

Holiday Club Terms & Conditions – September 2011

1. Although every effort to ensure all the activities take place the management reserves the right to cancel at any time and where possible offer a suitable alternative.
2. It is the parents/guardians responsibility to provide a packed lunch if your child is staying all day.
3. Small snacks (fruit/biscuits) will be provided during the day. Please state any allergies when booking.
4. For trampolining please ensure children wear socks and have long hair tied back.
5. Please ensure that children are dropped off to the centre where our member of staff will sign them in. Children are to be collected on time where you will be asked to sign them out. If your are happy for your child to arrive/leave on their own then we will need written confirmation outlining this.
6. Water will be provided during the day but it is recommended that the children bring their own water bottles.
7. We are unable to supply sun cream and hats/caps for the children so please ensure that the children provide their own, staff will encourage the children for both the use and application of the above.
8. To guarantee your child's space payment must be made in full at the time of booking. For First Steps customers we will continue to use the invoicing system, please still complete the booking form outlining when you would like your child booked in.
9. To book for the Sunrise, Lunch & Twilight sessions your child **MUST** be booked into either the 9-12pm or 1-4pm session on the same day.
10. If you wish to cancel a booking you must provide us with a minimum of 7 days notice in order to qualify for a refund. If you cancel a session within the 7 day period then unfortunately we are unable to offer a refund.
11. It is the responsibility of the parent/guardian to inform the sports centre of any medical/dietary conditions that the child may have.
12. If any child does require the administration of medication during their session then this must be provided by the parent/guardian with written explanation of when/how the medication should be administered and permission to do so.
13. The sports centre has no facilities for caring for sick children, so if your child is ill please do not bring him/her to the sports centre. If you child is taken ill whilst with us you will be contacted and asked to collect him/her as soon as possible. It is very important that the sports centre be informed of confirmed cases of headlice and threadworms or any other contagious diseases.
14. An emergency contact number must be provided and it is the responsibility of the parent /guardian to inform us if this changes so we can update our records accordingly.
15. By signing the booking form you are agreeing to our terms and conditions and confirming that you are happy for your child to take part in the activities involved within that session.
16. Please see below our list of policies. Full copies can be located at the sports centre reception.
 - Behaviour Policy
 - Lost Child Procedure
 - Complaints Policy/Procedure
 - Exclusion Periods Policy
 - Medication Policy
17. Children must not be drop off until 5 minutes before the booked session is due to start, if they are, then the fee for the previous session must be paid but only if we have space.
18. If you are going to be late when collecting your child please let us know as soon as possible so that we can make arrangements. The sports centre operates a £5.00 fee for a late collection.
19. Childcare Vouchers may be able to be used. Please contact the sports centre for confirmation.
20. Trips - All trips include the day costs for the timed sessions. Children must arrive on time as buses will leave 5 minutes after the session start time.