

### This is how the T.S.O. works

## **Application form**

The application form is attached. On this form you can indicate if you will be using Stay in School (T.S.O) incidentally or on a fixed schedule.

We will also ask you for the names of your family doctor and dentist and if there is any medical data on your child(ren) that are of relevance for the T.S.O.

## T.S.O on fixed days

When you have indicated (using the application form) that your child(ren) will be using T.S.O on fixed days, then your child will be applied for T.S.O. for the regarding days.

## *Incidental T.S.O (the dotting card)*

Applying and signing out for incidental care is possible via info@borus.nl. Please state the full name, class and day of the incidental Stay in School.

Applying is possible up to 24 hours in advance, earlier applications are preferred of course.

In case you let your child stay in school without being applied, or is applied late so not 24 hours in advance, then we are forced to charge a "double" dot.

### Signing out / checking in /contact administration T.S.O.

If your child is ill, or will not be attending on a particular day, will you please call, 0297-552182 or mail info@borus.nl.

The presence of the children is checked using a list. The children attending based on a fixed schedule are already present on the list, the children using incidental care are added to the list based on received mail. Have you forget to sign out, we will miss your child(ren) and we will contact you.

For applications and changes in the contract you can also contact the administration.

### Contact coordinator T.S.O

With questions regarding staying in school you can contact the coordinator, phone 06-52678982 or by the mail info@borus.nl. Note the voicemail is listened to every day with the exception of Wednesday.



## **Invoicing / Payment / Collection**

## T.S.O.-subscription - serving fixed care

The T.S.O.-subscription regards an agreement between BORUS and the parent(s)/ caregiver(s) of a child for the T.S.O.-care on fixed days. Part of the agreement is an authorisation for direct debit. The price per day amounts to € 2,625. The T.S.O.-contribution will be collected in 5 equal terms. In case of absence there will be no restitution. On the commencing date of the subscription the contracting party will receive a final billing statement with the specifics of the terms. The cancellation period is one month and has to occur in writing, or mail tot info@borus.nl.

The 2 monthly amount of money which is to be collected for fixed care:

1 day: =  $\in$  21.00 per term 2 days: =  $\in$  42.00 per term 3 days: =  $\in$  63.00 per term 4 days: =  $\in$  84.00 per term

## Electronic dotting card-serving incidental care

The T.S.O.-subscription regards an agreement between BORUS and the parent(s)/ caregiver(s) of a child for the T.S.O.-care for incidental car. The agreement serving the electronic dotting card is for the period of a schoolyear. Part of the agreement is an authorisation for direct debit.

The price per day amounts up to €3,40. The T.S.O-contribution will be collected per 10 days in advance in case of an electronic dotting card, where the contracting party builds up a credit of €34.00 maximum. Every time the T.S.O.-service is used the compensation will be written of this credit. When the credit has been used up, €34.00 will be collected from the contracting party's bank account again. Thereby a summary note will be provided which includes the days in which care has taken place.

## Exclusion of the T.S.O.

BORUS Kinderopvang maintains the right to exclude children from the T.S.O. if they disturb order by their behaviour in such a way that is has a negative influence on the group and consultation with the parents/caregivers has not lead to an acceptable improvement, also in case of non payment. You will be contacted about this and BORUS Kinderopvang has the opportunity to remove your child from the group and place your child in a different group. The parents/caregivers will be notified by means of a warning letter.

In case the disturbing or impertinent behaviour continues then BORUS Kinderopvang can expel your child from the T.S.O. for 2 weeks or completely exclude from the T.S.O. Before we act there will be consultation with the parents and school management and will be announced to the parents in writing.

### Responsibility

Parents/caregivers remain responsible for the damage done by their child(ren) during the T.S.O.

#### **Personal tovs:**

Regarding toys can get lost or broken it is not allowed to bring owned toys to the T.S.O.

### Personal data

BORUS Kinderopvang will treat parents'/caregivers' and children's data confidentially according to the General Data Protection Regulation (GDPR).

### Anti-discrimination code

BORUS Kinderopvang will approach data from parents/caregivers and children according to protocol Anti-discrimination regulations.



# Intake- / Adjustment form T.S.O

Undersigned wants to let his/her child make use of the stay in school provision from 2018-2019 on primary school de Springschans in Uithoorn.

First and last name child						
Class						
Family doctor name & telephone number						
Dentist name & telephone number						
Will you please cross and cross out where necessary?						
My child will stay in school as follows:						
FIXED:	O Mon	day	O Tuesday	O Thursday	O Friday	
Incidentally Dotting card	YES /NO					
(Medical) rarities of the child (if applicable to staying in school):						
Undersigned (and/or associate parent/caregiver) is (are) accessible during afternoon hours on phone number(s)						
Name:		Tel.		Mobile		
Name:		Tel.		Mobile:		

Note: also enter authorization and address on the flipside please.



### **Continuous Permission SEPA**

Name child:	
Name account holder	
Address	
ZIP code	
Place of residence	
Country	
E-mail address:	
Billing number IBAN	
BIC	
Location and date :	
Signature:	
·	

Name recipient :	Borus Kinderopvang
Address recipient:	Zijdelveld 21
ZIP code and place of	1421 TG Uithoorn
residence recipient:	
Country recipient:	The Netherlands
Incassant ID:	NL90ZZZ332948230000
Feature permisson:	You can find this on the invoice

By signing this form you give Borus Kinderopvang authorization to send continuous direct debit instructions to your bank to withdraw an amount because of day-care and your bank to withdraw a continuous amount corresponding with the instructions from Borus Kinderopvang.

If you do not agree with this withdrawal you can adjust an account. Contact your bank within eight weeks after withdrawal to do this. Ask your bank for the conditions.