



University of  
St Andrews

## Junior Saints terms and conditions

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Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Creation of standalone policy for Junior Saints	Active	Assistant Director (Children's Services), Saints Sport	17/03/2023
1.1	General updates to policy	Active	Assistant Director (Children's Services), Saints Sport	22/02/2024
1.2	General updates to policy	Active	Assistant Director (Children's Services), Saints Sport	11/04/2024
1.3	Update: safe changing 8.10	Active	Assistant Director (Children's Services), Saints Sport	03/12/2024

## 1 Introduction

These terms and conditions outline the expectations of those individuals who book and participate in Junior Saints weekly classes, holiday camps or services. All Junior Saints parents/carers are asked to read and make themselves aware of the following terms and conditions, as well as the main [Saints Sport terms and conditions](#), before booking a Junior Saints weekly class, holiday camp, birthday party or coaching session.

## 2 Registration and memberships

- 2.1 Every child who registers for a Junior Saints class or camp is given a free Junior Saints Membership. This allows you to book any of our classes or camps more efficiently via our online booking platform.
- 2.2 To register your child for a Junior Saints membership please complete the registration form on the Saints Sport website or request a form by emailing [sportsreception@st-andrews.ac.uk](mailto:sportsreception@st-andrews.ac.uk).
- 2.3 Children must be registered under the Junior Saints Membership to gain access to weekly class programmes or holiday camps.
- 2.4 It is the parent's/carer's responsibility to ensure all details on the registration document are accurate and up to date, this includes details such as medical information and contact details in case of emergencies.

## 3 Camp and class booking

- 3.1 Due to high demand for some of our classes, you may be placed on a waiting list. Anyone wishing to join the waiting list can request to join, however your request will be removed at the end of each block.
- 3.2 Class bookings are made on a first come first served basis.
- 3.3 Bookings will only be accepted upon payment of the full weekly class block or camp session. You are unable to reserve a space without payment. If you book midway through a weekly class block, you will be charged at class pro-rata rate.

## 4 Sign-in/sign-out policy

- 4.1 All children attending Saints Sport classes and camps must be signed into sessions, always collected from sessions, and always accounted for.
- 4.2 A Saints Sport coach will be at the allocated drop-off location (usually a changing room door) 10 minutes prior to the start of the session to welcome your child.
- 4.3 Upon dropping off your child(ren) for a class or camp, the sign -in process will be conducted by the lead coach. This involves requesting the initials of the parent/carer or responsible adult. Once the sign-in process is completed, your child will be under the supervision and care of Saints Sport.
- 4.4 To avoid distractions and disruptions, during indoor sessions parents should not congregate inside the activity area or gather outside the doors to the hall.

- 4.5 The above does not apply to classes that require parental supervision, in which case parents are required to be present during the whole of the session.
- 4.6 Parents should wait for their child at the specified pick-up location (usually outside an allocated changing room) at the end of the session.
- 4.7 At the end of the session a Saints Sport coach will take your child from the activity area to the allocated pick-up location.
- 4.8 The coach will sign out the child when the parents/carer collects their child and from this point the child is back under the supervision and care of their parents/carer.
- 4.9 If you wish someone else to collect your child, you must inform the lead coach when signing your child into the session. It is the parents/carers responsibility to ensure whoever is collecting their child is aware of the procedures outlined above.
- 4.10 With parental consent, children can sign themselves in and out of sessions. To activate this protocol, parents must complete the online [unaccompanied child release form](#).
- 4.11 Once this form has been approved a member of the Saints Sport team will confirm your request via email and update the register.
- 4.12 Upon receiving this email confirmation, the child referenced on the form will be allowed to sign in themselves in and out of sessions.

## 5. Late collection

- 5.1 Saints Sport are committed to improving the life changes of children in our care. We acknowledge that the child's welfare and wellbeing are paramount and that we have a duty of care to implement effective policies and procedures for safeguarding our children.
- 5.2 Parents/carers are responsible for notifying Saints Sport of any delays in collecting their children by calling reception on 01334 46 2190.
- 5.3 If a child is not collected at the end of a session, and there has been no prior notification from the parent/carer about a delay, we will follow the protocol specified in the Junior Saints Late Collection Policy: <https://www.st-andrews.ac.uk/policy/extra-curricular-services-sports/junior-saints-late-collection.pdf>

## 6. Birthday parties

- 6.1 Birthday parties must be booked at least 4 weeks in advance to allow for coach availability. All birthday parties must be paid for in advance.
- 6.2 If you want to cancel your birthday party booking, you must provide at least two weeks' notice. Cancellations made less than 2 weeks will be charged at 50% of the total party fee.
- 6.3 If you cancel your party 7 days before your booking, you will be charged the total party fee

- 6.4 Parents/carers are responsible for all participants within the birthday party and should ensure that any child attending an event who is under the age of five (5) years old is always accompanied by an adult (over the age of 18 years old).
- 6.5 Older children may attend a party without an adult, but Junior Saints shall only be required to provide services in respect of the number of children and for the 60 minutes coaching time specified.
- 6.6 Parent/carers must inform Junior Saints no later than 24 hours before a party of any allergies, illnesses, or medical conditions affecting any child expected to attend the party of which you are, or ought reasonably to be, aware of.
- 6.7 Parent/carers will arrange prompt collection of all children attending the party.
- 6.8 It is the parent's responsibility to ensure all children attending a party are appropriately supervised at all times.

