

Sport & Activity Timetables

for young members

Spring Term
2017

P

THE
PARK
CLUB



IMPORTANT DETAILS TO REMEMBER

Term Dates

Welcome to our Spring Term 2017 Young Members' Timetable covering the period Thursday 5 January to Sunday 2 April 2017

We have divided all activities, courses and camps into three seasonal terms and a summer holiday.

Spring Term 2017

Thursday 5 January to
Sunday 2 April 2017

Term Dates

Spring Term (part 1):
5 January – 12 February 2017

Half Term: 13 February – 19 February 2017

Spring Term (part 2):
20 February – 2 April 2017

Please note that course prices are for both half term periods with separate holiday camps and clubs.

Booking System

MEMBERS WITH EXISTING BOOKINGS

Members with existing bookings have the opportunity to renew their bookings for all activities within the following periods:

Spring Term 2017

Between 08.00 and 17.00 Monday 28 November 2016 and Tuesday 29 November 2016.

Please Note:

Only by booking the full term during the priority window can members with existing bookings secure their places from members with new bookings.

Please see cancellation policies at the back of this booklet.

NEW MEMBERS BOOKINGS & AMENDMENTS TO EXISTING BOOKINGS

Once the priority window is over, new members and members wanting to amend existing bookings can do so from the following dates:

Spring Term 2017

From 08.00-17.00 Wednesday 30 November 2017

The timetables within this booklet are not necessarily exhaustive, so please do look out for new activities publicised via quarterly newsletter - Park News, our email bulletin The Park Express, the parkclub.co.uk and on the notice boards around the Club.

If you have any queries in regard to any aspect of this booklet or in any respect of facilities or services at the Park Club, please do ask at reception or the duty manager who will be happy to assist.

Parents and guardians are reminded:

1. To have completed the Medical & Allergy form (available from Bookings) prior to drop off on the first day of the Course, Club or Camp their child is attending.
2. To always drop off and collect children in a timely fashion i.e in the ten minute period before the start and immediately after the finish of the Course, Club or Camp.
3. Non-members cannot drop off child members into a Course, Club or Camp.

Monday

Time	Activity	Age	Coach	Arena	Session £'s	Course £'s*	
16.00 - 17.00	BAGA Gymnastics - Beginner level***	5+	Andrea	Studio 2	n/a	£121	
16.30 - 17.00	Stage 3	4+	Alex	Family Pool	£11	£121	
16.30 - 17.00	Stage 1	4+	Anthony	Family Pool	£11	£121	
16.30 - 17.15	Mini RED Tennis	4 - 6	Cian	C1/C2	£11.55	£127.05	
17.00 - 17.30	Stage 4	4+	Alex	Family Pool	£11	£121	
17.00 - 17.30	Stage 5	4+	Nicola	Family Pool	£11	£121	
17.00 - 17.30	Stage 2	3+	Anthony	Family Pool	£11	£121	
17.00 - 18.00	BAGA Gymnastics - Intermediate level***	6+	Andrea	Studio 2	n/a	£121	
17.15 - 18.00	Mini Green Tennis	8 - 11	Cian	C1/C2	£11.55	£127.05	
17.30 - 18.00	Stage 3	4+	Anthony	Family Pool	£11	£121	
17.30 - 18.00	Stage 5	5+	Alex	Indoor Pool	£11	£121	
N 18.00 - 18.30	Stage 4	5+	Anthony	Indoor Pool	£11	£121	
18.00 - 18.30	Stage 6	5+	Alex	Indoor Pool	£11	£121	
18.00 - 19.00	BAGA Gymnastics - Advanced level***	7+	Andrea	Studio 2	n/a	£121	
18.30 - 19.00	Stage 7	6+	Alex	In/Outdoor Pool	£11	£121	
18.30 - 19.15	Stage 8	7+	Nicola	Outdoor Pool	£12	£132	

