff.

Should any child be unwell whilst attending an activity, Clubs' staff will contact you and ask you to come and collect your child as soon as possible. A child may be asked to remain in the School's sick room rather than participate in the activity.

11. Responsibility for Payment

Parents (or any other person responsible for the child) are liable jointly and severally for the payment of all fees, charges and penalties owed by them to the School for the provision of clubs, garderie or Klubhouse services, regardless of which parent is named on Eduka as the account holder.

Failure by the School to make more than one written or verbal request for payment of clubs, garderie or Klubhouse fees does not constitute an excuse or reason for late or non- payment.

12. School Policies

School policies (including without limitations its Child protection and safeguarding policy, Behaviour & discipline policy and Règlements intérieurs, and H&S policies) apply to CFBL's clubs, Klubhouse and garderie. They are available on the School's website.

CFBL's safeguarding policies including staff obligations in safeguarding apply to Clubs activities, Klubhouse and garderie. 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.

Complaints will be resolved in accordance with the School's complaints policy available from the School's website.

13. Behaviour Statement

We aim to encourage and promote acceptable behavior and respect for others. CFBL's Behaviour & discipline policy and Règlements intérieurs to its clubs, Klubhouse and garderie provision.

We appreciate parental support in achieving and reinforcing this.

14. Grounds for Exclusion

We reserve the right to exclude a child from CFBL's clubs, Klubhouse or garderie provision:

- 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).

Clubs staff will record poor behaviour in the School's incident records. Three recorded incidents may result in a temporary or permanent exclusion from the activity where the child is registered, at the discretion of the person in charge of the activity, Klubhouse or garderie.

- Where a parent or carer is in breach of any of their obligations under these T&C.

There will be no refunds if a child is excluded from CFBL's clubs, Klubhouse or garderie on any of the grounds set out above.

15. SEN and Disability

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

16. Insurance

CFBL's public liability insurance covers the activities of CFBL clubs and garderie.

17. Amendment

CFBL reserves the right to amend these T&C unilaterally, at any time and the revised terms and conditions will immediately replace and substitute any previous terms & conditions governing CFBL's clubs, Klubhouse and garderie provision.

18. 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, Klubhouse or its garderie provision, 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 as set out in the School's Parent Contract.

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 (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.

19. Privacy notices

The School's privacy notices are available on the School's website.

20. Jurisdiction and governing law

These T&C are governed by English law and subject to the jurisdiction of the English Courts.