## **7. Prices, discounts, and refunds**

- 7.1 Programme prices are set and reviewed annually.
- 7.2 Refunds will not be provided should your child be unable to attend any sessions within a block booking.
- 7.3 Cancellations made on the same day as a camp or class will not be refunded.
- 7.4 If you are unable to attend the remainder of a block or camp due to unforeseen circumstances, you will be eligible for a refund based on a pro rata rate of the block or camp. Please email [juniorsaints@st-andrews.ac.uk](mailto:juniorsaints@st-andrews.ac.uk)
- 7.5 Staff and Students of the University of St Andrews with children are eligible for 15% discount on Junior Saints weekly classes only.
- 7.6 Staff and Students of the University of St Andrews with children are eligible for 50% discount on holiday camps only.
- 7.7 Staff and student discounts are exclusively applicable to children of staff and students actively working or studying at the University of St Andrews. The discount does not extend to nieces, nephews, cousins, grandchildren, or any other familial relation beyond the children of staff and students. If you are unsure of your eligibility, please email [juniorsaints@st-andrews.ac.uk](mailto:juniorsaints@st-andrews.ac.uk)
- 7.8 We do not accept cash or cheques.
- 7.9 A late collection fee may be applied in line with the late collection policy. For details please visit: <https://sport.wp.st-andrews.ac.uk/bookings/prices/>

## **8. Safety and wellbeing**

- 8.1 The Saints Sport Child Protection Policy (<https://www.st-andrews.ac.uk/policy/extra-curricular-services-sports/saints-sport-child-protection.pdf>) has been drawn up in line with the University's own policy for the protection of children, young people and vulnerable adults (<https://www.st-andrews.ac.uk/media/humanresources/policies/safeguarding-children-policy.pdf>), but amended to reflect the University Nursery and Saints Sport.

- 8.2 If a child becomes unwell whilst in our care, we will contact the parent/carer, or the emergency contact detailed on the registration form. If senior staff feel the child is not well enough to remain at a class or camps, you will be asked to arrange collection of the child.
- 8.3 Saints Sport reserves the right to call an ambulance in an emergency and escort your child to the emergency department of the nearest hospital. Any decisions regarding the child's welfare will then be made by the emergency department at the hospital. A staff member will remain with the child until a parent/carer arrives.
- 8.4 Saints Sport has a duty of care to ensure that any significant child protection concerns about the children in our care are reported to Fife Council and Saints Sport will adopt the local multi-agency approach. We will take note of any incident or observation of a child where we deem the child may have been, or may be in the future, at risk of harm or neglect. In exceptional cases this may be done without speaking to a parent/carer until we have sought external advice.
- 8.5 Saints Sport may suspend the provision of service if your child's behaviour endangers the safety and wellbeing of the other children. The suspension shall continue whilst we try and address these problems with you.
- 8.6 Parents/carers are to provide AM and PM snacks, a water bottle, and lunch if a child is attending a full day of camps, **all food must remain nut free**. Please visit the NHS website for ideas on healthy lunchbox ideas and recipes. [www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/](http://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/)
- 8.7 While we appreciate the desire to have parents participate in the sessions, it has been observed that their presence can be overly distracting for both the children and the coaches leading the sessions. Exceptions to this policy apply only to Tots and preschool classes.
- 8.8 Children attend classes or camps based on the ages as outlined in the class descriptor. Saints Sport may advise you to move your child to a different class to ensure they are gaining the best experience. This will be discussed with parents/carers prior to any class move.
- 8.9 To ensure the safety and comfort of children participating in Junior Saints classes, an allocated changing room will be provided where possible. This measure aims to maintain a secure and age-appropriate environment, reducing the likelihood of exposure to public spaces during changing times.
- 8.10 In circumstances where an allocated changing room is unavailable, participants may be required to use public changing rooms. In such cases, staff and parents/carers will be informed, and appropriate measures will be taken to ensure adequate supervision and safeguarding protocols are upheld.

## 9. General

- 9.1 We reserve the right to terminate a child's place in our Junior Saints programmes where we, at our sole discretion, consider termination of your child's place to be in the best interests of Junior Saints and/or the welfare of your child, other children, or our staff.
- 9.2 We reserve the right to change or amend these terms and conditions without notice.
- 9.3 We do not accept responsibility for accidental injury or loss or damage of property

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1.3	Update added 8.10. Allocated changing rooms for children.	Active	Assistant Director (Children's Services), Saints Sport	03/12/2024



