

## **EASTER NEWSLETTER**

**ALL CLASSES ARE OPEN DURING THE SCHOOL HOLIDAYS....**in fact we are running extra daily gymnastics courses, see our list of courses, website, attachment, notice boards and hard copy.

**BUT WE ARE CLOSED in BOTH VENUES** on **both bank holidays** Easter Friday and Easter Monday.

### **OPEN VIEWING**

To be fair to all members and considering bank holidays or family holidays we will have the next OPEN VIEWING during the week starting Monday 11<sup>th</sup> April in both venues.

**NEW ENROLMENTS and FEE COLLECTIONS, IMPORTANT NEWS** and instructions.

For monthly fee payments we no longer accept cash, cheques, bank standing orders or personal BACS payments. ALL monthly fees are now collected through PaySubsOnline via GoCardless. You must follow the attached instructions and set up your account as soon as possible. We pay all the fees. This system is in use in schools and clubs. We have added a new feature;

### **PAYMENT TO CLASS REGISTER.**

The new payment system FOR MONTHLY FEES drives the class register ONLY when we receive confirmation of your payment. We will also have immediate notification of non payment.

**For April fees and onwards there is NO ALTERNATIVE methods of payment.**

PLEASE follow the instructions and set up your account NOW to avoid any last minute problems.

As this is the first time we will be using this new system with Easter approaching we are sending out the APRIL invoices and request for payment on Friday 18<sup>th</sup> March. (For May and the following months the invoice and requests will be around 25<sup>th</sup> of each month.

### **IMPORTANT**

We will send this reminder out from BOTH of our data bases. You may receive this news twice. From April we will primarily use our PAYSUBS database. It is therefore very important that you set up your new account and update all personal data in particular **CONTACT INFORMATION**, telephone and e mail. Only ONE e mail address is allowed. Where there are families who want information send to extended family we recommend that you set up a familybloggs@ e mail address which then can be set by you to be forwarded automatically or accessed by any family member.

This payment system has been developed to make fee collection more efficient and accurate in real time. If the payment has been authorized by you then your child's name will appear correctly on the class register. If no payment has been authorized or fails then your child's name will be flagged and entry to a class may be refused.

## **CHILD WELFARE AND SAFETY.**

**PARENTS OF CHILDREN in our youngest classes,** Tuesday to Friday 4-5pm and Saturday 9-10am should remain on the premises in case a toilet visit is necessary or the child is upset. Our staff CANNOT supervise young children in the toilets. Where there are special needs or where children are not confident on their own then parents should remain at hand. Both venues are public buildings and parent attendance in the café or reception makes it safer at all times.

We have seen a growing number of occasions where parents have telephoned (or e mailed!) us or to other parents that they are “running late”. Whilst we accept our reasonable responsibility to safeguard your child we do not have care staff to entertain or look after children who have not been collected quickly at the end of lessons. The following class will lose out if coaches are searching for parents. Parents returning for older children should arrive 5 minutes early in case the venue is busy.