



Buzzers Academies

~ Booking Terms & Conditions ~

- 1) All Buzzers Academies staff have an **Enhanced DBS** check undertaken every 3 years and are regularly trained in **Pediatric First Aid** and **Safeguarding & Protecting Children**. All Buzzers Academies staff have the requisite skills, knowledge, qualifications and experience to work in a sports, education and childcare setting.
- 2) We only accept online bookings. This is the most efficient way of making a booking and ensures that all child and parent details are recorded correctly. We use **Pebble** for our online bookings. *Pebble* are an industry-leading booking and payment management software. We also use **PonchoPay** to manage our Childcare Voucher and Tax-Free Childcare payments.
- 3) On completion of your **online booking** (via <https://www.buzzersacademies.co.uk/camps>), you will receive an automated *booking confirmation* email and your child's name will be added to the relevant Buzzers Club/Camp register. If you make payment at the time of making your booking, a *payment confirmation* email will also be sent to you. No additional communication will be made to confirm your booking. If you are unsure as to whether your online booking has been received or has been successful, please email (for Clubs) clubs@buzzers.org.uk or (for Camps) camps@buzzers.org.uk.
- 4) **Payment** can be made by either:
 - Debit/Credit Card
 - Childcare Vouchers
 - Tax-Free Childcare system
 - Bright Horizons
 - My Family Care

We do not accept payment over the phone or direct payment at our venues (except for our Buzzers Camp 'Special Events', which is cash payment only).

If paying by Childcare Vouchers, please follow the instructions at the bottom of these Terms & Conditions (point 28).

LATE PAYMENTS FOR CAMPS: If your Buzzers booking remains unpaid 14 days after the start of Camp, Buzzers Academies will initiate a request to manually debit the overdue payment from the card details stored on your *Pebble/PonchoPay* account.

For *Childcare Voucher* payments made after the Club/Camp end date, proof of payment will be required i.e. a screenshot of your childcare voucher account, in order for your manual debit request to be stopped or suspended.

BUZZERS ACADEMIES LTD

e: info@buzzers.org.uk w: www.buzzersacademies.co.uk

Ofsted Registration: EY2781195 Company number: 15284435

Registered address: The Beechwood Centre, Unit 6, 40 Lower Gravel Road, Bromley, Kent, BR2 8GP

- 5) **Cancellations, Transfers & Refunds** - To cancel a booking, you must notify Buzzers Academies by emailing (for Clubs) clubs@buzzers.org.uk or (for Camps) camps@buzzers.org.uk, prior to the Club/Camp date that you have booked for. Failure to do so may result in you being refused a refund.
- You will receive a 50% refund for cancellations made on bookings which are cancelled with a minimum of 5 full days' notice. This is to ensure that unwanted places are offered to other children with enough notice time.
 - Cancellations made with *less than 5 full days' notice* prior to your booking scheduled attendance date, will not be entitled to a refund.
 - Cancellation by parents/guardians due to poor weather, illness or personal reasons, will not be refunded.
 - Cancellation by Buzzers Academies due to a Club/Camp being cancelled will be refunded.
 - Cancellation by Buzzers Academies due to poor weather will be refunded.
 - CREDIT will not be offered for cancelled or amended bookings, but should you wish to TRANSFER your booking to a date within the same Club term/Camp period, this is done free of charge.
- 6) Please note that refunds cannot be made for bookings that have been paid for using Childcare Vouchers. In some circumstances, you may be able to request a refund directly from your Childcare Voucher provider, or you may be able to stop/suspend a payment before it reaches us. Once payment has been received, we are only able to offer you CREDIT on your account. If cancellation of your booking is due to Buzzers Academies closing a Club/Camp, then your Childcare Voucher payment will be fully refunded by bank transfer.
- 7) Buzzers Academies reserve the right to **refuse** or **exclude** any child at any time prior to or during a Club/Camp if, in their opinion, that person is incompatible with the general wellbeing and safe running of the Club/Camp. In this instance, no refund will be given, and any costs incurred, including any damages, will be passed onto the parents/guardians who will also be responsible for the collection of their child from the Club/Camp. We pride ourselves on the quality of our staff and our PE teaching backgrounds, which in turn has led us to work with children with Special Educational Needs & Disability (SEND), including those with challenging behaviour. Buzzers Academies always aim to be fully inclusive. Removal from one of our Clubs/Camps is our last resort and wherever possible, we will work with parents/guardians to resolve any issues prior to taking the above actions.
- 8) Booking and payment **questions** and **queries** are to be made directly to (for Clubs) clubs@buzzers.org.uk or (for Camps) camps@buzzers.org.uk, or **07389 877 211**. Please do not direct any payment or booking queries/questions to our on-site Club/Camp staff.
- 9) When children are booked on to and attend a Club/Camp, it is assumed that consent has been given for them to participate in our activities by their **parents/guardians**.