Tuesday

Time	Activity	Age	Coach	Arena	Session £'s	Course £'s*	
C 09.30 - 10.00	Mini Turtle Swimmer	3+	Paula	Family Pool	£11	£121	
10.00 - 10.30	Ducklings 2 Swimmer	1 - 2	Paula	Family Pool	£11	£121	
10.30 - 11.00	Ducklings 3 Swimmer	2 - 3	Paula	Family Pool	£11	£121	
11.00 - 11.30	Ducklings 3 Swimmer	2 - 3	Paula	Family Pool	£11	£121	
11.30 - 12.00	Mini Turtles Swimmer	3+	Paula	Family Pool	£11	£121	
13.00 - 13.30	Mini Turtles Swimmer	3+	Paula	Family Pool	£11	£121	
13.30 - 14.00	Mini Turtles Swimmer	3+	Paula	Family Pool	£11	£121	
14.00 - 14.30	Mini Turtles Swimmer	3+	Paula	Family Pool	£11	£121	
14.30 - 15.00	Mini Turtles Swimmer	3+	Paula	Family Pool	£11	£121	
16.00 - 16.30	Stage 2	3+	Anthony	Family Pool	£11	£121	
16.00 - 16.30	Stage 2	3+	April	Family Pool	£11	£121	
16.30 - 17.00	Ballet Pre-Primary ***	3 - 5	Angela	Studio 3	n/a	£82.50	
16.30 - 17.00	Stage 3	4+	Anthony	Family Pool	£11	£121	
16.30 - 17.00	Stage 3	3+	April	Family Pool	£11	£121	
16.45 - 17.45	PARX Boxing	5+	Lee & Ali	Gym	£14	£154	
17.00 - 17.30	Stage 4	4+	Anthony	Family Pool	£11	£121	
17.00 - 17.30	Stage 4	4+	April	Family Pool	£11	£121	
C 17.00 - 17.45	Cricket	5 - 7	Mark	A3	£7.95	£87.45	
17.00 - 17.45	Ballet Grade 1***	5+	Angela	Studio 3	n/a	£107.25	
17.00 - 18.30	Junior Tennis Academy *****		Bridie	A4/A5/A6	n/a	£207	
17.00 - 19.00	BAGA Gymnastics - advanced level Squad***	6+	Andrea	Studio 2	n/a	£242	
17.30 - 18.00	Stage 5	5+	Anthony	Indoor Pool	£11	£121	
17.30 - 18.00	Stage 5	5+	April	Indoor Pool	£11	£121	
C 17.45 - 18.30	Cricket	8 - 11	Mark	A3	£7.95	£87.45	
18.00 - 18.30	Stage 6	5+	April	Indoor Pool	£11	£121	
N 18.00 - 19.00	Stage 7	6+	Anthony	In/Outdoor Pool	£11	£121	
18.30 - 19.00	Stage 7	6+	April	In/Outdoor Pool	£11	£121	

** Junior Tennis Academy is strictly by invitation only. For more information please contact Shane Hurst

*** It is a requirement to undertake a trial in advance of being offered a place in gymnastics/ballet; If accepted, only full term bookings are accepted

**** Swim squad (2 sessions) - children can swim in any/ all of the sessions in any given week

***** Swim squad - children can swim in the pre-booked class only.

*****By invitation only, bookings are for 10 weeks commencing week 9th January, for more information please contact Bridie Lynch

Wednesday

Time	Activity	Age	Coach	Arena	Session £'s	Course £s*	
N 07.00 - 07.45	Elite Swim Squad	8+	Alex/Ash	Outdoor Pool	£12	£132	
16.00 - 16.30	Stage 1	3+	Ash	Family Pool	£11	£121	
16.00 - 16.30	Stage 2	3+	Nicola	Family Pool	£11	£121	
16.15 - 16.45	Karate	4 - 5	Alex	Studio 2	£9	£99	
16.30 - 17.00	Stage 2	3+	Ash	Family Pool	£11	£121	
16.30 - 17.15	Mini RED Tennis	4 - 6	Bridie	C1/C2	£11.55	£127.05	
16.50 - 17.35	Karate	6 - 7	Alex	Studio 2	£11.75	£129.25	
17.00 - 17.30	Stage 3	4+	Ash	Family Pool	£11	£121	
17.00 - 17.30	Stage 4	4+	April	Indoor Pool	£11	£121	
C 17.00 - 17.45	Football (Year1)	5 - 6	Mark	A3	£7.95	£87.45	
17.15 - 18.00	Mini ORANGE Tennis	7 - 9	Bridie	C1/C2	£11.55	£127.05	
17.15 - 18.15	Boxercise	8 - 15	Alex F	Studio 1	£11.30	£124.30	
17.30 - 18.00	Stage 4	4+	Ash	Indoor Pool	£11	£121	
17.30 - 18.00	Stage 5	5+	April	Indoor Pool	£11	£121	
17.40 - 18.25	Karate	8 - 10	Alex	Studio 2	£11.75	£129.25	
C 17.45 - 18.30	Football (Year2)	7 - 8	Mark	A3	£7.95	£87.45	
18.00 - 18.30	Stage 5	5+	Ash	Indoor Pool	£11	£121	
18.30 - 19.00	Stage 6	5+	Ash	Indoor Pool	£11	£121	
18.30 - 19.30	Karate	11-15	Alex	Studio 2	£14	£154	

