



**French Language Club
Holiday Clubs
Parsons Green Prep,
1 Fulham Park road, SW6 4LJ
Tel/Fax: 07947 001085
Email: info@lefrenchprogramme.com**

TERMS AND CONDITIONS

1. ADMISSIONS

- A child does not have to be of French nationality or have French as his/her mother tongue in order to be admitted to Le French Programme Holiday clubs. The club makes every effort to communicate in French but will help the child along in English if necessary.
- Le French Programme requests that you complete a registration form and read the following Terms & Conditions.
- Admission to the club is based on a child's position on the waiting list, which is determined by the date of registration on the waiting list. A priority is given to siblings of existing and past pupils of Le French Programme.
- Both parents are required to read the terms and conditions. In the absence of a second parent, the parent with sole responsibility will be required to provide evidence of sole parental responsibility.

2. FEES

- Le French Programme are paid within date stated on invoice.
- Any payment made after the first day of holiday club will result in a penalty of 5% of the amount due. Persistent or recurrent non-payment of school fees may also result in forfeiting a child's place at Le French Programme.
- Le French Programme understands that there may be situations that arise in which you have to change your booking arrangements.
- Due to staff/child ratios however, there may be a scenario where you will still be charged for your place and we will not be able to offer a refund.
- Our refund policy is:
 - Le French Programme Ltd. operates a tiered refund policy
 - Once you have made your booking, you have the right to a 100% refund for the 48 hours following the date and time that you made your booking
 - After this period, Le French Programme Ltd. offers a 50% refund for cancelled bookings up to 48 hours before your child is due to attend
 - Within 48 hours of attending our holiday clubs, no refunds will be offered.



3. ILLNESS

- A member of the team should be notified if children have been in contact with any infectious diseases. The French Programme reserves the right to refuse entry to any child it considers to be unwell or suffering from any contagious or infectious complaints. In the event of an accident or illness requiring urgent medical treatment, every effort will be made to contact the parent/carer. If all else fails, Le French Programme will take the child to hospital or the child's doctor. Please note fees have to be paid in full and cannot be swapped or compensated in regards to children unable to attend the school through sickness, holidays or for any other reasons.
- Le French Programme will continue to follow any government guidance imposing special arrangements in times of the current pandemic (covid-19). The guidance may require that confirmed cases (child/ carer and/ or the whole class) be sent home and self-isolate for a certain number of days. Any missed days due to the implementation of such guidance will not give rise to a refund of fees.

4. EARLY/ LATE PICK UP

Le French Programme Ltd. Holiday clubs operate normally between the hours of 10.30am and 3.30pm, with the option of early drop off at 9am and late stay until 4pm. If a booking is made, it is expected that drop off and collection will be no more than 5 minutes outside of the hours booked.

Failure to adhere to these requirements will result in:

- Firstly, a verbal request to ensure it doesn't happen again
- Secondly, a £10 early drop off or late pick up charge for each occasion thereafter.

Le French Programme will not accept any child before the hours of 9am.

In the event where a child is not collected by 4pm, our 'No Pickup Policy' will be implemented.

5. CONFIDENTIALITY

- Any information held by Le French Programme about a child in its care, and on his/her family, is strictly confidential.
- No information will be shared about the child, or his/her family, without prior permission from the child's parents.



6. LOSS AND DAMAGE

- Le French Programme does not take responsibility for loss or damage to property or clothing at the school.
- All clothing, personal items, buggies and scooters should be clearly labelled.

Please note that, given reasonable notice, Le French Programme reserves the right to amend these Terms and Conditions at any time.

“Le French Programme Ltd” is a limited liability company registered with Companies House UK under 8525634.