BUZZERS ACADEMIES LTD

e: info@buzzers.org.uk w: www.buzzersacademies.co.uk

Ofsted Registration: EY2781195 Company number: 15284435

Registered address: The Beechwood Centre, Unit 6, 40 Lower Gravel Road, Bromley, Kent, BR2 8GP

- 10) Buzzers Academies do not accept any liability for the **loss or damage** of any property belonging to children attending our Clubs/Camp. Buzzers Academies strongly advise that no personal belongings, other than lunch and clothing, are brought to a Club/Camp. **All clothing, lunch equipment and other personal possessions should be clearly named.**
- 11) For any damage caused by a child whilst at a Buzzers Academies Club/Camp, which leads to financial repairs, the parents/guardians will be responsible for 100% of the cost.
- 12) **Children should wear** appropriate comfortable sports clothing for all Clubs/Camps. Buzzers Academies strongly advise that outdoor/waterproof clothing is also brought to every Club/Camp, regardless of the time of year.
- 13) Any **lost property** not claimed within 7 days from the final Club/Camp day will be discarded.
- 14) Parents/guardians are responsible for providing suitable **sun protection** for their children when the weather is fine/forecast to be fine. This includes a t-shirt which covers their shoulders, a sun hat, and sunscreen with an appropriate sun protection factor in it. Parents/guardians must ensure children have had sunscreen applied before they arrive to a Buzzers Club/Camp and that their children are able to re-apply during the day if necessary. Staff can verbally assist children in the application of sunscreen but are unable to physically apply it for them. Our full 'Sun Protection Policy' is available for you to read at each of our Camp venues and is also downloadable from our website (<https://www.buzzersacademies.co.uk/policies>)
- 15) Parents/guardians are responsible for providing suitable **lunch, snacks, and drinks** for their children when they attend a Buzzers Camp. We also ask that children have a **refillable water bottle (named)**. **Please note that all Buzzers Academies Club/Camp venues are NUT-FREE due to some attendees having severe allergies, and to comply with school-based venue policies. We also ask that lunches are appropriate for the age of the child, i.e. no choking-sized foods (grapes, blueberries etc.)**
- 16) It is the responsibility of parents/guardians to inform Buzzers Academies staff of any **medical, behavioral, or special needs** for their child at the time of making the booking and when arriving to a Camp for the first time. We are an inclusive organisation and will endeavor to cater for every child's needs. We can only do this, however, if we are fully informed of their needs and requirements in advance of their attendance at our Club/Camp. All medical information should be added to your *Pebble* account.
- 17) All children attending Buzzers Academies Camps must be able to **toilet** independently and be continent. We understand that accidents happen, but regular wetting/soiling is embarrassing for the child, and time-consuming for staff to deal with. If you suspect an accident may happen, please pack spare clothes and underwear for your child, and inform the Camp 'lead' tutor on arrival. Regular toilet accidents may result in parents/guardians being contacted asking for their child to be collected from the Camp. In line with our Safeguarding Policy, Buzzers Academies staff are not permitted to physically change the clothes of a child that has had a toilet accident. Staff will instead verbally support the child in getting themselves changed (in a safe and private area of the Camp). Similarly, staff are not able to clean up a child after a toilet incident. Instead, they will verbally support the child to clean themselves.

BUZZERS ACADEMIES LTD

e: info@buzzers.org.uk **w:** www.buzzersacademies.co.uk

Ofsted Registration: EY2781195 **Company number:** 15284435

Registered address: The Beechwood Centre, Unit 6, 40 Lower Gravel Road, Bromley, Kent, BR2 8GP

- 18) Parents/guardians are advised that **dropping off** their child(ren) before the Buzzers Camp 'Extended Day' hours will not be accepted. Our insurance and venue lettings agreements do not permit us to allow children on site outside of our operating hours. Parents/guardians should remain with their children until the Camp start time of **8.30am**. Children dropped off before 8.30am will not be allowed on site unless supervised by their parent/guardian.
- 19) For children booked on to the standard 'Camp Day' who are dropped off before 10am, parents/guardians will be charged the 'Extended Day' hour rates. This additional fee will be added to their *Pebble* account and an invoice raised accordingly.
- 20) Parents/guardians are required to **sign in and out** their child(ren) every day that they attend a Buzzers Camp i.e. please be visible as you arrive at the Camp and inform our staff that you have arrived so that we can mark them on our electronic register. At some of our Camp venues, there may be a waiting time of up to 10 minutes when queuing for registration. This is due to the high number of attendees and our Safeguarding Policy. Our staff will endeavor to register all children as quickly and efficiently as possible, but the safety and wellbeing of every child arriving to the Camp is always our number one priority, hence the slight waiting time. Parents/guardians must escort their child(ren) to the Buzzers Camp entrance and be present when signing in. Buzzers Academies only have the duty of care of your child(ren) once they are signed in. We strongly advise that children are not dropped off at the venue car park or school gates and left to walk in unassisted.
- 21) **At the end of each Club/Camp day** and on arrival at the Club/Camp, parents/guardians must notify the 'lead' coach that they are taking their child(ren), so that they can be signed out accordingly. Parents/guardians must be visible to our staff before we allow children to leave the Club/Camp premises i.e. parents/guardians should not wait for their children in their vehicles or outside of the school gates.
- 22) To notify us that **another person** (other than those mentioned on your booking form) is collecting your child(ren), please email (for Clubs) clubs@buzzers.org.uk or (for Camps) camps@buzzers.org.uk, or verbally inform the 'lead' coach at the Club/Camp when you sign in that morning.
- 23) If you give permission for your child(ren) to **travel home on their own** (without an authorised adult), then you must give us written permission, emailed to (for Clubs) clubs@buzzers.org.uk or (for Camps) camps@buzzers.org.uk, prior to the relevant day. Without signed written permission from a parent/guardian, we will not allow your child(ren) to leave the Club/Camp premises. Telephone, text, and WhatsApp permission will not be accepted.
- 24) For any **children uncollected** after the scheduled finish time of a Club/Camp, without communication from a parent/guardian, the following actions will be applied:
- For non-collection for the standard 'Camp Day' hours (maximum 15 minutes waiting time), you will be charged for the 'Extended Day' service (to be paid on the same day). This additional fee will be invoiced to you via the *Pebble* system.