Thursday

Time	Activity	Age	Coach	Arena	Session £'s	Course £s*	
09.30 - 10.00	Ducklings 1	4 months - 1	Paula	Family Pool	£11	£132	
10.00 - 10.30	Ducklings 2	1 - 2	Paula	Family Pool	£11	£132	
10.30 - 11.00	Ducklings 3	2 - 3	Paula	Family Pool	£11	£132	
11.00 - 11.30	Ducklings 3	2 - 3	Paula	Family Pool	£11	£132	
11.30 - 12.00	Mini Turtles Swimmer	3+	Paula	Family Pool	£11	£132	
13.00 - 13.30	Mini Turtles Swimmer	3+	Paula	Family Pool	£11	£132	
13.30 - 14.00	Mini Turtles Swimmer	3+	Paula	Family Pool	£11	£132	
14.00 - 14.30	Mini Turtles Swimmer	3+	Paula	Family Pool	£11	£132	
16.00 - 16.30	Stage 1	3+	Nicola	Family Pool	£11	£132	
16.00 - 16.30	Stage 3	3+	Anthony	Family Pool	£11	£132	
16.00 - 17.00	BAGA Gymnastics - Beginner***	5+	Andrea	Studio 2	n/a	£132	
16.30 - 17.00	Stage 5	5+	Alex	Indoor Pool	£11	£132	
16.30 - 17.15	Mini RED Tennis	4 - 6	Bob	C1/C2	£11.55	£138.60	
C 17.00 - 17.30	Stage 4	5+	Ash	Family Pool	£11	£132	
17.00 - 17.30	Stage 7	5+	Alex	Indoor Pool	£11	£132	
17.00 - 18.30	Junior Tennis Academy *****		Bridie	A4/A5/A6	n/a	£207	
17.00 - 19.00	BAGA Gymnastics - advanced level Squad***	6+	Heather	Studio 2	n/a	£264	
17.15 - 18.00	Mini ORANGE Tennis	7 - 9	Bob	C1/C2	£11.55	£138.60	
C 17.30 - 18.00	Stage 5	5+	Ash	Family Pool	£11	£132	
C 17.30 - 18.15	Stage 8	8+	Alex	In/Outdoor Pool	£12	£144	
C 18.00 - 18.30	Stage 6	5+	Ash	Indoor Pool	£11	£132	
C 18.00 - 19.00	*****Swim Squad	7+	Alex	Outdoor Pool	£12	£144	

Friday

Time	Activity	Age	Coach	Arena	Session £'s	Course £s*	
10.00 - 10.30	Ducklings 1	4mths-Tyrs	Zoe	Family Pool	£11	£132	
10.30 - 11.00	Ducklings 2	1-2 Years	Zoe	Family Pool	£11	£132	
11.00 - 11.30	Ducklings 3	2-3 Years	Zoe	Family Pool	£11	£132	
11.30 - 12.00	Mini Turtles Swimmer	3+	Zoe	Family Pool	£11	£132	
13.30 - 14.00	Mini Turtles Swimmer	3+	Zoe	Family Pool	£11	£132	

Friday cont...

