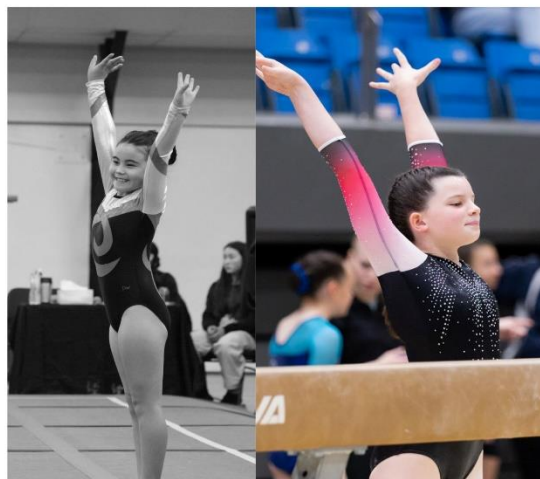


Holiday programme Policy



August 2023

Rimutaka Gymsports

Authored by: Kerry McGall



Contents

Purpose	3
Registration and enrolment	3
Full payment required to confirm place	3
Coach/Supervisor to participant ratios and roles	3
Holiday programme lead	3
First-aid trained	3
Holiday Programme Lead and first-aid trained coach or other supervisor identified	4
Fees and Payments	4
Late fee.....	4
Absences	4
Cancellations	4
Well-being and safety	4
Signing in and out	5
Risk.....	5
Privacy Act 1993	5
Photos and internet	5
Vulnerable Childrens Act.....	5
Authorisation	6

Holiday programme

Purpose

To outline the policy settings for running holiday programme during the school holidays in our gym. The holiday programme is a valuable income stream and they also allow other children and young people to access gymnastics who wouldn't normally participate. We need to keep our holiday programme participants and our holiday programme staff safe.

Rimutaka Gymsports aims to provide a fun and safe hang out space for children and young people aged 5-14 years of age during the school holidays.

Registration and enrolment

All holiday programme enrolments are booked on-line.

At time of enrolment and registration parents/caregivers agree to provide Rimutaka Gymsports with all information and special instructions regarding the health and well-being of their child/young person.

All information requested by Rimutaka Gymsports and provided by parents/caregivers must be accurate and true and they must not withhold any information that will affect or limit their or another child or young person's ability to participate fully, or limit or prevent coaches from being able to undertake their roles safely and fully.

Full payment required to confirm place

Payment must be made in full, in advance, prior to the date of the booking. Seven days is given to complete payment in full after the invoice has been sent unless a registration occurs sooner than seven days before the booking date. In this case, payment must be made immediately to secure the child's place. If payment has not been received according to above, the registration may be void and the place may be given to another child.

Coach/Supervisor to participant ratios and roles

There will be a lead coach and enough other supervisors to have a ratio for 1 coach to 10 children/young people. Coach/other supervisors will have the appropriate experience and training.

Holiday programme lead

Overall management and site supervision must be carried out by an adult of at least 20 years of age. This person (Holiday programme Lead) will always be on site when the programme is being run.

On-site means being in the building where the holiday programme is running. Holiday programme lead should be in building where the programme is being held when drop off or pick-ups are occurring.

First-aid trained

There must be always one coach, other supervisor or Holiday Programme Lead on site who holds a current first-aid certificate.

Holiday Programme Lead and first-aid trained coach or other supervisor identified

All coaches and parents should know who the Holiday Programme Lead is for the day and who the first aider is. This should be advertised in a place that is easily visible at both gyms.

Fees and Payments

Rimutaka Gymsports Gym Club holiday programme runs from stated dates in the school holidays.

Payment must be made in full, in advance, prior to the date of the booking.

The holiday programme does not provide food. Participants are required to bring a packed lunch and water bottle.

Failure to pay outstanding fees will be transferred to a third-party collection agency. For more information parents/caregivers will be referred to Rimutaka Gymsports fees policy.

