



CONSCIOUS KIDS – ONE DAY PROGRAMME

TERMS & CONDITIONS

By enrolling your child, you do so in full Agreement with these Terms and Conditions. PLEASE read them carefully.

When enrolling your child, or another child, you must provide all the information requested, as this is important for the child's welfare and safety.

BOOKINGS AND PAYMENT

When you enrol your child in the One Day Programme, a commitment to the full term is required. Your child's place has been reserved for them every week and cannot be filled by another child if you choose to have them not attend a session. Therefore, you are required to pay for every session of the term once you have committed attendance.

- Payments must be made in advance prior to sessions commencing, but can be made in instalments either weekly, fortnightly or monthly by prior arrangement.
- Payment can be made by debit/credit card, or by bank transfer.
- If payment is not received by the beginning of the term or at the due date of the first invoice, booking is not confirmed.
- We do not offer casual sessions or fortnightly attendance.
- Sessions are once per week during the term. The number of sessions per term will be confirmed at the beginning of each term.

CANCELLATIONS

Please make sure that when you register your child for the One Day Programme you are 100% committed to your child attending. Cancellations and no-shows have a significant effect on our entire programme including; group wellbeing, planning of extension activities, children on wait lists, administration, staff ratios and resources. Once you have registered and have accepted our Terms and Conditions, you are legally bound to comply to the following:

One Day Programme Cancellations

- ❖ If you or your child decides to withdraw from the One Day Programme you must give the appropriate notice of two (2) weeks, in writing, and a full refund will be issued to you.
- ❖ "If you fail to give appropriate notice before the term commences, or if you withdraw from the One Day Programme after the term has commenced or part way through the term, refunds are not guaranteed but will be considered and issued on a case by case basis.
- ❖ If a session is cancelled due to extreme, unsafe weather and this has been paid for in FULL, a credit or full refund will be mutually agreed upon and issued to you.

One Day Programme Absences

- ❖ If your child is absent due to an illness or injury you will be given one (1) sick day per term in lieu of the absence. No monetary refund will be issued but a One Day Programme session for the following term or Holiday Programme credit will be given.
- ❖ Sick days will not accumulate over multiple terms.
- ❖ If your child is absent due to an outside commitment such as school camp, event or family holiday, no refund, credit or day in lieu will be given. You are still required to commit and pay the fee for that day as stated above.

CHILDREN WITH SPECIAL NEEDS

Every effort will be made to include children with special needs within the limits of the One Day Programme's resources.

Booking for children with special needs, including diagnosed behavioural conditions (such as ADHD/ADD, ASD, ODD, etc.), must be confirmed by the Programme Manager.

Conscious Kids reserves the right to manage enrolments in a way that ensures safety of children and staff, this may include, but is not limited to, a requirement that children with special needs attend with a caregiver, any cost of which will be in addition to the booking fee.

WELFARE AND SAFETY

- The safety, wellbeing, and happiness of all children is of paramount importance to us.
- In the event of illness or injury of your child, we will contact you and medical authorities promptly, and all appropriate steps will be taken to ensure the child's wellbeing. Any medical costs will be your responsibility.
- Rules for all Activities are made known to you prior to the commencement of the Programme. All care will be taken to provide supervision of each child attending each Programme in accordance with those Rules.
- Children should be dressed appropriately for the Programme, and for some Activities, several changes of clothes are compulsory.
- Each child should have their own drink, snacks, and lunch.
- Please note that it is your responsibility to pick up your child as soon as the Programme ends, so please do not be late. Parents will be charged \$10 for every half hour or part thereof after 4.15pm.

LIMIT OF LIABILITY

- There is an element of risk in some Activities, and by enrolling a child in the Programme, you are deemed to have accepted those risks on behalf of that child. You should make yourself familiar with those risks before you make a Booking for a Conscious Kids Programme.
- Conscious Kids will take all reasonable care of your child and his/her property during their participation in the Programme but will not be responsible for any injury to the child or loss of or damage to a child's property.

PRIVACY ACT 1993

- All information collected by us will only be used for the purpose of establishing and maintaining records held by Conscious Kids Limited and will not be released or made available to any other person or organization without your prior specific consent. You will be able to access that information and correct it in accordance with the Privacy Act.

PHOTO POLICY

- We reserve the right to take photos of activities and children participating in those activities for promotional and publicity purposes. By enrolling a child in a course you give your consent for photos to be taken of that child. If you do not want photos of the enrolled child to be taken or used for promotional purposes, you must state this in writing to Conscious Kids – info@consciouskids.co.nz.

COMPLAINTS

The complaints policy will be included in the information given to all parents before the start of a programme. In general, if any parents have complaints about the programme or staff members, they should:

1. Approach the coordinator who will attempt to rectify the situation.
2. If the parent is still unhappy they should put the complaint in writing with details of the grievance and desired outcomes. The management of Conscious Kids will respond to the complaint within 14 days. Where possible, a mutually agreeable outcome will be sought.
3. If a parent wishes to take the matter further they can approach Child, Youth and Family.
4. Wherever possible the requests of parents will be incorporated in programme planning and design.

DISCLAIMER

I give consent for my child to participate in the programme activities. I understand that there are risks associated with my child/ren participating and I accept that, to the extent permitted by law, the programme management and staff will not be liable for accidental injuries (and any associated losses) which can occur, especially when children are involved in active play. To minimise the risk of accidents, the programme has safety procedures, including rules and boundaries for children's behaviour, that will be consistently applied. While extensive risk management procedures have been put in place, Conscious Kids firmly believes that the benefits associated with some risk taking activity far outweigh the risks and so children will be allowed to climb trees [*], use loose materials for building, explore areas with water, swim[+], and play physical games such as full tackle bullrush. Please note NO activity will be compulsory and children will need to give their own verbal consent that they wish to take part.

- Conscious Kids Ltd reserves the right to cancel or withdraw any child from any activity where the terms and conditions have not been complied with or for safety reasons.
- I understand this philosophy and give consent for my child/ren to take part.

[*] Up to 3 meters without parent consultation and written consent

[+] Where available and within parent-defined ability level