14.00 - 14.30	Mini Turtles Swimmer	3+	Zoe	Family Pool	£11	£132	
16.00 - 16.30	Stage 2	3+	Richard	Family Pool	£11	£132	
16.15 - 16.45	Karate	4 - 5	Alex	Studio 2	£9	£108	
16.30 - 17.00	Stage 3	4+	Richard	Family Pool	£11	£132	
16.50 - 17.35	Karate	6 - 7	Alex	Studio 2	£11.75	£141	
17.00 - 17.30	Stage 4	4+	Richard	Indoor Pool	£11	£132	
17.00 - 18.30	Junior Tennis Academy *****		Bridie	A4/A5/A6	n/a	£207	
17.30 - 18.00	Stage 5	5+	Richard	Indoor Pool	£11	£132	
17.40 - 18.25	Karate	8 - 10	Alex	Studio 2	£11.75	£141	
18.00 - 18.30	Stage 6	5+	Richard	Indoor Pool	£11	£132	
18.30 - 19.00	Stage 7	6+	Richard	In/Outdoor Pool	£11	£132	
18.30 - 19.30	Karate	11-15	Alex	Studio 2	£14	£168	

Saturday

Time	Activity	Age	Coach	Arena	Session £'s	Course £'s*	
09.00 - 09.30	Stage 2	4+	Nicola	Family Pool	£11	£132	
09.00 - 09.45	Football (Reception)	4	Steve & Stephen	Sports Ground	£7.95	£95.40	
09.00 - 10.00	BAGA Gymnastics - Beginner***	4 - 5	Sam	Studio 2 / dome	n/a	£132	
09.15 - 10.00	Mini RED Tennis	4 - 6	Shane	C1/C2	£11.55	£138.60	
09.30 - 10.00	Stage 3	4+	Nicola	Indoor Pool	£11	£132	
09.30 - 10.15	Mini ORANGE Tennis	7 - 8	Bob	C3	£11.55	£138.60	
09.45 - 10.30	Football (Year 1)	5 - 6	Steve & Stephen	Sports Ground	£7.95	£95.40	
10.00 - 10.30	Stage 4	5+	Nicola	Indoor Pool	£11	£132	
10.00 - 11.00	BAGA Gymnastics - Beginner / Intermediate***	5 +	Sam	Studio 2 / dome	n/a	£132	
10.00 - 11.00	Mini ORANGE Tennis	6 - 8	Shane	C1/C2	£16	£192	
10.15 - 11.00	Mini RED Tennis	5 - 6	Bob	C3	£11.55	£138.60	
10.30 - 11.00	Stage 5	6+	Nicola	In/Outdoor Pool	£11	£132	
10.30 - 11.30	Football (Year 2 & 3)	7 - 8	Steve & Stephen	Sports Ground	£10.60	£127.20	
10.30 - 11.00	Stage 8	8+	Alex	Outdoor Pool	£11	£132	
11.00 - 11.30	Stage 6	6+	Nicola	In/Outdoor Pool	£11	£132	
11.00 - 12.00	BAGA Gymnastics - Intermediate***	6 +	Sam	Studio 2 / dome	n/a	£132	
11.00 - 12.00	Mini GREEN Tennis	8 - 10	Shane	C1/C2	£16	£192	
11.00 - 12.00	Junior Tennis Drills and Skills	11-15	Bob	C3	£16	£192	
11.30 - 12.00	Stage 7	7+	Nicola	Indoor Pool	£11	£132	
11.30 - 12.30	Football (Year 4 & 5)	9 - 10	Steve & Stephen	Sports Ground	£10.60	£127.20	
12.00 - 13.00	Squad	8+	Alex	Outdoor Pool	£12	£144	
12.00 - 14.00	BAGA Gymnastics - advanced level***	6 +	Sam	Studio 2 / dome	n/a	£264	
12.30 - 13.30	Football (Year 6 +)	11+	Steve	Sports Ground	£10.60	£127.20	
12.30 - 14.00	**Junior Tennis Academy		Shane	C1/C2	n/a	£248.40	
13.30 - 14.30	Street Dance and Hip Hop	6+	Ed	Studio 1	£9.00	£108	
14.00 - 15.30	**Junior Tennis Academy		Shane	C1/C2	n/a	£248.40	
15.30 - 17.00	**Junior Tennis Academy		Shane	C1/C2	n/a	£248.40	

