



**BOOKING TERMS and CONDITIONS  
WORKSHOPS**

Name .....

Address: .....

Telephone .....

E-mail .....

Where did you  
hear about us? .....

Name of  
Emergency Contact .....

Phone number .....

**Covid-19 Health Screening**

**IMPORTANT- DO NOT ATTEND CLASS IF YOU, BABY OR ANOTHER MEMBER  
OF YOUR HOUSEHOLD ARE DISPLAYING SYMPTOMS OF COVID-19  
(A continuous cough, high temperature, shortness of breath and or loss of taste & smell)**

I declare that my household family unit are healthy and presenting no signs of covid-19:

Signed: ..... Full Name: ..... Date: .....

Should the above declaration change I will inform Once Upon the Mat immediately via text or telephone on 07725235485:

Signed: ..... Full Name: ..... Date: .....

Have you been tested for Covid-19? If yes, please provide further details:

.....  
.....  
.....

Have you come into contact with anyone who has tested positive with Covid-19? If yes, please provide details:

.....  
.....  
.....

I agree that if either myself, household family member or baby become unwell, develops a temperature or any other Covid-19 symptoms that I will adhere to the NHS/government guidelines.

Signed: ..... Full Name: ..... Date: .....

I confirm that the above information I have given in this declaration is true and up to date to the best of my knowledge.

Signed: ..... Full Name: ..... Date: .....

**Infection Control Policy (in response to Covid-19) Effective 15<sup>th</sup> July 2020**

\* ‘Once Upon the Mat’ are Pediatric First Aid trained and hold a ‘Covid-19 Awareness Certificate’. We have always adhered to a strict cleaning policy however the safety of participants is paramount and we will be putting additional measures in place which have been set out in a thorough risk assessment.

\* **ONLY ONE** to attend class (due to current Covid-19 restrictions)

\* As per government guidelines from the 8<sup>th</sup> August 2020, **FACE MASK ARE MANDATORY** in indoor venues for members of the public. These will be required by law, to be worn **(Unless the government guidelines change)**.

\* No participants to be gathering in the lobby of the venue prior to the workshop time. Participants will be required to arrive to class no earlier than 5 mins prior to the workshop beginning. Doors will be propped open to avoid participants touching handles etc. If queuing is unavoidable, participants must adhere to the 2 m social distancing guidelines which will be clearly marked.

\* **All** participants will be required to participate in the ‘**Track & Trace**’ procedure whereby participants details will be stored for 21 days. This will include name, address, time of arrival at venue and time of departure at venue. Upon arrival at class, a signing in station will be set up where these details will be taken before and after class,

\* If a participant tests **POSITIVE** they must **NOT** attend class, they must notify the class

lead on 07725235485 via telephone or text. The class lead will notify other parents via text message on their mobile telephone numbers if a participant tests positive.

\* **All** participants will be required to sterilise their hands prior to beginning class and on exit. There will be a hand washing station on entering and exiting the venue and at toilet entrance. Milton wipes will also be available in class and toilet facilities should anyone wish to use them.

\* Covid-19 hand washing and 2m social distancing posters will be displayed to remind participants to keep the venue Covid secure.

\* Participants will be required to follow a one way system on entrance and exit within the venue. This is to promote safe distancing throughout the activity.

\* Windows and doors will be open to ensure ventilation in the venue. This may possibly mean the room is slightly cooler than normal and we advise you wear clothes to reflect this.

\* Participants are encouraged to bring minimal personal belongs to class (this includes pushchairs and car seats where possible).

\* Only **ONE** person to use toilet facilities at a given time due to the small enclosed space.

\* Mats will be spaced out adhering to social distancing set out 2 metres apart. Adults are required to adhere to these social distancing guidelines throughout the class.

\* Group class sizes will be defined by the latest government guidelines and will be reviewed frequently. This amount will be much smaller than what we were currently running classes pre-covid. Each participant will be on their own individual mat spaced 2 metres apart from other participants.

\* Participants must ensure they leave the venue promoting and adhering to social distancing rules.

### **Terms & Conditions**

- If you are absent from a workshop due to sickness or other, fees **cannot** be waived or carried over. Subject to availability we may be able to offer a transfer to an alternative date/venue but this is not guaranteed.
- If you wish to cancel your course the following charges apply. Up to 28 days before commencement of your course a £10 administration fee is due, within 28 to 14 days a £20 charge is applied. Within 14 days no refund is due.
- If for any serious medial conditions and extenuating circumstances you and your baby are unable to attend a course on the commencement date ‘Once Upon the Mat’ is happy to hold those classes until the next available date subject to availability. If for any other reason you wish to transfer to a different date then the following will occur: Up to 28 days before commencement of your course a £10 administration fee is due, within 28 to 14 days a £20 charge is applied. Within 14 days no refund is due.
- We shall have no liability to if we are prevented from carrying out our services or our services are affected in anyway by: any acts, events, omissions or accidents beyond our

reasonable control, including strikes, failure of a utility service or transport network, act of God, war, riot, civil commotion, malicious damage, pandemics, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, inclement weather. Fees will not be waived or carried over in any of the circumstances outlined above.

- In light of the recent Covid-19 pandemic, should another lockdown occur, the workshop that has been booked will commence via our virtual classroom for the remainder of the course. No refunds will be given.
- If you are booked on for a future in person course that becomes postponed due to extraordinary circumstances such as pandemic, government guidelines, or social distancing measures (not limited to these events) you will be issued a credit note for a course to be taken when circumstances allow. Credit notes under these circumstances will be given an extended usage date to use against future 'Once Upon the Mat' courses.
- All belongings **MUST** be put at the side of the room to create more space and avoid trip hazards.
- You agree to adhere to **ALL** the following safety measures set out in the infection control policy in relation to Covid-19.

Please sign the following disclaimer:

- I have read the above safety guidelines and infection control policy and will ensure that I adhere to them.
- I take full responsibility for myself during the course of the workshop.
- I will keep the teacher informed of any health issues that arise over the course of the classes, and follow the infection policy protocol should myself or baby display symptoms of Covid-19.
- I understand that the workshop is non-refundable and non-transferable if missed.
- I agree to *Once Upon the Mat* contacting me by email, text or telephone.
- I give my consent for photographs/video to be taken during workshop for use in promotional material ie. Social media, website, advertising. (Children will not be named).

**Please tick the below for photographic consent:**

Yes

No

Signed..... Date .....