

MILTON KEYNES

# GK Tuition Centre

BRIGHTER AND BETTER

CONTACT US

INFO@GREATKID.CO.UK

+44 (0) 7423 680 934

## STUDENT APPLICATION FORM

First Name

Surname

DOB

School Year

School Name

Location

Subjects

Sessions

Days & Time

Two Emergence Contacts

Names

Mobile #

Parent's Full Name

Mobile #

Work Phone #

Address

Does Child Have Any Allergies

If Yes Please Explain Type

County

Postcode



## Great Kid Tuition Centre Terms and Conditions

- 1) To register your child/children at GK tuition centre. The registration fee, the weekly or monthly payment must be made at the same time the registration form is submitted.
- 2) Payments may be made by cheque, cash or internet banking. All invoices must be paid in full prior to the start date, thereafter on the 1st day of each month.
- 3) Fees are payable for the whole month booked. Fees remain payable during any period of absence booked for GK Tuition. Full fees are charged during absences caused by sickness and for any cancelled sessions that form part of your core sessions.
- 4) Although we close on BANK HOLIDAYS. Fees remain payable for holidays and any bank holidays which falls within your core sessions. Sessions are charged as a normal day.
- 5) One months written notice is required if you wish to reduce the amount of sessions on your existing registration form.
- 6) Extra sessions are charged at the rates agreed with GK administrative department. They must be booked in advance of their commenent. Once booked; extra sessions cannot be cancelled and must be paid for.
- 7) Once a place at GK tuition centre is confirmed, and your registration form has been signed, 4 weeks notice is required to change or terminate the booked services chosen for each child. Fees are payable from the agreed start date shown on the Registration Form. If for any reason you delay your child's agreed starting date, your fees will still be payable during the period between the "agreed" starting date.
- 8) Parents/Guardians who are more than 5 minutes late when picking up their children will be charged a late pick up fee for each child. Please check for late pickup charges in our pricing guide. Parents/ Guardians should be aware that Great Kid has to vacate the premises at pre agreed designated times. We reserve the right to suspend and /or terminate services for persistent late comers.
- 9) Fees will be reviewed annually, and 1 month's written notice will be given of any changes.
- 10) Great Kid does not accept liability for accidental injury or loss of property. Great Kid maintains insurances required by law. Copies of all insurance documentation are available for inspection at Great Kid during working hours.
- 11) All of Great Kid policies and procedures are available for inspection at the centre during working hours. It is the responsibility of the parent, guardian and /or carer of each child to make themselves familiar with our policies and procedures. These form the basis of Great Kid's operations. Parents, guardians, carers, children and staff will be expected to abide by the guidance and rules contained within.
- 12) Our behaviour policy details the standard of behaviour we expect from our parents etc, and staff. Our behaviour policy also details the procedure we will follow if we experience any problems with regard to the behaviour of parents, guardians, carers, children and staff. Great Kid reserves the right to temporarily suspend attendance for any child who misbehaves to the detriment of other children. Ultimately in respect of repeated behavioural issues
- 13) Misbehaviour, Great kid reserves the right to permanently exclude any child from sessions and to terminate the tuition contract for that child.
- 14) If your child becomes ill during a Great Kid session, we will contact the parents/carer cited as the first contact on the registration form. If the first person cannot be contacted, we will then try to contact the other 2 people named on the registration form.
- 15) Once you have been notified of your child's illness you will be expected to collect your child from Great Kid within 45 minutes of our notification call. If you cannot collect your child yourself, you will be expected to make suitable provision for your child to be picked up within the same 45 minutes period.
- 16) If your child is suffering from an infectious illness, he or she should not be brought back into centre until such time as the infection has cleared. Usual period of 48 hours should have passed since the last symptoms/signs of infection have disappeared before returning your child to the tuition centre. Great Kid reserves the right to refuse admission to any child who appears to show symptoms of any illness.
- 17) Parents, guardians or career must notify Great Kid if for any reason, their child is going to be absent from their session. This is particularly necessary if the absence is due to illness. Notification in such circumstance must be made a night before the child's normal daily start time.
- 18) We will only release a child to a recognised parent or carer. Parents and carers must prove their identity if requested to do so by our staff. If you wish to have your child collected by someone other than the usual parent or carer, you will be required to make arrangements with us in advance so that our staff can be briefed on the new arrangement. Passwords will be requested.
- 19) It is the responsibility of the parent/guardian/carers to inform us of any changes which occur to the original details given on the child's registration form. This is important in respect of changes to contact details, particularly if the contact (eg.....if a different person becomes an emergency contact etc.) or if telephone numbers change. Likewise changes to doctors surgery details, and medical and dietary conditions must also be notified as soon as possible.
- 20) All accidents that happen during Great Kid sessions are logged in an accident folder. Parents/guardian/carers will be notified of any accidents at the end of the session during which the accident has occurred. Parents/guardian/careers will be expected to read and countersign the entry in the accident register.
- 21) Great Kid is under an obligation to report to social services any incident where we consider a child may have been abused or neglected. This may be done without informing the parent, guardian or career.
- 22) It is our policy to give reasonable notice of any changes to the daily operations. However, in certain circumstances we reserve the right to alter services without prior notice.
- 23) These Terms and Conditions are governed by the law of England and Wales. We reserve the right to update these Terms and Conditions and in such circumstances will issue amendments for your information.

Full Name: \_\_\_\_\_ Sign: \_\_\_\_\_ GREAT KID (GK) Limited: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

**Submit**