Sunday

Time	Activity	Age	Coach	Arena	Session £'s	Course £'s*	
09.00 - 09.30	Stage 1	3+	Becky	Family pool	£11	£132	
09.30 - 10.00	Mini RED Tennis	4 - 6	Bob	C1	£8.20	£98.40	
09.30 - 10.00	Stage 2	3+	Becky	Family pool	£11	£132	
10.00 - 10.30	Stage 3	4+	Becky	Family pool	£11	£132	
10.00 - 11.00	Mini ORANGE Tennis	7 - 8	Bob	C1/C2	£16	£192	
10.00 - 11.00	BAGA Gymnastics - beginner / intermediate***	5+	Andrea	Studio 2	n/a	£132	
10.00 - 11.00	Football (year 1)	5 - 6	Mark	Sports Ground	£10.60	£127.20	
10.30 - 11.00	Stage 4	4+	Becky	Family pool	£11	£154	
11.00 - 11.30	Stage 5	5+	Becky	Indoor pool	£11	£154	
11.00 - 12.00	Mini GREEN Tennis	9 - 12	Bob	C1/C2	£16	£192	
11.00 - 12.00	Football (Year 2 & 3)	7 - 9	Mark	Sports Ground	£10.60	£148.40	
11.00 - 12.00	BAGA Gymnastics - Intermediate / Advanced***	7+	Andrea	Studio 2	N/A	£132	
11.30 - 12.00	Stage 6	5+	Becky	Indoor pool	£11	£132	

MONDAY 13 FEBRUARY TO FRIDAY 19 FEBRUARY

HALF TERM HOLIDAY CAMPS & CLUBS

Holiday clubs and camps are designed to provide an action packed day where children can be left. There is no need for a parent, carer or guardian to stay on site when children are registered to attend holiday camps. Lunch is provided in whole day sessions.

Holiday Club Morning: £25 Whole Week: £112.50

Tennis Morning*: £15 Afternoon*: £15 Whole Day: £24 Whole Week: £108

Early Drop Offs Camp (including breakfast)

Camps from 08.00 - 10.00 at £10 per day or
Camps from 08.00 - 10.00 at £45 for 5 days

Late Collections Camp (including dinner)

Camps from 15.00 - 18.00 at £15 per day or
Camps from 15.00 - 18.00 at £67.50 for 5 days

Members booking 2 separate half day session in any one day are responsible for their child/ren during the lunch hour. For further information about each of the camps please ask at reception or visit theparkclub.co.uk.

*Excludes Lunch.

Monday

Activity	Time	Age Group	Instructor	Location
Marble Painting Jelly play Lunch	09.30 - 13.30	3 - 7	Ark Staff	Ark in the Park
Tennis	10.00 - 15.00	6 - 15	Various	Various

Tuesday

Activity	Time	Age Group	Instructor	Location
Cooking Board games Lunch	09.30 - 12.30	3 - 7	Ark Staff	Ark in the Park
Tennis	10.00 - 15.00	6 - 15	Various	Various

Wednesday

Activity	Time	Age Group	Instructor	Location
Smoothy making Wii sports Lunch	09.30 - 12.30	3 - 7	Ark Staff	Ark in the Park
Tennis	10.00 - 15.00	6 - 15	Various	Various

Thursday

Activity	Time	Age Group	Instructor	Location
T shirt decorating Construction play Lunch	09.30 - 12.30	3 - 7	Ark Staff	Ark in the Park
Tennis	10.00 - 15.00	6 - 15	Various	Various

Friday

Activity	Time	Age Group	Instructor	Location
Party games Story time Lunch	09.30 - 12.30	3 - 7	Ark Staff	Ark in the Park
Tennis	10.00 - 15.00	6 - 15	Various	Various



MEDICAL & ALLERGY FORM SAMPLE

The following form **MUST** be completed for all children enrolled in any Park Club class, holiday club or camp programme. Part A is mandatory with part B requiring completion if your child requires any form of medication. If part A only is completed then the form must be returned to The Park Club at initial registration. If part A & B are completed then this form must be returned at least 48 hrs prior to registration.

PART A

Child Name: D.O.B.: ____/____/____

Address:.....Postcode:.....

Associated Member:
.....

Child's Parent/Guardian Name:.....

Emergency Contact Name 1:Telephone No.:

Emergency Contact Name 2:Telephone No.:

Doctor's Name:Telephone No.:

If your child becomes ill whilst in our care, we will in the first instance make every effort to try and contact you, your nominated guardian, or any of the emergency contact numbers indicated above.

