

# Welcome to the Autumn Term Time Courses and Activities 2010

## Our Promise

Chelmsford Borough Council recognises the importance and positive role that sport and active recreation plays in enhancing the quality of life of everyone, but especially children.

One of our biggest assets is our Leisure & Cultural Service which provides a wide and dynamic range of opportunities for accessing sport, the arts, entertainment and local heritage.

Our sports centres have built up a well-deserved reputation over the years by providing opportunities for the full spectrum of participants from grassroots to the elite. We believe in delivering quality services, and have received national recognition for this (such as QUEST) in terms of our sports facilities and services.

All of our friendly staff and coaches are highly qualified, holding relevant national governing body qualifications where appropriate and have had CRB (Criminal Records Bureau) checks. All children are closely supervised throughout the duration of their course and in their lunch breaks (if during course time). All necessary equipment is provided FREE of charge during all courses. Safety is a high priority to us and we endeavour to minimise any potential risks.

Our diverse and exciting range of courses and activities are designed to encourage and develop self confidence, as well instil new skills and abilities.

We want your children to be inspired and have a rewarding, enjoyable and memorable experience with us.

## Children with Special Needs or Disabilities

We endeavour to ensure that everyone is able to participate fully in our activities and courses. If your child has any special educational needs or a disability, it is important to inform our staff on booking to ensure that the course is suitable for them as the needs of each child vary. If your child requires one-to-one care we require that a carer stays with them for the session.

## Important Information

1. Places on any of the courses are allocated on a 'first come, first served' basis and are run subject to demand.
2. For insurance and safety purposes, the Council (Chelmsford Borough Council) cannot accept children under the course age. This is very important as we follow rules and regulations regarding child to coach ratios, which are stipulated by legislation and social services. If a child is to be found to be below the correct age, the Centre will be required to remove them from the course.
3. Please choose courses carefully as important child to coach safety ratios will be affected if courses are changed or altered.
4. It is important that you inform our staff on booking if your child is on any form of medication or has a medical condition that may affect them whilst participating in any form of activity.
5. A parent / guardian is required to be contactable at all times on the listed number / emergency number.

6. The Council reserves the right to remove disruptive children and those who are ill from their courses (as a last resort).
7. **Cancellations** The customer will not be entitled to a refund of course fees for cancellations made by them prior to the course starting and/or sessions they failed to attend. If the child has suffered ill health/sickness/injury which has prevented them taking part on the course, a refund will be issued only on receipt of a valid medical certificate, doctors/hospital note or proof of medication (e.g. prescription issued by doctor). Any refunds in this instance may be subject to an administration fee. Chelmsford Borough Council will provide refund to customers where the Council has cancelled a course / session (if only part of the course is cancelled then the refund will be pro-rata).
8. The Council, or any person concerned with any of the featured courses, will not be liable in the event of the applicant suffering any loss or damage to property as a result of the direct participation in the said course.
9. The Council reserve the right to alter details on this leaflet at any time without prior notification. This information was correct at time of print. Prices are only valid for the stated course date.
10. **Data Protection Act 1998: Fair Collection Notice** – The details you provide on the booking form will be kept on file by Chelmsford Borough Council for the purposes of keeping you informed about future courses and events that may interest you. **If you wish for your details to be kept on file please tick the relevant box on the booking form.**

## Distribution of this book

This book has been distributed by the Council directly to all primary schools within the

Borough of Chelmsford, who kindly hand them out on our behalf. In addition, it is provided for distribution to local libraries through Essex County Council, and books are available at the main Tourist Information Centre at the bus station in Chelmsford and at the South Woodham Ferrers Community Centre.

**Deliveries of these books to the above locations will be made between Monday 12 to Friday 16 July 2010.**

**Don't forget that the information is also available on our website [www.chelmsford.gov.uk/termtimecourses](http://www.chelmsford.gov.uk/termtimecourses) from Monday 12 July 2010.**

**Don't miss out on next booklet – October Half Term 2010. Available from Monday 27 September 2010.**

## How to Book

1. Select the course(s) that you want to book.
2. Booking forms are provided. Please use one form per person. **If you require additional forms, please download from either [www.chelmsford.gov.uk/termtimecourses](http://www.chelmsford.gov.uk/termtimecourses) or ask at the sports centre reception.**
3. Bookings can be made in person at the relevant centre, by telephone (times when this facility is available may vary between centres so please check the relevant pages for details) or by post.
4. Email, website and postal addresses plus telephone numbers are listed on the centre's pages.

## How to Pay

1. All major debit and credit cards are accepted.
2. Please do not send cash with your booking form.
3. **Cheques should be made payable to Chelmsford Borough Council.**