



## TERM TIME CLUBS: TEMPORARY FORM



### PROTECTED: Personal Information

Before booking with FUNdays Club, you first need to register your details with FUNdays Club online - please follow the steps below. Once you have completed the online registration, please complete the form below and overleaf and either return a paper copy to a FUNdays Club member of staff or post in our post box outside the main school office. Or alternatively email your form to [fitzmaurice@fundaysclub.co.uk](mailto:fitzmaurice@fundaysclub.co.uk).

1. Register with FUNdays Club online – click on 'register' at the FUNdays Club website.
2. Complete all of your own and your child(ren)'s details and ensure you have provided at least **two authorised people for collection**.
3. Email [fitzmaurice@fundaysclub.co.uk](mailto:fitzmaurice@fundaysclub.co.uk) to let us know that you have registered so we can verify your account.
4. If you have any **questions or queries**, call our enquiries number: 07874 222782 or click the 'contact us' in the secure booking part of the website.

*Please be aware that changes to an ongoing booking require a notice period of one month.*

DATE TO TAKE EFFECT FROM (minimum one months' notice):			
NAME OF CHILD:		YEAR:	CLASS:
SCHOOL:	Fitzmaurice Primary School		
YOUR FULL NAME:		Relationship to child:	
Telephone Number:		Email Address:	
I have registered online and all my details are up to date and still apply.			
Signed:			
Date:			

### Temporary Booking Form - Version 1 SEPT: 2020-21

Please tick each day and package you would like to book. Some sessions have limited places. Each package is awarded on a first come first served basis upon **completion of the online registration and a paper booking form** being received.

	Early Morning Club		After School Club	Go Premium	
	7.30am until school	Breakfast	Until 5.30pm	Core Skills	Tutoring
	£4.70	£1	£9.70	£6.50	£
Mon					
Tues					
Wed					
Thurs					
Fri					

<b>Payment Method:</b> Please specify your chosen method of making monthly payments for your ongoing booking. You can keep track of your outstanding balance by logging into your account online.	
Credit Card or Debit Card Instalments <input type="checkbox"/>	Childcare Voucher Instalments <input type="checkbox"/>

**Please Complete The Next Page**



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At FUNdays Club we respect the privacy of parents and carers and would like to give you the choice of how much communication you wish to receive from us. Please tick to indicate your preference below – note that all parents are required to receive essential updates as part of our privacy policy.

	Essential Emails	General Notification Emails	Newsletters	Focus Group	Advisory Board to FUNdays Club
Level 1: <input type="checkbox"/>	YES	-	-	-	-
Level 2: <input type="checkbox"/>	YES	YES	-	-	-
Level 3: <input type="checkbox"/>	YES	YES	YES	-	-
Level 4: <input type="checkbox"/>	YES	YES	YES	YES	-
Level 5: <input type="checkbox"/>	YES	YES	YES	YES	YES

**Terms and Conditions:** *This is only a summary of our Terms and Conditions. Please read our Bookings, Charges and Refunds Policy on our website in full before booking.*

### PAYMENT:

- CHILD CARE VOUCHERS: Please make your payment via your Childcare Voucher Provider once your monthly instalment cost has been confirmed.
- CARD: Pay with your credit card or debit card via the payment portal in your online FUNdays Club account.

### LATE PICK-UP (FUNdays After School Club):

- Please contact the relevant team via mobile (not email) to extend a booking to avoid a late pick-up charge of £8. Late pick-up will be billed as a standard £8 charge per session. Late pick-ups after close are charged at £10 per child per 10 minutes.

### CANCELLATIONS / REFUNDS / CHANGES/ ABSENCES:

- If a place is cancelled or a child is absent with less than one months' notice no refund will be offered.
- If a child is absent from FUNdays After School Club with less than 48 hours' notice, the relevant team must be contacted **via the site mobile** (not email) before register close otherwise a £3 late notice fee will be charged to part cover the team enacting our *Missing Child* procedures.

### ON-GOING PAYMENTS

- Each month of childcare is to be paid in full before the 14<sup>th</sup> of each month.

### LATE PAYMENTS

- If payment is not made within 14 days of receiving an invoice at the start of a month, a 10% surcharge will be made on that payment to cover the additional administration costs and cash flow difficulties this causes. Non-payment can lead to a child's place being revoked without notice.

One months' notice is required for changes or cancellations to bookings. Refunds cannot be offered for ongoing, long-term, booked places. The above paragraph is only a **brief summary** of our *Bookings, Charges and Refunds Policy*. To see all our full policies, please visit our website ([www.fundaysclub.co.uk](http://www.fundaysclub.co.uk)), request a copy (E: [fitzmaurice@fundaysclub.co.uk](mailto:fitzmaurice@fundaysclub.co.uk)) or view them at our reception desk at any FUNdays Club Ltd. activities – please do so before signing below.

I have read and understood the above payment, booking and charging information:

FUNdays Club Ltd. is a third party provider situated on the school site. We ask permission to liaise with school and exchange information concerning your child. By signing, you give permission for this exchange of information between your child's school and FUNdays Club.

I agree with all FUNdays Club Ltd. policies and procedures:

(Available at [www.fundaysclub.co.uk](http://www.fundaysclub.co.uk) and at the main registration desk at all FUNdays Club Ltd. activities)

I confirm that I have read the FUNdays Privacy Notice (Available at [www.fundaysclub.co.uk](http://www.fundaysclub.co.uk) and at the main registration desk at all FUNdays Club Ltd. activities) and give permission for FUNdays Club to contact me as required.

**Signed:**

**Date:**

### **ADMINISTRATION ONLY:**

<input type="checkbox"/> Questionnaire Rem. on Act.	<input type="checkbox"/> Booking Receipt Created	<input type="checkbox"/> Added to Max Numbers	<input type="checkbox"/> Online Booking Set-Up	<input type="checkbox"/> Added to Digital Timetable (Educational)
<input type="checkbox"/> Added to Mailing List	<input type="checkbox"/> Booking Receipt & Welcome Info Sent	<input type="checkbox"/> One-off Register Amended	<input type="checkbox"/> Additional Permissions & Core Skills Induction Materials Set-Up	<input type="checkbox"/> Added to Paper Timetable (Educational)