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### **Conditions of Registration**

Children must be registered by a parent or legal guardian over 18 years of age

Registration must include the child's full name and date of birth, name, email address and day time phone number of the parent or legal guardian

Enrolments are accepted on a strictly first come first served basis. We reserve the right to limit numbers for safety reasons depending on the capacity of the venue.

We may at our absolute discretion conclude tuition in respect of any student as we are a private funded organisation we are not resourced to provide 1:1 supervision of an individual's special needs. A teacher aide funded at your expense is very welcome to attend our holiday program alongside your child. If this affects your child please contact us.

### **Cancellation**

We reserve the right to cancel any holiday program due to insufficient numbers. A refund will be given in this instance.

In the event your child is going to be absent for any reason on the day/s scheduled to attend, please contact the programme manager via email or text. A refund may be given at the discretion of the programme manager.

### **Health and Safety**

Our team are proud of our excellent safety record. While all care is taken by staff and the management of the respective venue in planning this holiday program, we/they cannot be held responsible for any accidents that may occur.

All children must be signed in and out each day. Drop off is to be no earlier than 8.45am and children must be collected by 3.15pm. No child is to be left at the venue unless a staff member is on site.

If a child becomes sick during the programme, parents will be contacted and expected to collect their child at the earliest possible opportunity.

In the case of an accident, injury or illness, emergency medical care may be required. This will be at parent's expense should they be unable to be contacted immediately.

If children need to take medication during the programme, parents are required to advise the staff when signing in if not done so via the registration form.

### **Staff and Management**

Our staff will exercise all reasonable steps to ensure the health, safety and well-being of all children at all times.

Our staff are not responsible for disciplining children in attendance. Any issues or matters that arise will be passed onto parents for action. If continued misbehaviour is causing on-going disruption to staff and/or other children, the parent or legal guardian will be contacted and asked to collect the child immediately.

Acceptable standards of behaviour are entirely at the discretion of the Head Coaches

Threatening language and behaviour will not be tolerated at any time. Whether this is towards staff, or other children. A high level of professionalism is expected from both parents, children and staff. If a situation has been deemed inappropriate and serious enough, immediate dismissal from our programme will be at the sole discretion of the Head Coaches.

### **Privacy Policy**

We are committed to protecting your privacy and keeping your personal information safe. It is our policy that we will not sell any information that identifies you personally to any other company or third party organisation and we do not provide any third parties with your personal details.

Photographs may be taken of the children and staff to be used as promotional material only. Please advise us when booking if you prefer your children are not included in any photos taken during the program.

Email addresses provided by you when registering are used only to inform of upcoming programmes and events.