



Get Active

Inspiring children through fun & education

Booking Process

1. Go to our website - <http://www.getactivesports.com/>
2. Go to Book now
3. Then to register – Follow the registration and booking steps.
4. Making payment
 - a. **Card** – uses worldpay
 - b. **Vouchers** – you will need to let us know who you use, and then ask them to forward the booking total to us
 - c. **Tax Credits** – you will need to let us know the reference for each child and then ask them to forward the booking total to us.
5. After school club
 - a. **Online bookings** close at midnight the day before.
 - b. **Phone bookings** – can be made at any point on the day (However, bookings after 12 midday on the day of the booking, will incur a £2 admin fee). **01344 860868**
6. Breakfast club
 - a. **Online bookings Can** be made same day (just before club if needed).
7. Cancellations
 - a. 2 weeks for 100% refund/ account credit
 - b. 1 week for 50% refund/ account credit
 - c. 24 hours to move a day to another day within the current term time.
8. Sickness - we have to have notice before 9am in all instances.
 - a. a move for the session to another day within the term time is possible. But we need a call before 9am on the day of sickness and only if the child isnt at school for that day (this will be checked with the school)
 - b. If a doctor's note is supplied we can account credit for days under note. We do still require notice before 9 am

All changes must be made as above, before the club.

