

Active8 Minds Terms & Conditions exclusive to Ditcham Park School

Document: AMDP/2015

'I', 'us', 'we' and 'our' will relate to Active8 Minds and the coaching team.

1. A signed and completed child participation form will act as a legally binding contractual agreement between you (the parent/guardian) and us. Part of this agreement is that the costs will be paid in the allotted time and terms and conditions will be agreed to as stipulated by us who in turn will deliver the sessions on the dates and times as stated in our programme of activities.
2. New booking forms will be made available to parents/guardians before the final session of term is delivered and can also be found on our website: www.active8minds.co.uk
3. Any details obtained from the child participation form will not be passed on to any third party/company. They will be used solely for the purpose of parent/guardian contact, invoice purposes and generic details about the child which are deemed appropriate to engaging in physical activities such as medical conditions. You will, on some occasions, receive information regarding other services provided by Active8 Minds.
4. To reiterate a signed child participation form acts as a contractual agreement between the parent/guardian and us.
5. All course fees must be paid in accordance with the dates provided on the booking forms, unless prior arrangements have been made with the company. Late fees may result in additional charges.



Active8 Minds

Sport, nutrition & cre8ivity

6. Payment is for each full term, consisting of the 1st day back at school until the last day of each term. INSET days will be deducted accordingly.
7. Where possible, we will do our utmost to accommodate any changes/cancellations to pre-booked sessions.
8. Cash, cheques, online payments and bank transfer are the only recognised payment methods.
9. Cancellation by Active8 Minds: Active8 Minds will strive to ensure all sessions go ahead as planned. In the event of an unforeseen cancellation an alternative session will be offered in lieu or a credit note will be issued
10. Cancellation by customer: if your child can not attend due to illness, family commitments, a holiday, or any other reason, please let us know at your earliest opportunity.
11. A refund or an alternative session will be offered for cancellation of sessions. While we aim to be flexible and accommodate short notice changes, should persistent cancellations occur, your child's place may become compromised.
12. If your child is injured and unable to attend future sessions, a medical letter is required to prove such incident. A full refund will be offered from the date we receive such evidence.
13. A 10 minute grace will be given for parents/guardians collecting their children from the time that the session finishes (no cost incurred). If you are not able to pick up your child in the agreed time, we kindly ask that you make prior arrangements and inform us at your earliest opportunity. Additional charges may apply if persistently late for pick ups.
14. Active8 Minds have public liability Insurance to a value of 10 million pounds, however, we will not accept responsibility or liability for any loss or damage to personal property, belongings or effects prior to, during, or leaving our sessions



Active8 Minds

Sport, nutrition & cre8ivity

15. Your child is not permitted to participate in any of the Active8 Minds activities unless a signed and completed child participation form, signed by the parent or guardian. That said, an email will suffice for last minute/emergency bookings.
16. Active8 Minds will not accept disruptive behaviour and while we will strive to understand each child's needs, bad behaviour, bad language, bullying or anything else deemed inappropriate for our clubs will not be tolerated and could lead to dismissal from our clubs.
17. Where possible, Active8 Minds will endeavour to deliver the session/s as described. However, it is at the coach's discretion to alter/change the sessions due to attendees, bad weather or defective equipment/facilities.
18. Your child must be collected by the parent or guardian as names on the signed booking form. Any changes to personal details must be put in writing or an email at your earliest opportunity.
19. To avoid confusion and to uphold child safety Active8 Minds coaches will not allow your child to leave with anyone other than the named person/s on the signed child participation form.
20. Active8 Minds will strive to uphold the school/establishment code of conduct and behavioural policy
21. Staff associated with Active8 Minds, may on occasion take pictures for promotional purposes and could be uploaded onto our website, and/or used in promotional marketing material.
22. Pictures will not be distributed to a third party, nor will they be used for any purpose other than the website or promotional material
23. Any amendments to the terms and conditions will be highlighted and made available at the school office.