



📍 Woodman's Hill Secondary College
✉ 1 Fussell Street, Ballarat East, VIC 3353
✉ admin@futsalballarat.com.au
☎ 0488 086 456
🌐 futsalballarat.com.au

School Holiday Clinic Policy

1. Introduction

Futsal Ballarat values your business and support and aim to provide the best possible service. To ensure smooth operations and fairness to both parties, we have established this policy.

2. Signing a Child IN

2.1

Registrations will open at 9.00am.

If you are going to be late, please contact our Management on 0488 086 456

2.2

At the start of each clinic the parent/carer of the child **MUST** sign the child in to the centre.

The sign in sheet is located at reception and the Futsal Manager **MUST** sight your child upon you signing them in

2.3

Upon signing the child in you must indicate the name of the carer who will be picking the child up at the end of the day. The sign in is not complete unless you do this.

3. Signing a Child OUT

3.1

Children are to be collected at 3.00pm

If you are going to be late, please contact our Management on 0488 086 456

3.2

At the end of each clinic the parent/carer of the child **MUST** sign the child out of the centre.

The sign out sheet is located at reception and the Futsal Manager **MUST** sight your child upon you signing them out.

3.3

If the name of the adult signing the child out is not the same name as indicated at the start of the day Futsal Ballarat Management will not let the child leave the premise without either written or verbal consent from their parent/carer.

In the event the name of the carer indicated at the start of the clinic changes you will be required to email admin@futsalballarat.com.au with the name change or call 0488 086 456 and let management know. If this step is not completed the child will not be allowed to leave the premise until done so.





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4. Safety

The safety of your child and our staff is paramount to Futsal Ballarat, so we have put the following steps in place to ensure everyone is safe.

4.1 Venue Security

The doors to the premise will be locked at 9.15am (or as soon as each child has been signed in). No one will be allowed in and out of the premise without approval from our onsite Management.

4.2 First Aid

There will always be a trained first aid officer on site and we have access to first aid kits along a de-fib machine in the event if needed.

All our staff are trained as to what to do in the event of all types of incidents.

4.3 Leaving the Court Area

Children are not allowed to leave the court area without permission or without being accompanied by an adult. The children will be explained the rules at the start of each session.

5. Behaviour Management

We expect all children to:

5.1 Show Respect

Treat others, including peers and adults with kindness, consideration, and respect. This includes respecting personal boundaries and property.

5.2: Follow Safety Rules

Abide by safety guidelines and rules established by Futsal Ballarat to ensure their safety and the safety of others.

5.3 Participate Actively

Engage in activities, games, and programs with enthusiasm, curiosity, and a cooperative attitude.

5.4 Unacceptable Behaviour

Our coaches will deem what they think is unacceptable behaviour. The child will be given the following warnings before the parent/carer is called and the child will be asked to leave the premise.

- 2 x verbal warnings
- 1 x 5min time out
- 1 x 15min management time out (where they will be asked to sit in the office)

6. Other Policies

The following policies can be found on our website -

- Cancellation and Amendment Policy
- Video and Photo Policy

Exceptions to these policies may be considered on a case-by-case basis, such as in the event of extenuating circumstances or emergencies. Please contact Futsal Ballarat Management directly if this relates to you.





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7. **Updates to the Attendance Policy**

Futsal Ballarat reserves the right to update and modify this policy as necessary. Any changes will be effective immediately upon posting on our website.

8. **Acknowledgment**

By enrolling your child in the Futsal Ballarat School Holiday Clinics, you acknowledge your understanding and acceptance of this policy

Policy Drafted	Business Manager	18 September 2023
Policy Reviewed	Director Operations	18 September 2023
Policy Approved	Directors	18 September 2023
Policy Review Date:	Business Manager	18 September 2025





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