



All booking forms are now generic as we aim to move to a paperless rebooking system. Book early to secure your place. If you wish to view the booking form please collect one from reception or visit our website www.cardiffmet.ac.uk/sportsacademies

REBOOKING DATES for new term commencing SEPT 2018

Current children staying in the same class	SWIMMING & ALL OTHER ACADEMIES Book after your last lesson week commencing 4 June 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 and PIN which can be obtained from reception) please visit our website www.cardiffmet.ac.uk/onlinebookings Once logged in go to unpaid sales.
Current children moving class	SWIMMING 19 June to 25 June	ALL OTHER ACADEMIES 21 June to 25 June	Payments can be made by cheque/cash/credit card at reception with cheques payable to Cardiff Met Co Ltd. SEE BELOW FOR TELEPHONE INFORMATION USE DESIGNATED BOOKING LINE 029 2020 5500 9.30-12.30
Unable to book online			

IMPORTANT TELEPHONE INFORMATION FOR MOVING CLASS DAYS ONLY

We will have a designated booking line **029 2020 5500** with a queuing system **during the hours of 9.30-12.30 on 19 and 21 June.**

Due to new Data Protection laws and to speed up the process we will not be taking payment when you book via the designated booking line. We will instead save you the space and then give you until **12pm on MON 25 JUNE** to make the payment; or your child will be removed from the class.

Either pay online, through our normal reception desk or telephone 029 20 416777. We do however 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 you will need your child's Member ID and PIN which will be given to you by the booking team, please keep this safe for future bookings and follow the instructions on our website www.cardiffmet.ac.uk/onlinebookings once logged in, go to unpaid sales and make payment.

PLEASE REMEMBER if payment is not received by MONDAY 25 JUNE then unfortunately the child will be removed from the class.

The designated booking line will only be available until 12.30 on 19 and 21 June.

At all other times please ring reception 029 20 416777

Waiting List for all academies	Available to book from 9.30am 26/6/18 Unable 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 28/6/18 Unable 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 the Sports Development team 029 2041 6704 or Linda Carwardine Business Manager 029 2041 6540 lcarwardine@cardiffmet.ac.uk

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

Facebook - Click LIKE at '[Cardiff Met Junior Sports Academies and Dragon Camps](#)' at facebook.com stay up to date with our latest news, special offers and forthcoming events (this page can be accessed without a Facebook account, please search for the page in your search engine).

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 for further information and to download for your device.

Website - 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 and Facebook page 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 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 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

Online Bookings

Current children rebooking the same class can book online 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.

To enable us to contact all parents instantly with issues such as bad weather please download our app www.cardiffmet.ac.uk/sport-app. **Our app will also give you full car parking details and a map of our overflow car park; as will our website.**

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

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