

Schools Terms and Conditions of the FMS Project 2019

The purpose of this document is to outline the responsibilities of schools in opting in to the KFMS project.

We aim to be clear on what we expect from our delivery partners and ultimately make KFMS a successful, smoothly functioning project. Our goal is to mitigate late- withdrawals, non-payment of fees and administrative errors as to secure optimal project uptake.

- Project registration must be completed and signed by the Principal/ Deputy Principal of the school. The designated person must have the authority to sign off the full cost of project participation.
- Schools will be invoiced by Hutt City Council upon completion of the programme(s) for the number of participants registered. We understand numbers can vary throughout the year with school enrolment. It is the school's responsibility to notify the FMS project team with changes in numbers to avoid additional charges- this will need to be done with at least a months notice. Unfortunately, we cannot guarantee that any additional spaces will be offered.
- Once the programme has commenced day 1 of delivery, schools will be invoiced based on at least the number of participants registered regardless of late withdrawal, illness etc.
- Due to project funding, the subsidised rate will be available to a capped number of participants in 2019. Therefore, **when registering, accurate numbers are mandatory. Changes to bookings will be strictly limited and on a case by case basis.**
- To qualify for the subsidised rate through the Kiwisport Fundamental Movement Skills project, each student must participate in **TWO** different programmes. If your school would like to take part in a **THIRD** programme, a further subsidised rate will apply. If your school would like to take part in only **ONE** programme the **full** rate of the programme will apply.
- All bookings are final as of the first day of term 1, 2019. **If a school requests a withdrawal from a programme after this date, the school will be charged a withdrawal fee.** This fee will be 50% the number of students booked upon signing multiplied by 8 sessions of programme delivery they would have received and the cost of delivery \$3.50 +GST (eg. If a school with the booking of a 100 students decides to withdraw, they will face a \$1610 withdrawal fee. 50% of 100x8x3.50+GST).
- It is understood that registering in the swimming programme as one of your two (or more) programmes, requires a full disclosure of any and all students with special needs. If the student(s) has a teacher aid, the teacher aid will be expected to actively engage and support the student(s) in the water accordingly.
- All health & safety documents, including emergency evacuation plans, must be disclosed with the provider prior to delivery