I give consent for the administration of first aid to be given to my child (as named above) : YES / NO .
If no please confirm your instructions in regards action to be taken by The Park Club

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I give consent for any emergency medical treatment to be administered to my child (as named above): YES / NO. If no, please confirm your instructions in regards action to be taken by The Park Club.

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I give consent for my child (as named above) to be taken to hospital in the event of an emergency: YES / NO. If no, please confirm your instructions in regards action to be taken by The Park Club

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MEDICAL & ALLERGY FORM SAMPLE

PART B

Does your child suffer from any allergies or medical conditions: YES / NO.

If yes, please give details including symptoms, severity and any medical treatment or medicine that is required:

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Additional information concerning the wellbeing of your child? (please give details):

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PLEASE NOTE: Before any medication can be administered by The Park Club, a separate medication or anaphylactic consent form must be completed and discussed with the supervising staff member / appointed Contractor. All medication must be handed over to the staff member at daily registration.

It is very important that we are kept up to date of any change of circumstances such as allergic reactions to any particular medication.

I hereby indemnify The Park Club from any liability (other than such as may be caused by the negligence of staff) howsoever and whosoever arising as a result of your child using facilities of The Club. By signing this document I accept full responsibility for my child whilst they are on The Park Club premises and have completed all sections of the indemnity with the relevant and correct information.

Full Name of Child's Parent / Guardian: (Block Capitals)

Signature of Child's Parent / Guardian:

MEDICAL CONSENT FORM

I (parent / carer – please delete as appropriate) hereby give my consent for The Park Club Staff / appointed Contractor to administer the following medication to my child:

Childs Name:

D.O.B:

Emergency contact details:

Telephone number: Name:

Telephone number: Name:

Type of medication:

Dose / amount:

Administration times:

Additional administration information:

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Administration Record

Time	Administered by: (print and sign)	Witnessed by: (print and sign)	Parent /Carer (print and sign)

I agree to The Park Club staff / appointed Contractor administering the named medicine / treatment to the child named above. This will be carried out in-line with this consent form.

I confirm that all medication is prescribed and labelled by a medical professional.

Signed : Date:

PLEASE NOTE: WHERE APPLICABLE, PLEASE REQUEST AN ANAPHYLACTIC (EPIPEN) CONSENT FORM FROM CLUB RECEPTION.

POLICIES

TERMS & CONDITIONS FOR SPORTS & ACTIVITIES

By making a booking you agree to all of the following listed Terms and Conditions. Please take a few minutes to read all of the information below. Thank you.

TEACHING POLICIES & PROCEDURES

1. The Park Club ("TPC") will provide suitably qualified instructors.
2. It is TPC's policy to endeavour to provide a temporary replacement instructor in the event of any instructor absence.
3. We reserve the right to replace instructors, at any time if necessary, once the term or course has started.
4. Courses are subject to limited numbers at the reasonable discretion of TPC in order to comply with statutory safety regulations and to provide a greater level of personal and comprehensive tuition.
5. Where a student is a minor (under the age of 11), TPC instructors will only be responsible for the student during the designated class times; parents/guardians are reminded to be punctual as failure to do so may result in the non-participation of the class. The lesson begins when the instructor accepts charge of the student from the parent or guardian and ends when the student is returned to the designated drop off/pick up point at the end of the lesson. Hereof, parents/guardians are reminded to be punctual as failure to do so may result in the withdrawal from the course. Students must be signed in and out by their parents and/or guardians.
6. Please ensure that as the parent and/or guardian you are present at the designated drop off/pick up point at the end of the lesson.
7. If you are an existing Gold, Family or Family Green Member, you may grant temporary guardianship of registered Child Members to a fellow Member of TPC - depending on category.
8. Where a student is an Urban Parx member (between the ages of 11 and 16), the student may attend the lesson without the presence of a parent and/or guardian, but the student remains the full and sole responsibility of the parent and/or guardian at all times whilst on the Club premises.
9. TPC reserves the right to cancel or amend lessons and courses in exceptional (i.e. beyond its reasonable control) circumstances.
10. TPC retains a comprehensive Public Liability Insurance Policy, a copy of which is held at the company's head office.
11. TPC is registered under the Data Protection Act 1998 to process and store data on living individuals.

