

Terms and Conditions agreement

I certify that the information I have provided on this form is correct. I confirm that I have read, understood and agree to the Terms and Conditions¹ and Privacy Notice and agree to observe the rules governing the use of facilities.

I understand that my email address Sport and Wellbeing and I give my permission for use of my data for administrative purposes, and for no other purpose.

Signed:

Date:

Health Screening Form

Please read and circle as appropriate:

Has your child had or is he/she currently being treated for any of the following:

Allergies (if so please list in additional info) Yes No

Diabetes Yes No

Epilepsy Yes No

Dizziness or fainting Yes No

Asthma Yes No

A recent illness or infection (e.g. chest infection) Yes No

Any joint pain (if Yes, where?) Yes No

Eating problems or loss of appetite? Yes No

Is your child on any medication? (if so please list in additional info) Yes No

Has your child had an operation recently? (if so please list in additional info) Yes No

Additional information:

Name, address and contact telephone number of family doctor:

Parent/Guardian Declaration: In the case of an accident I give*/do not give* permission for my child to receive appropriate medical treatment. I have answered the questions to the best of my knowledge and will inform the Sports Camp Co-ordinator if any changes to my child's health occur during the duration of the course.

I give*/do not give* permission for the Sport and Wellbeing Photographer to take photographs of my child taking part in the activities stated, and these photographs to be used for future Sports activity publicity only.

*delete as appropriate

Signed (Parent/Guardian): _____ Date: _____

Sport and Wellbeing Kids Camps
Terms and Conditions
Version 2.0

1. Bookings

1. **When making your booking** please ensure that you fill in all areas of the form to better facilitate the processing of your application.
2. **Following ratio guidelines** is a key part of our service to you. If we are at capacity, we will regretfully not be able to accept any further bookings.
3. **If you want to know more** about how we hold your data, please refer to our privacy notice. Our updated copy of our privacy notice can be found via our website.

2. Payment and Confirmation

1. **How you can pay:** Payment for Kids Camps can be made via reception at Jubilee Sports Centre.
2. **When you should pay:** Payment must be made during the booking process. We run a procedure that if payment is not received at the time of your booking this booking will not be confirmed.
3. **If you are paying by childcare vouchers**, a payment via your credit or debit card is required to ensure your space is reserved. Once we have received your childcare vouchers, we will then look to refund your card payment. For further information please visit our website: <https://www.southampton.ac.uk/sportandwellbeing/activities/holiday-camps.page>

3. Cancellation and Force Majeure

1. **Should you wish to cancel** after booking a course, you may do so by contacting us in writing or by email.
 - Cancellation within 6 weeks of start date of Kids Camp period: 100% refund (**last available day: 21st June 2021**)
 - Cancellation within 1 week of start date of Kids Camp period: No refund (**last available day Monday 26th July 2021**)
2. **If it becomes necessary for us cancel**, we will look to process a full refund.
3. **In the case where we have to close** due to unforeseen circumstances or an incident outside of our control, no refund or replacement session will be offered.

4. Attendance

1. **If your child is sick**, we would not be able to process a refund due to pre-planning of our Kids Camps and knock-on-effects. Please ensure you contact us via email sportandwellbeing@southampton.ac.uk or via phone 023 8059 2119 to let us know that your child will not be attending due to sickness.
2. **Late arrivals:** Parents are asked to ensure their child is dropped off at the correct location at the time off their child's course. Our team will not wait for any late children, so we highly recommend that children arrive on time. Parents are asked to inform the team of any planned late arrivals in advance.

5. Illness and Medical Conditions

1. **If your child has a pre-existing medical condition**, we ask the parent/guardian to ensure they make the team Sport & Wellbeing aware by completing the medical form to the best of their knowledge. All medical forms should be with Sport & Wellbeing at least one-week before the start of your booking.

2. **Children with disabilities:** It is recommended that a meeting with the team at Sport & Wellbeing is arranged to ensure that accessibility requirements can be reviewed.
3. **If your child has contracted an illness whilst at Kids Camp,** we ask that you contact the Sport & Wellbeing team immediately to discuss this further.
4. **Refunds** are only offered on proof of medical condition, from local health care services.

6. Behaviour

1. **Zero tolerance policy on bullying and continued poor behaviour.** In more serious cases, we reserve the right to ask parents and guardians to remove children from our Kids Camp for the remainder of their bookings. No refund will be given for any remaining days booked.
2. **In the event of late collection,** parents will be asked to pay a further £5 per fifteen minutes after 5.45PM to cover the additional staffing cost. If we do not receive contact from a guardian by 6.30PM, we will look to contact Social Services to advise them of an uncollected child.
3. **Safeguarding:** The Sport and Wellbeing team have a legal obligation to report any sign of child abuse or neglect to our Principle Safeguarding and Local Safeguarding Lead. The MASH for children and young people will be contacted. Our Safeguarding Children Policy can be found on our website (<https://www.southampton.ac.uk/sportandwellbeing/activities/holiday-camps.page>).

7. Complaints

1. **We pride ourselves on our ability to deliver a safe and enjoyable experience.** If you have either negative or positive feedback, please tell us. All feedback will be used in order to enhance our offerings, please email sportandwellbeing@southampton.ac.uk.

8. Valuables

1. **Sport and Wellbeing will not accept liability for lost or damaged property.** If you believe that your child has left an item in our facilities, please contact sportandwellbeing@southampton.ac.uk or speak to a member of the team in person. We ask that valuables are not brought to our Kid's Camp sessions.