

Polka After-School Clubs

Terms and Conditions

1. ENROLLING

- 1.1 Each Student's place is allocated on a 'first come, first served' basis. Applications must be accompanied by the appropriate payment/transfer.
- 1.2 We will confirm your child's place for the Polka After-School Clubs via Welcome Letter email. Term dates, times and all relevant course details will be included.
- 1.3 If your child is already a member of Take Part at Polka, their place cannot be transferred mid-term to another After-School Club.
- 1.4 Your child may only enrol in the Club if they are a pupil at the participating school. Should a child be enrolled in a Club at a school which they do not attend, their place on the course, and any payment made on behalf of the child will be forfeited.

2. PAYMENTS

- 2.1 For a Student enrolled on a Polka After School Club, the full fees must be paid by the first day of the course start date by one of the following methods where offered:
 - a. Bank transfer;
 - b. Credit card (American Express is not accepted)
 - c. Debit card
- 2.2 Please note there is a £1.50 booking fee per child.
- 2.3 We are currently not able to offer sibling discounts and payment cannot be made using childcare vouchers.
- 2.4 In the event that a Student is unable to attend a Polka After-School session, due to sickness, holiday or a decision by the Parent or Student not to attend for the full course, Polka regrets that it is unable to refund any payment.
- 2.5 In the event that the Polka After-School Club must stop running (for example, school closures for Covid-19) we will credit the amount owed that can be used towards future Polka After-School Club session, Polka Take Part sessions, workshops or Polka productions. Depending on the circumstances, we may be able to offer a partial or full refund.

3. USE OF PERSONAL INFORMATION

- 3.1 The personal data (as it is defined in the Data Protection Act 1998) of a Student and/or Parent submitted using the application form will be processed by Polka, for the purposes of administration in relation to the provision of the After-School Clubs.
- 3.2 Polka will share this information with external agencies (for example organisations with responsibility for children's safeguarding) only when required or permitted to do so by law.
- 3.3 Polka will not disclose personal data to third parties although Polka may use personal data for their own marketing and business development purposes, including promoting productions and services by Polka.

4. HEALTH AND INJURIES

- 4.1 Students participate at their own risk and are obliged to inform Polka staff of any existing injuries or medical conditions. When booking a place, we must be informed on any known medical conditions and any changes to such information must be notified to Polka immediately in writing.
- 4.2 If a Student is unwell or has an accident requiring emergency treatment, the Parent will be

contacted via the emergency contact details provided. This number must always be contactable whilst the Student is attending the Polka After-School Club.

4.3 Parents are solely responsible for ensuring that the emergency contact details on Polka's records are up to date.

5. COVID SAFETY & PROCEDURES

5.1 If your child is unwell or have been told to self-isolate they must not attend our Polka After-School Club.

5.2 All our Polka Practitioners take regular lateral flow tests and will inform Polka if they become unwell or need to self-isolate. In this instance, Polka will find a cover practitioner to lead the session.

5.3 Our Polka practitioners will remain at a safe distance from the group but will not be required to wear face masks unless they have been requested to do so.

5.4 All members of Polka's After-School Clubs will have access to hand sanitiser before and after the session.

5.5 In the case of an outbreak within a year group in the school and the need for bubbles to be reintroduced, it may mean that your child cannot attend a mixed year group After School Club. Please do contact us if this is the case, and we will arrange a credit note or refund for the number of classes that your child cannot attend. As soon as your child is able to re-join the club, please let us know.

5.6 We are working closely with all of our After Schol Club schools to ensure that we are aware of any outbreaks or changes within the school structure or management. We will inform parent/carers of any impact these changes might have on After School Club as soon as we can.

6. GENERAL

6.1 Polka may, at its own discretion, refuse a Student entry to a Polka After-School session if it is felt that the Student's behaviour is unacceptable.

6.2 Polka reserves the right to make changes to the timetable and to the teaching staff from the advertised programme in the event of illness or other circumstances beyond our control.

6.3 All Students must be collected on time after a session. Consistent late collection will result in additional charges.