

PCYC Cessnock School Holidays Terms and Conditions

Terms and Conditions:

- Bookings can be made online, over the phone, or via email to Cessnock@pcycnsw.org.au.
- Enrolment will only be confirmed upon full receipt of payment and completion of booking OR completed online booking.
- Online bookings cannot be paid via active kids voucher. Please email, or call the club if you wish to use the voucher.
- Active kids vouchers can only be used for holiday multisports and gymnastics workshops.
- Creative kids vouchers can only be used for creative workshops.
- \$50.00 per child per day, or \$45 per child per day if multiple siblings are booking in.
- All participants must be current PCYC members to attend PCYC programs – Junior membership is \$15.00 and can be completed online, or renewed in the club, or over the phone.
- Once a program is fully booked, a participant cannot swap programs.
- Credits will only be provided for participants with a medical certificate, when the club has been informed of the absence at least 1 hour prior to the start of the activity by email.
- Credits / Refunds will not be given for a change of mind. Refunds will only be issued in extreme circumstances.
- Refunds/Credits for activities are not available for bookings paid by Creative Kids.
- Primary/High school children, minimum 5 years old (or in kindergarten) and maximum age is 12 years old. (Please check workshops for age requirements)

Program Times:

- Children must be signed in and out of all programs by a parent/caregiver. Sign in 8am-9am and sign out 3pm-4pm. Late fee of \$10 will be charged for any child picked up after this time.
- Children 12+ can sign themselves out but must have a letter signed by their parent each day and will be dismissed at 3:30pm.
- Day activities officially start at 9am and finishes at 3:30pm.

Groups and rotations:

- Maximum capacity is based off the amount of activities running and the coaches available.
- Children will rotate between multiple activities and have a break for recess/lunch.
- Groups are split by the Activities Coordinator prior to the start of the day. This list is not subject to change.
- Groups are split by age, from oldest to youngest. We cannot guarantee kids will be in the same group.

Inappropriate Behaviour:

- Rules are established for the safety and well-being of all participants. Disregarding rules may result in exclusion from the program following consultation with program staff and parents/guardians.
- If a participant displays inappropriate behaviour, staff will speak to the participant about the rules and positively reinforce alternative behaviour. If no improvement is seen, the participant will be given time out.
- If a participant physically harms another child or staff member, time out will be given and the parent/guardian contacted. The child will no longer be able to participate or return to the program, and the parent/guardian will be required to collect the child.
- For other serious incidents, the participant's parent/guardian will be contacted and required to collect their child from the facility.

What to bring:

- Drinks, lunch, snacks and food for the whole day (Please note lunch orders will be available on the day but will need to be made prior to signing in your child).
- Water bottle, hat and sunscreen for any outdoor activities. Sunscreen will be provided, please ensure to notify staff on the day if the child has any sensitivity to sunscreen.
- Sleeved t-shirts, shorts/pants and a hat –Comfortable, appropriate clothing to be worn, suitable for physical activity.
- Enclosed shoes with rubber sole for sports. Socks must be used for activities run in the gymnastics hall.
- Children wearing open toed shoes to sports or skirts/dresses will not be allowed to participate in activities and a credit/refund will not be provided.
- Please clearly label ALL items brought to the Police Citizens Youth Club. PCYC takes no responsibility for lost property. Families are advised not to bring valuables to the club, and to label all personal belongings.

Illness

- Children showing signs and symptoms of ill health are advised to stay home for the safety of the child, and other children.
- If a child is showing any symptoms of cold and flu, or advises staff that they are unwell throughout the day, a parent/guardian will be contacted and required to collect their child from the facility.
- Credits or refunds will not be issued if the child is picked up early from the program.

Medication / Allergies /Special Needs:

- Parents are required to inform the club of any medical conditions their child has when enrolling. Parents are requested to explain known triggers, symptoms and management strategies when dropping off their child to help staff recognise and treat the condition.
- Please advise the centre of any special requirements. Medication can only be administered by staff with written permission including signatures from parents/guardians. Please provide an action plan at the start of the day.
- Children with additional needs who require extra assistance must have a parent/caregiver present.

**BOOKING IS NOT CONFIRMED UNTIL YOU HAVE RECEIVED AN EMAIL CONFIRMATION FROM PCYC CESSNOCK.
PLEASE ENSURE YOUR EMAIL ADDRESS ON YOUR CHILD'S MEMBERSHIP IS CORRECT**