BUZZERS ACADEMIES LTD

e: info@buzzers.org.uk w: www.buzzersacademies.co.uk

Ofsted Registration: EY2781195 Company number: 15284435

Registered address: The Beechwood Centre, Unit 6, 40 Lower Gravel Road, Bromley, Kent, BR2 8GP

- For non-collection after the 'Extended Day' Camp hours, or Club finish time, parents/guardians and any emergency contacts detailed on your *Pebble* account will be telephoned. Our staff will stay with your child(ren) until an authorised adult arrives to collect them. On arrival, you (or the authorised adult) will be charged £5 for the first 15 minutes of lateness and then £10 per 15 minutes after that (to a maximum of 1 additional hour after the scheduled finish Club/Camp time).
- If we fail to make communication with any of your emergency contacts and your child(ren) has not been collected 1-hour after the end of the Club/Camp scheduled finish time, Social Services and/or the local Police will be contacted. At this point, the responsibility of your child(ren) i.e. duty of care, will no longer be that of Buzzers Academies.
- Failure to notify Buzzers Academies of your lateness may result in additional administration, venue hire, and staffing fees. You will be notified of this in writing and the fee must be paid in full before you will be allowed to re-book on to one of our Buzzers Academies Clubs/Camps. Any such fees will be invoiced to you via the *Pebble* system.
- Consistent lateness may result in your remaining Club/Camp booking dates being terminated. If this does occur, you will be given a full refund for any remaining dates, minus a £25 'administration fee'.

25) Should you have any **concerns** regarding your child's time at any of our Clubs/Camps, please in the first instance email (for Clubs) clubs@buzzers.org.uk or (for Camps) camps@buzzers.org.uk. Your concerns will be investigated and responded to as quickly as possible.

If you are not completely satisfied with the action taken and/or reply given, please contact the company Managing Director (**Matt Walker**) on **07930 397 185** or matt.walker@buzzers.org.uk, explaining why you are not satisfied, and your complaint will be investigated further.

26) The **personal information** requested on our *Pebble* booking form is required to allow our employees to provide professional term-time Clubs and school holiday Camps. This information will not be divulged to persons unconnected with Buzzers Academies. It is the parent's/guardian's responsibility to update Buzzers Academies with any changes in personal information including home address, email address, contact telephone numbers and medical information for their child(ren). Buzzers Academies and *Pebble* both use systems that are fully GDPR compliant.

27) **Receipts** and **Childcare Declaration Forms** can be requested for *Child Tax Credit* purposes. These will incur an administration fee of £10 (part year receipt) and £15 (full year receipt).

BUZZERS ACADEMIES LTD

e: info@buzzers.org.uk w: www.buzzersacademies.co.uk

Ofsted Registration: EY2781195 Company number: 15284435

Registered address: The Beechwood Centre, Unit 6, 40 Lower Gravel Road, Bromley, Kent, BR2 8GP

28) **Childcare Vouchers**

If paying by Childcare Vouchers, please see the list below for all providers that we are registered with and able to accept payment from -

- Busy Bees (Bravo Benefits)
- Caboodle
- Care4
- CCG
- Childcare Voucher Solutions
- Cooperative Flexible Benefits
- Computershare
- Edenred
- Enjoy Benefits
- Faircare
- Fideliti
- Gemelli
- Kiddivouchers
- My Family Care
- Rascals
- RG Childcare
- Sodexo
- You At Work
- Bright Horizons
- My Family Care
- Tax-Free Childcare

When making a Childcare Voucher payment, you will need a unique code/reference number which is specific to the individual provider. Please email info@buzzers.org.uk to request a copy of our provider references and for full details on making your Childcare Voucher payment.

This policy was reviewed and/or updated on 20th February 2025