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| **REBOOKING DATES**  **for new term commencing January 2020** | | | |
| **Current children staying in the same class** | **SWIMMING & ALL OTHER ACADEMIES**  Book after your last lesson week commencing  **9/12/19 -5/01/20**  **Can be booked online** | | Payments can be made by cheque/cash or credit card at reception desks and also by telephone 029 2041 6777 using a credit card. Cheques should be made payable to Cardiff Met Company Limited.  To book online (you will need your member ID which can be obtained from reception) please visit our website [www.cardiffmet.ac.uk/onlinebookings](http://www.cardiffmet.ac.uk/onlinebookings)  Once logged in go to unpaid sales.  . |
| **Current children moving class** | **SWIMMING**  **7/01/20 - 8/01/20** **Unable to book online Please book early to avoid disappointment** | **ALL OTHER ACADEMIES**  **6/01/20 – 08/1/20** |
| **IMPORTANT TELEPHONE INFORMATION FOR MOVING CLASS DAYS ONLY**  We will have a designated booking line for swimming rebooking **029 2020 5500** with a queuing system **during the hours of 9.30-12.30 on 7/01/20.**  From the 6/1/20 all other academies can pay online, at the reception desk or telephone 029 20 416777. We do encourage parents to use the online system where possible as we are hoping to move all payments to the online system in the future. To make a payment online please visit [www.cardiffmet.ac.uk/onlinebookings](http://www.cardiffmet.ac.uk/onlinebookings) once logged in, go to unpaid sales and make payment. You will need your child’s Member ID which can be given to you by the booking team.  The designated swimming booking line will only be available until **12.30 on 7/01/20.**  **At all other times please ring reception 029 20 416777** | | | |
| **Waiting List for all academies** | **Available to book from 9.30am 9/01/20**  **Available to book online** | | Payments can be made by cheque/cash or credit card at reception desks and also by telephone 029 2041 6777 using a credit card. Cheques should be made payable to Cardiff Met Company Limited. |
| **All academies open to all** | **Available to book from 9.30am 10/01/20**  **Available to book online** | |
| You can also send the booking forms by post with cheque payment. However it is important that if you choose this option you add a **second choice of class and also a daytime contact number**, in case the classes you choose are unavailable.  **Please note some classes within the academies are INVITE ONLY.**  If you have any queries please contact Beccy Nuttall Academy Manager [bnuttall@cardiffmet.ac.uk](mailto:bnuttall@cardiffmet.ac.uk) 029 2041 6704 or Linda Carwardine Business Manager 029 2041 6540 [lcarwardine@cardiffmet.ac.uk](mailto:lcarwardine@cardiffmet.ac.uk) To view the booking form please ask at reception or visit our website [www.cardiffmet.ac.uk/sportsacademies](http://www.cardiffmet.ac.uk/sportsacademies) | | | |

**Academy Information Sheet**

**Academy Registration Forms**

Please ensure you have completed an academy registration form for your child, these can be collected from reception. Please inform (in writing) Linda Carwardine at Cardiff Met Sports Facilities, Cyncoed Road, Cardiff if your child has any medical or special needs and also inform the coach at the start of the lessons.

**Campus Safety**

Please be advised that car parking on the Cyncoed Campus can become very busy. We recommend leaving plenty of time to park your car before arriving for an activity. Cardiff Met’s Cyncoed Campus is a Pay and Display Campus, but you do have a 15 minute drop off and pick up period when dropping or collecting your child from their academy class. If dropping off or collecting from NIAC, please use the specifically designed ‘Drop off Zone’ point located outside NIAC. Please ensure zebra crossings and surrounding areas are kept clear at all times. If the campus barrier is down when you arrive, please use the buzzer to request access to drop off/pick up your child from their academy class. Your request will be answered by Campus Security as soon as possible. Please do not try to by-pass the barrier and tail-gate another vehicle into the Campus. The safety of the children is of paramount importance and we kindly ask that parents abide by the car parking rules. **Our app will give you full details and a map of our overflow car park; as will our website**.

**Children Moving Around Campus**

Please ensure your child waits for you at the designated areas and informs the coach or the reception desk if you do not arrive on time. Children should not leave the area until you arrive to collect them.

If a child attends more than one academy/activity on the same day, the parent is responsible for the safe movement of their child between facilities.

**Communication**

***Instagram***- ‘Cardiff Met Sport’ stay up to date with our latest news, special offers and forthcoming events.

***Mobile App*** - Stay up to date with all Cardiff Met Sport services by downloading our **free mobile app** – visit [www.cardiffmet.ac.uk/sport-app](http://www.cardiffmet.ac.uk/sport-app) for further information and to download for your device.

***Website*** - [www.cardiffmet.ac.uk/sport](http://www.cardiffmet.ac.uk/sport). Please visit our website for details of our children’s sport activities, membership information and opening hours. Please ensure you check our website in the event of any adverse weather conditions.

**Memberships**

All Sports and Fitness Junior Members receive 10% discount on Academy Courses and parents of children who attend our Academies also receive a 40% discount on our 3 month Sports & Fitness Membership package. Please visit our website [www.cardiffmet.ac.uk/sportsmembership](http://www.cardiffmet.ac.uk/sportsmembership) for details

**Easter and Summer Dragon Camps and Holiday Activity Camps**

Our multi-activity Dragon Camps are open to children aged 4–14 years and run each day (excluding bank hols) of the Easter and Summer school holidays. Visit [www.cardiffmet.ac.uk/dragoncamps](http://www.cardiffmet.ac.uk/dragoncamps) for more information or call 029 2041 6777. We also have Easter and Summer Sports Camps for children of all abilities in a number of sports please visit [www.cardiffmet.ac.uk/juniorsportsdevelopment](http://www.cardiffmet.ac.uk/juniorsportsdevelopment)

**Online Bookings**

Current children rebooking the same class can book online [www.cardiffmet.ac.uk/onlinebookings](http://www.cardiffmet.ac.uk/onlinebookings).

Easter and Summer Sports Camps can also be booked online, but unfortunately this online facility is not available for Dragon Camp bookings.

**Academy Fees**

All course fees have to be paid in advance of the start date of the academy and are non-refundable and non-transferable unless there are insufficient numbers to run the course when a full refund would be given. However, in the case of extreme snow/ weather or any other reason outside the reasonable control of the University, we will be unable to offer refunds.

To enable us to contact all parents instantly with issues such as bad weather please download our app [www.cardiffmet.ac.uk/sport-app](http://www.cardiffmet.ac.uk/sport-app).

**GDPR**

We’re writing to let you know that we've updated our privacy notice to reflect changes in data protection law and this can be found on our website [www.cardiffmet.ac.uk/about/sport/childrens](http://www.cardiffmet.ac.uk/about/sport/childrens). We have also updated our Terms and Conditions of use and Health Statement this can be found on our website. <http://www.cardiffmet.ac.uk/about/sport/childrens/Documents/11TermsandConandHealthStatement.pdf>

we have also updated our Terms and Conditions of use and Health Statement this can also be found on our website. Please take some time to access these documents.

**RIGHT TO ERASURE**

Please be advised that you have the right to contact us to stop receiving this information sheet and we are legally obligated to reply to you within one month of receiving your request. Please email [onlinebookings@cardiffmet.ac.uk](mailto:onlinebookings@cardiffmet.ac.uk)