BOOKING & PAYMENT CONDITIONS

1. There will be three terms during the year. They are to be called Spring, Summer and Autumn.
2. Booking dates will be announced via the Club's communications network to allow members to book term by term.
3. Term time courses can only be booked in whole term periods. These are typically 12 weeks in length with a half term holiday break which is not included.
4. Payment must be received on making a booking in advance of the lesson. Regrettably, without pre-payment we are unable to hold spaces.
5. You may book individual sessions up to 7 days in advance. Please be aware that when purchasing individual sessions on the day of the class, sufficient time to book, make payment and collect a receipt for the session must be given. The receipt will be required by the instructor of the class as proof of late booking. Please note that individual class bookings do not secure bookings on a termly basis.
6. Booking and Payment may be made via telephone or in person.
7. Payment may be made by cash, credit card, cheque, loyalty card, club or store vouchers.
8. Receipts will either be given directly to the member booking or if the booking is made via telephone, receipts will be left at reception for collection within two weeks.

RENEWING YOUR BOOKING

1. To ensure our students get maximum benefit from their tuition, we will attempt to allow existing bookings to be renewed.
2. Bookings will be open for renewal between 08.00 and 17.00 for two days from the Booking Date. Existing bookings may be renewed and paid for on these dates.
3. If the existing bookings are not renewed and paid for by 17.00 on the cut off date, then the slot will be opened on a first come, first served basis on the following day.

CHANGING, MOVING & CANCELLING LESSONS

1. TPC operates the following term time cancellation policy:
 - 1.1 If notification is received, in writing, of cancellation of the entire course within 7 days of booking, a refund will be issued subject to a 10% administration fee.
 - 1.2 If notification is received, in writing, of cancellation of the entire course within 3 days from having attended the first lesson, a refund will be issued subject to a 20% administration fee.
 - 1.3 TPC will make every effort to accommodate amendments of individual classes or courses where at least 24 hour notice is provided. Please note that this is strictly limited to the period within the current term and half term respectively.
 - 1.4 Refunds for cancelled individual lessons will only be issued on production of a medical certificate.
 - 1.5 Refunds (less any administration fees) will be given in Club vouchers.
2. TPC operates the following holiday club and holiday camp cancellation policy:
 - 2.1: If notification is received, in writing, of cancellation for Holiday Camp or Holiday Club bookings with 7 days or more notice given, a refund will be issued subject to a 10% administration fee.
 - 2.2: If notification is received, in writing, of cancellation for Holiday Camp or Holiday Club bookings with 3 days notice given, a refund will be issued subject to a 20% administration fee.
 - 2.3: TPC will make every effort to rearrange individual Holiday Camps or Holiday Clubs where at least 24 hour notice is provided.
3. All refunds / credits will be given in the form of club vouchers.
4. If TPC is unable to provide the lessons for any reason we will offer you a replacement lesson. If we are unable to provide a replacement lesson a credit will be offered. A credit will be in the form of club vouchers.
5. In the event that an instructor is unable to carry out the lesson, TPC will attempt to provide an alternative qualified instructor.
6. If TPC is able to provide an alternative qualified instructor but you decide to withdraw the student no credit or replacement lesson will be offered.
7. Cancellations due to inclement weather will not be refunded; however, we will attempt to provide alternative activities/ entertainment for the duration of the lesson.
8. In the event that a lesson is cancelled outright, we will attempt to contact you using the details that we hold on your member records. It is imperative, therefore, that at the time of booking you reconfirm your contact details.

GENERAL

1. Members are expected to be on their best behaviour at all times. Refunds will not be made if children have to be removed from any of the courses for bad behaviour. Inappropriate behaviour may jeopardise your child's future use of the Club.
2. It is important to understand the sporting values that can be imparted onto children and are ultimately intrinsic to social interaction, with this in mind TPC insist on a code of conduct;
 - Fair Play
 - Observation of laws and rules of the instructor/coach
 - Respect for your opposition, team-mates, instructors and coaches
 - The acceptance of defeat and/or poor performance
 - Reject all influences contrary to sport (racism, drugs, violence, sexism and bullying)
3. TPC reserves the right to amend these terms and conditions from time to time if necessary.
4. These Terms and conditions are not exclusive. The other Club Rules are available for viewing on our website www.mypc.co.uk/rules.



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