



## **A. On the day**

### **Participants are required to bring:**

- Enclosed shoes appropriate for a wide range of activities
- Appropriate comfortable clothing suitable for sport activities
- Water bottle
- Any medicines or medical equipment required (see medical notes below)

## **B. Medical – medication, general hygiene, emergencies**

- PCYC NSW staff can only administer medications that are in the original packaging with original pharmacy label, or a script signed by a medical professional. We cannot administer medication without this information.
- Program staff will administer basic first aid where required and PCYC NSW has the right to contact an ambulance if deemed necessary by the staff.
- If a participant becomes ill or is displaying signs of cold or flu like symptoms a staff member will contact parent/carer and discuss appropriate action in line with current Government COVID-19 protocols.
- In the case of an emergency, staff will directly contact the participant's emergency contacts
- All participants must complete a membership form for all relevant medical information

## **C. Booking and enrolment process**

- Full payment must be paid at time of booking – full refund provided up to 14 days before booking date. Credit will be issued if cancelled up to 7 days before booking date.
- Any additional children that participate that have not been included in the original booking must be notified to staff and fill out membership form. Additional participants over allocated number i.e. 15 or 30 will not be allowed to participate.
- Credit will be issued for day of cancellation if valid medical certificate provided

## **D. Program code of conduct**

- All participants must follow the rules set by PCYC NSW coaches during the program. Safety is always our priority and the rules set by the PCYC coaches reflect this.
- If a participant is displaying behaviour that is not safe and appropriate for the session and the other participants, a warning will be issued to highlight the behaviour is unacceptable and will not be tolerated. Upon repeat behaviour, PCYC staff will contact the parent/carer and discuss appropriate action. If more appropriate behaviour is not displayed and this affects the safety of other participants, the child's participation will be cancelled for the remainder of the session
- Any excessive rubbish left from party will incur an additional cleaning fee of \$100

## **Important notes:**

**All participants must have had a membership form completed (if they are not already a member) in order for PCYC to have all relevant medical and contact information**

**BOOKING IS NOT CONFIRMED UNTIL YOU HAVE PAID IN FULL AND RECEIVED AN EMAIL CONFIRMATION FROM PCYC NORTH SYDNEY. PLEASE ENSURE YOUR EMAIL ADDRESS ON THIS FORM IS CORRECT.**

**PCYC reserve to right to cancel birthday party due to staff shortages or extreme circumstances – full refund will be provided.**