**Bounce & Flex Policies**

**Term Time Clubs**

**Bookings and fees:**

* You will now need to pay your term time club fees monthly as of March 2021.
* No payment is required for August as no sessions are running in this month, monthly fees are worked out over 11 months and you are NOT paying for half term sessions
* You must complete a registration form before attending

(please update accordingly if any changes occur throughout your time at bounce and flex)

* You MUST pay the full months fees even if you have holidays planned or are not able to attend a session as this fee is to secure your place for the month. If you child is ill unfortunately there will be no credits or refunds as again we have to keep the club viable and we still have hall hire and coach costings as the session still takes place
* Cash in an envelope or Bank Transfer ONLY and your fees must be paid in full by the 1st of each month (if this isn’t done your place will be given to someone on the waiting list)
* If fees have not been paid in full you will not be allowed to attend the session
* If you are new you may trial one session at a one of cash amount to try out but then will be required to pay for the full month or remainder of the month.
* If you join mid way through a month we will only charge for the sessions left within this month

**Term time Cancellations:**

All Monthly fees are non refundable/non transferable (only exception serious injury)

If as a club we have to cancel a session for any reason we will transfer this credit to the next month and minus this off your next monthly payment

If your child decides to give up their space and no longer wishes to attend no monies will be refunded as the space has been secured for the month but when the month ends you will not be charged further.

**Admissions:**

* If you wish to attend a Bounce & Flex Session you must contact Ashleigh Lock to book a place. Only on Saturday fun club 2-4pm we allow you to just turn up
* New starters will be able to trial a one off session for a cash amount but after this will be required to pay the remainder of the month
* All sessions are pay monthly and fees must be received in full by the commencement of the 1st session of the month
* If fees aren’t received by the first session of the month and you do not turn up for the next two sessions your space will be given to the next person on the waiting list
* Please do not attend if you have an injury and have been told to NOT exercise as this can do more damage to the existing injury
* If you are unwell or experiencing any symptoms of covid 19 please do not attend the session
* You must fill out a registration Form including all emergency contact and any medical conditions

**Behaviour:**

* We run a 3 strike behaviour policy. If a participant is warned 3 times about behaviour issues we will have to contact a parent/guardian and send the child home to ensure we provide a safe and happy environment for others.
* If this happens on 2 or more occasions then the space in the session will be given to another on the waiting list but monthly fee will not be refunded but you wouldn’t be charged for the next month

**Fire Evacuation process:**

* The main fire point is outside the main building of the school where children will be lead to safety
* On hearing the firebell all activities will stop immediately and children will line up at the top fire exit in the gymnasium and be led to safety by the head coach Ashleigh Lock or Bernie Lock.
* Other staff will be deployed to check other areas to ensure we have everyone with us
* A register will be taken when reaching the main fire assembly point to ensure we have all participants
* The gymnasium will be checked when we have everyone and if safe to do so we will re enter the building

**Health & Safety:**

At Bounce & Flex safety is paramount. We endeavour to keep all parents, participants & coaches are kept as safe as possible at all times. We manage this by:

* Updating risk assessments annually and creating if a new risk has arisen
* Safety checklist completed before every session for premises and equipment
* We will ensure any equipment that is damaged or broken is removed immediately
* Any spills/trips hazards dealt with immediately
* All staff are first aid trained to deal with basic first aid and first aid kit available on site
* All coaches are qualified in relevant sports, DBS checked and hold a certificate in safeguarding children
* We will cancel sessions if the gymnasium temperatures are not suitable i.e freezing cold conditions or extreme heat to ensure the safety of coaches & Participants
* Service our equipment annually with DTGS and follow service repair advice
* Renew insurance and public liability annually
* Provide regular training to coaches and volunteers
* We have a Fire/emergency evacuation procedure that all staff and participants are aware of
* We greet all participants on arrival and exit to ensure they are safe on the premises
* We communicate regularly with Elmhurst Junior School to ensure we have a positive relationship with our landlord so that the running of the club is safe and effective

**Jewellery/piercings/clothing:**

* Jewellery e.g watches,necklaces,bracelets MUST be taken off prior to exercise as they could get caught and cause injury to participants/coaches or damage equipment. Medical bracelets will be permitted
* Piercings MJUST be taken out or taped with medical tape to prevent injury to participants/coaches or damage to equipment (please do this yourselves before attending)
* Socks MUST be worn for trampolining or trampoline shoes. Barefeet or gym shoes are acceptable for gymnastics but NO socks for Gymnastics classes

**Missing child:**

* If it comes to our attention a child is missing we will immediately stop the lesson
* Staff will be allocated areas to search
* We will wait 15 minutes until calling the relevant parent/guardian incase the child has tried to go home
* All gates will be locked whilst sessions are in operation but we will still follow the above steps (main doors will be locked while sessions are in progress)

**Observing/Spectating:**

* We strongly dissuade spectators where possible as we feel that children perform better and more productively without supervision of parents. It can be very distracting for children, other participants and coaches and also lead to dangerous situations or accidents. Also for safeguarding reasons it is best to just have children and coaches in the environment. We do allow spectators for the last 10minutes of the session.
* You may participate with your preschool children at little nippers as we do require your supervision

**Risk assessments**

* A safety inspection is carried out yearly in February for all bounce & flex equipment to ensure everything is safe and fit for usage
* Risk assessments are also updated yearly to ensure we eliminate any safeguarding or safety risks to keep all guardians/participants and staff safe (available on request)

**Qualifications and insurance**

* We follow British gymnastics awards scheme as this is our governing body
* We are insured by UK coaching and renew each year which provides our public liability
* All coaches are qualified in the area they teach if unavailable or off work sadly the lessons will not commence
* All staff are DBS checked
* All staff are first aid trained
* We hire the gymnasium through Elmhurst Juniuor School, Street, Somerset BA16 0HH
* For full qualification break down please contact head coach Ashleigh Lock

**Valuables/mobile phones**

* No mobile phones please due to safeguarding reasons, if guardian needs to be contacted we will do this as your children are in our care
* Any valuables are not permitted and should be left at home, as a club we cannot accept responsibility for loss or damage
* Coaches are required to have their mobile phones for training and emergency situations, if agreed we are able to video and send this directly to your parents for training and development use

**Other Important info**

* If you no longer require your space please let Ashleigh know asap
* We do sell club merchandise on our website so please follow the link to order through Ship Shape
* Qualified coaches manually support children in gymnastics & trampolining for training and safety reasons if you do not wish for your child to be supported please advise us on your registration form (this may affect their learning ability)
* We offer a no mobile phones policy so leave them at home, coaches require theirs for emergency/training purposes only. Any other valuables should be left at home we cannot accept responsibility for damage or loss