

ACTIVE SPARKS

Terms & Conditions (up-dated September 2021)



1. FEES, INVOICING AND PAYMENTS

1.1 Fees:

- 1.1.1 Fees are charged on a programme based rate
- 1.1.2 Full payment must be made prior to the child starting the programme.
- 1.1.3 Confirmation of registration will be on receipt of the full registration fee and completed of registration form. Confirmation will be based on class availability.

1.2 Absences

- 1.2.1 ACTIVE SPARKS must be notified of any absences prior to the session.
- 1.2.2 ACTIVE SPARKS is not liable for any refunds once the child has been registered and payment has been received, as this confirms the child's place for the term.

1.3 Invoicing

- 1.3.1 ACTIVE SPARKS will send an invoice upon confirmation of availability in the programme if requested by the customer.
- 1.3.2 A child's place is considered 'unconfirmed' until payment and the registration form is complete.

1.4 Payment

- 1.4.1 ACTIVE SPARKS' preferred method of payment is completed through the Active Sparks website www.activesparks.co.nz and registration process, if for any reason this is not possible then customers should email Janna McLean directly at activesparksnz@gmail.com to discuss.

2. SAFETY & BEHAVIOUR

- 2.1. For the pre-school programmes a ECE centre staff member must be present at all times during the scheduled programme sessions.
- 2.3 ACTIVE SPARKS works hard to deliver safe sessions, however if your child was to incur any medical expenses or injuries during any of its programmes, ACTIVE SPARKS does not accept liability.
- 2.4 ACTIVE SPARKS accepts no liability for any property the child/ren bring with them to the programme which is lost or damaged while attending the programme.
- 2.5 All children are expected to adhere to ACTIVE SPARKS safety and behaviour rules, and must follow staff members instructions. If a child is not adhering to these rule, parents will be contacted and the child will be given a warning. If the child continues to misbehave, parents will be informed and the child will not be able to complete the remaining sessions of the programme, no refund will be given.
- 2.6 Parents are required to inform ACTIVE SPARKS of any medical conditions your child may have. Pre-existing medical conditions must be disclosed on the 'registration/payment form' prior to the programme beginning.
- 2.7 Due to the nature of the programme the staff delivering the programme may need to make physical contact with your child to support their learning. If you have concerns please notify ACTIVE SPARKS.

3. INFORMATION & DATA

- 3.1 The information and date which is provided within your child's registration form will be held on computers and in manual records for Janna McLean only. No information and data will be given or shared with other parties.

4. DISCLAIMER:

- 4.1 ACTIVE SPARKS reserves the right to cancel any of its sessions or events at any time, due to weather conditions and unforeseen circumstances (ie pandemic).

- 4.2 For after-school Multi-sports Primary School programmes, parents will be informed via their Private Facebook Group page and email by 1pm on the day if the programme is to be postponed, schools will also be notified. ACTIVE SPARKS will then endeavor to re-schedule a catch-up session if possible. For after-school Skating Programmes, parents will be informed by 1.30pm on the day.
- 4.2 ACTIVE SPARKS may take photographs and videos of children within the session time for business purposes such as but not limited to the ACTIVE SPARKS website and social media accounts. If parents/caregivers have concerns with this, they must notify (in writing) to ACTIVE SPARKS or the ECE service prior to the programme beginning and/or state this on the registration form.

5. COVID-19:

- 5.1 All coaches will be required to hand-sanitizer prior to and on completion of the session. Children are highly recommended to hand-sanitizer prior to and on completion of the session and hand-sanitizer will be offered and available.
- 5.2 If your child (or any siblings/parents accompanying the child to the session) are unwell we ask that you refrain from coming to the session until the signs/symptoms are not present or until doctors have given clearance.
- 5.3 During this period there is to be no sharing of drinks or food.
- 5.4 If children/parents/caregivers/teachers/staff notice any spillages/vomit they must notify a staff member immediately and they will clean it up with disinfectant.
- 5.5 During Level 1-2 parents are required to contact trace if they are coming onto school sites to collect children. We suggest using the Government Tracing App Active Sparks QR code or specific school QR code.
- 5.6 During Level 2 social distancing of 2m is recommended. During sessions a 1m distancing is recommended. Where possible children will keep a 1m distance and equipment will be spaced out in the area to accommodate this.
- 5.7 ACTIVE SPARKS will not be able to operate in Level 3.
- 5.8 If it is an 8 week programme and ACTIVE SPARKS are able to complete the equivalent of 6 sessions within the term then ACTIVE SPARKS are not required to refund the remaining sessions.
- 5.9 If it is a 7 week programme and ACTIVE SPARKS are able to complete the equivalent of 5 sessions within the term then ACTIVE SPARKS are not required to refund the remaining sessions.
- 6.0 If it is a 6 week programme and ACTIVE SPARKS are able to complete the equivalent of 5 sessions within the term then ACTIVE SPARKS are not required to refund the remaining sessions.