

Lords Recreation Centre School Holiday Program

Terms and Conditions

In this application, the term Lords means the City of Subiaco.

Bookings and Payments

1. All School Holiday Program bookings must be paid in full at the time of booking.
2. Places are not guaranteed until payment has been received.
3. The School Holiday Program operates on a day-by-day booking basis during school holiday periods.
4. Sessions do not operate on public holidays.
5. Lords reserves the right to alter activities, program content, schedules, venues, or equipment where necessary.

Cancellations and Credits

1. Refunds are not available for change of mind or non-attendance.
2. Where at least seven (7) days' notice is provided prior to the booked session, a credit may be issued at Lords' discretion. Credits are valid for six (6) months from the date of issue.
3. Credit may be issued for illness where:
 - Lords is notified prior to the commencement of the session; and
 - A valid medical certificate is provided.
4. Credits will not be issued for failure to attend a booked session without prior notice.
5. If a session is cancelled by Lords, participants will receive either a credit or refund for the affected session.

Attendance and Collection

1. Parents/guardians must sign participants in and out each day.
2. Parents/guardians are not required to remain onsite during the session but must be contactable at all times and available to collect their child if requested by Lords staff.

3. Participants must be collected by the advertised session finish time.
4. A late collection fee of \$30.00 will apply for the first 30 minutes after the scheduled finish time and an additional \$30.00 for every subsequent 30-minute period or part thereof.
5. Late collection fees must be paid before future attendance is permitted.

Participant Behaviour

1. Participants are expected to behave in a respectful, safe, and cooperative manner at all times.
2. Bullying, aggressive behaviour, inappropriate language, deliberate property damage, or conduct that places themselves, other participants, staff, or visitors at risk will not be tolerated.
3. If a participant's behaviour is deemed unsafe or disruptive, parents/guardians may be contacted and required to collect the participant immediately.
4. Lords reserves the right to refuse future bookings where behaviour concerns persist.

Health and Medical Information

1. Parents/guardians must disclose all relevant medical conditions, allergies, behavioural concerns, support needs, and dietary requirements at the time of booking.
2. Parents/guardians are responsible for completing the Medical Disclosure Form and providing any relevant Action Plans prior to the child's attendance.
3. Parents/guardians must notify Lords of any changes to medical information before the participant attends the program.
4. In the event of an illness, injury, or medical emergency, parents/guardians authorise Lords staff to obtain appropriate medical treatment, including contacting emergency services and arranging ambulance transport where required.
5. Any medication required during the program must be provided in its original pharmacy packaging, clearly labelled with the participant's name, dosage, and administration instructions.

6. Lords staff will only administer medication in accordance with provided instructions and applicable policies.

Risk and Liability

1. Participation in the School Holiday Program involves physical activity and recreational activities that may carry inherent risks.
2. Parents/guardians acknowledge these risks and confirm that participants are medically and physically able to participate in the activities booked.
3. Participants attend and participate at their own risk.
4. To the extent permitted by law, Lords, the City of Subiaco, its employees, contractors, and agents accept no responsibility for personal injury, loss, damage, or theft of personal belongings.

Group Allocation

1. Participants may be grouped according to age, ability, developmental needs, friendships, and program requirements.
2. Lords reserves the right to adjust group allocations during the day to ensure participant safety, supervision, and enjoyment.
3. Activities and challenges may be modified to suit the age and ability of individual groups.

Photography and Marketing

1. Parents/guardians consent to photographs and video footage being taken of participants during the program.
2. Images and footage may be used by Lords for promotional purposes, including websites, social media, publications, advertisements, and marketing materials.
3. Parents/guardians who do not wish their child to be photographed must notify Lords in writing prior to attendance.

Child Safety

1. Lords is committed to providing a safe, inclusive, and supportive environment for all participants.
2. All staff involved in the School Holiday Program hold valid Working with Children Checks.



3. Parents/guardians agree to comply with any additional child safety, supervision, or program requirements communicated by Lords.

Acknowledgement

By completing a School Holiday Program booking, I acknowledge that I have read, understood, and agree to be bound by these Terms and Conditions.