Late fee

Children/young people are required to be collected from Rimutaka Gymsports Gym Club holiday programme at the end of the programme. A 15- minute grace period is given once the day has ended but you may be charged an additional fee of \$15 including GST per child, for each 15-minute period if you are late to collect your child/young person, unless prior arrangement has been made.

Absences

At our discretion, we may be able to provide a make-up day if we have the room and ability to do so during a holiday programme. Rimutaka Gymsports will notify parent/caregiver if this is possible as well as the day and the time any make-up day is available. This is at our discretion. There is no assurance that a make-up day will be available.

Cancellations

If a registration is cancelled more than 7 days before the start date, parents/caregivers will receive a full refund. If a registration is cancelled less than 7 days, but before 48 hours or more before the start date, a 75% refund will be provided, minus a \$20 administration fee (\$10 refund will be provided per day).

If a registration is cancelled 48 hours or less, before the commencement of the holiday programme or there is failure to attend on the day, no refund will be given. Parents/caregivers will still be charged the full daily rate the child/young person was booked for.

If Rimutaka Gymsports is forced to close due to unforeseen circumstances and parents/caregivers have paid for the day in full, a credit, refund or make up day will be issued to parents/caregivers.

Well-being and safety

The safety, well-being and experience that all children/young people have when they attend the holiday programme is paramount. A duty of care and all measures will be taken to ensure child/young person's safety. In the event of an unexpected injury or if a child/young person becomes unwell, Rimutaka Gymsports will contact the parents/caregiver or the relevant medical authorities promptly. Any medical costs will be covered by the parent/caregiver.

Boundaries, safety guidelines and safety expectations will be communicated to children/young people before each day begins. If a child/young person continues to act outside of instructions given to them, they do this at their own risk and they may be asked to leave the programme.

In the unlikely event that a child/young person becomes aggressive, threatening or violent, and staff are concerned for the safety of the child/young person, other children/young person or staff members, Rimutaka Gymsports will be required to take necessary measures to protect those involved and prevent the situation from escalating. This may include:

- calling the parent to collect the child/young person
- redirecting/removing the child/young person from the area/situation

Parents/caregivers will be advised that more information is available in the behaviour management policy and they can request this from Rimutaka Gymsports.

Signing in and out

Children/young people attending the holiday programme must be signed in/out by a parent or nominated caregiver on arrival and before they leave. The parent/caregiver must personally notify the office at Rimutaka Gymsport if someone else will be collecting their child and this will be noted on the sign in/out form.

Risk

We take the health and safety of every child and young person very seriously. Although we take all reasonable steps to mitigate accidents, there is an element of risk in gymnastics. By consenting to their child/young person participating in activities in the gym, parents/caregivers are acknowledging this risk.

Privacy Act 1993

All personal information collected by Rimutaka Gymsports is confidential and will only be used for the purpose of establishing and maintaining records held by Rimutaka Gymsports. Held information will be available to parent/caregiver at any time and parents/caregivers will be given the opportunity to correct it in accordance with the Privacy Act.

Photos and internet

Rimutaka Gymsports reserves the right to take photos/or video of activities and children/young people participating in those activities for documentation, data collection, promotional and publicity purposes. By enrolling with the Rimutaka Gymsports Gym Club holiday programme, parents/caregivers give consent for photos and/or video to be taken of their child/young person, unless otherwise instructed in writing. If parents/caregivers do not give permission for their child/young person to appear in photos and/or video and used in social media, they must state this in writing and email it to Rimutaka Gymsports.

Vulnerable Childrens Act

Rimutaka gymsports has followed the necessary procedures of the Vulnerable Childrens Act to ensure that all employees and volunteer staff are suitable to be children's workers and that no child will be put in a vulnerable position or at risk.

Further information is available in our child safety policy and parents/caregivers will be advised they can request this policy by contacting the office.

Authorisation

Crystal Smith

President

Date of approval by the Committee:

