

**Forest School**

**Holiday Club**

**Enrolment Pack**

**Contact Rachel from The Outdoor-Fun Team**

**Telephone 07554432043**

**Email rachashley1977@gmail**

[**www.outdoor-fun.org**](http://www.outdoor-fun.org) **Ofsted Registration No 2534832**

**Sound and District Primary School**

**Whitchurch Road**

**Sound**

**Nantwich CW5 8AE**



**Holiday Fun**

**Enrolment Form**

Thank you for choosing Outdoor-Fun’s Summer Camp. We look forward to sharing in your child’s

Outdoor-fun this summer Holidays.

**Please note parents/carers must keep Outdoor-Fun informed of any changes to the information on this form after enrolment.**

Privacy Notice

All personal data within this form will be treated as confidential and will be processed by Outdoor-Fun Team in order to comply with our legal obligations in line with General Data Protection Regulation (GDPR). This form and the personal data it contain’s will be stored in a lockable container. Names and contact details will also be stored on password protected mobile telephones. For further information please contact Outdoor-Fun Team, or Rachel- rachashley1977@gmail.com If you are not happy with the way we handle your personal data you have a right to complain to the Information Commissioner's Office.

Please let us know how you heard about our Outdoor- Fun Holiday club:

**Part 1. Personal Details of Child.**

First Name(s): Surname:

Date of Birth: Male: Female:

Address:

Siblings already attending:

Spoken languages at home:

**Part 2. Health Information**

Date of last Tetanus:

Details of any disabilities/medical conditions/Additional Support Needs

Details of any allergies

Details of any regular medication

If your child is currently involved with any other agencies (e.g. dieticians, speech and language therapists, social work, psychological services etc) please give further information below, including contact details. We will not share information with other professionals without your consent, except when we are legally obliged to do so e.g. in the event of a child welfare concern.

Name and address of GP GP telephone number

**Part 3. Details of Parent(s)/Carer(s) and Emergency Contacts.**

|  |  |  |
| --- | --- | --- |
|  | **First Parent/Carer** | **Second Parent/Carer** |
| **Relationship to Child** |  |  |
| **Surname** |  |  |
| **First Name** |  |  |
| **Home Address** |  |  |
| **Home Telephone No** |  |  |
| **Mobile Telephone No** |  |  |
| **Work Telephone No** |  |  |
| **Email Address \*\*** |  |  |

**Additional Emergency Contact Details**

Please cross box to confirm that emergency contacts have given consent for Outdoor- Fun Forest school nursery to process their personal information below in line with our Privacy Notice

|  |  |  |
| --- | --- | --- |
|  | **First Emergency Contact** | **Second Emergency Contact** |
| **Relationship to Child** |  |  |
| **Surname** |  |  |
| **First Name** |  |  |
| **Home Telephone No** |  |  |
| **Mobile Telephone No** |  |  |
| **Work Telephone No** |  |  |

**Part 4. Child Collection**

Outdoor-Fun Forest School will only allow the two named parents/carers and emergency contacts to collect their child. If you require any other person to collect your child from Outdoor- Fun Forest School Summer Camp on a regular basis, please give their details below.

Name: Relationship to Child:

Contact Number:

In the event that someone other than the parents/carers or person named above is required to collect the child, parents/carers must notify the nursery before collection to specify the persons details. For added security the individual collecting the child will be asked to give a password.

Password:

**Part 5. Parent/Carer consents**

**Please place a cross in the relevant box.**

Activities in the Woodland

I understand that at Outdoor- Fun Forest School Summer Camp my child will spend the majority of their time learning and playing outside in woodland. I hereby give my express consent for my child to take part in all activities, including, but not limited to; digging, exploring, hiking, woodland walks, treasure hunts, orienteering, map making, bug hunting, hide and seek, shelter making, den building, tree climbing, general climbing, rope swings.

I give my consent: I do not give my consent:

Accidents or Emergencies and First Aid

In the event of an accident or emergency, I authorise Outdoor-Fun Forest School Summer Camp to act on my behalf by determining the need for medical attention or hospital referral on the understanding that any decisions made will be communicated in detail to me. I give consent to Outdoor-Fun Team to take appropriate action in the event of illness, accident or emergency. This may include treating insect bites or minor cuts and scratches using first aid practices.

I give my consent: I do not give my consent:

Photographs and Videos

During the day Outdoor- Fun staff routinely photos for publicity/marketing, including uploading some photos on our social media pages e.g. Facebook and Twitter. We ask for your express consent to do this. I give my consent for any photos which may have my child in them to be used for marketing/publicity purposes, including website, newsletter, magazine articles, Facebook and Twitter. We will never use child’s name along with picture, to safeguard the child.

I give my consent: I do not give my consent:

Administering of Sun Cream and Insect Repellent

I give consent to staff to apply sun cream and/or AVON skin-so-soft (to repel insects) to my child whenever the staff feel it is appropriate in line with nursey policies. If my child has an allergy to sun cream and/or AVON skin-so-soft I agree to provide an alternative.

I give my consent: I do not give my consent:

Application of Face Paint

I give consent to staff to apply face paint to my child from time to time. All face paint applied will be suitable for skin application.

I give my consent: I do not give my consent:

**Communication**

I give consent that Outdoor-Fun Team can use my \*\*email address to keep me up to date with the activities. I understand that at any time I can request to no longer receive email updates by emailing rachashley1977@gmail.com.

Parent/Carer 1

I give my consent: I do not give my consent:

Parent/Carer 2

I give my consent: I do not give my consent:

**Part 5. Terms/Conditions/ Availability**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **WORKING DAY**  **8am-5.30pm** | **MORNING**  **9–1 pm** | **AFTERNOON**  **12noon-**  **3 pm** | **FULL DAY**  **7.30am-6pm** | **SPECIAL FOREST SCHOOL ACTIVITY DAYS**  **10am -3pm** |
| **MONDAY** |  |  |  |  |  |
| **TUESDAY** |  |  |  |  |  |
| **WEDNESDAY** |  |  |  |  |  |
| **THURSDAY** |  |  |  |  |  |
| **FRIDAY** |  |  |  |  |  |
| **FEES** | **£25.00** | **£15.00** | **£15.00** | **£30.00** | **£15.00** |

**Children are expected**

* **to wear outdoor clothing,**
* **shoe/wellies and bring a packed lunch**
* **refillable water bottle**

**Forest school special activity club only available on these days**

**IF YOU WOULD LIKE YOUR CHILD/REN TO ATTEND THE EVENT ABOVE BUT NEED A FULL DAYS CHILDCARE. PLEASE TICK FULL DAY AND FOREST SCHOOL SPECIAL ACTIVITY CLUB. YOU WILL ONLY BE CHARGED FOR A FULL DAY (NOT BOTH)**

**MULTIPLE BOOKINGS REDUCTIONS AVALIBLE- PLEASE ASK**

**Groups**

When your child/ren attend Holiday Club, they will be split into age appropriate groups

* Nursery children – **SAPLING GROUP**
* Reception & Key Stage 1- **EXPLORER GROUP**
* Key Stage 2- **ADVENTURER GROUP**

At mealtimes we will all come together

**SOUND & DISTRICT PRIMARY SCHOOL**

**SCHOOL CALENDAR 2019-2020**

**\* These are the dates when Holiday club will operate**

|  |  |  |
| --- | --- | --- |
|  | Date of closing | Date of Re-Opening |
| Summer 2019 |  | Wednesday, 4th September |
| Autumn Half-Term 2019 | Friday, 25th October | Monday, 04th November |
| Christmas 2019/2020 | Friday 20th December | Monday 6th January |
| Spring Half Term 2020 | Friday 14th February | Tuesday 25th February |
| Easter 2020 | Friday 03rd April | Monday 20th April |
| May Day | Friday 01st May | Tuesday 5th May |
| Summer Half Term 2020 | Friday 22nd May | Tuesday 2nd June |
| Summer 2020 | Friday 17th July |  |

INSET DAYS: STAFF ON TRAINING

* Monday 2nd September 2019
* Tuesday 3rd September 2019
* Monday 24th February 2020
* Monday 1st June 2020
* Monday 20th July 2020

**Start and Finish Times**

Outdoor-Fun Holiday club operates between the hours of 7.30 am to 6pm. Parents/carers must inform the Team by 9am if their child is not attending the club that day, otherwise the club will be delayed leaving for the woodland activities, as staff will assume a problem exists and will make attempts to contact the parents/carers or emergency contacts.

Please email [rachashley1977@gmail.com](mailto:rachashley1977@gmail.com) with dates you require any additional care, provision will be made, an email and invoice will be sent to you for the extra care to confirming this is possible.

If parents/carers are running late they must inform the Outdoor-Fun team as soon as possible and staff will make arrangements, where possible.

Children cannot be cared for out with the normal hours; therefore Outdoor-Fun Forest School reserves the right to charge £15 per child for every 15 minutes late in collection. Which has not been arranged prior to the session.

**Behaviour**

At Outdoor-Fun we believe in mutual respect of each other and the environment around us. We will give clear guidance for children to follow, but we understand that sometimes child/ren may choose not to follow these instructions. If this puts themselves or others in danger, then we use a sit out policy. This short time gives them an opportunity to reflect on their actions and why not to do them in the future. This is also why all staff must be aware of any problems in following and understanding instructions.

After the short sit out time the child/ren can carry on with the activities.

**Medical Symptoms and Medication**

For the health and welfare of all children who come to the Holiday Club we request that you do not bring your child into Holiday Club if they are ill or have an infectious disease. All unexplained rashes will be treated as infectious until they have been assessed by a doctor. We reserve the right to contact you or your emergency contacts to make arrangements for you to collect your child from the Holiday Club if Outdoor- Fun staff feel that your child is not well enough to attend.

Following an infectious illness, it is essential that your child does not attend the Summer Camp until they are no longer at risk of infecting others. If your child has had symptoms of vomiting or diarrhoea (or both), it is essential that they do not attend until 48 hours after the symptoms have stopped.

If your child is on any medication which has to be administered whilst attending the Holiday Club, you must complete a medicine consent form giving instructions on times and dosage and sign on a daily basis.

##### Acceptance of Terms and Conditions

I hereby confirm that I have read through the Terms and Conditions of Enrolment outlined above and accept these as being my contractual obligation to Outdoor-Fun Forest School Summer Holiday Club. I understand that once I have returned this form via my email account and paid the fee that this will form the basis of a contract between Yourself and Outdoor- Fun Forest School Team.

Name:

Email Address:

**Please return the completed form via email :**

**Rachashley1977@gmail .com**

**Thank you from the Outdoor-Fun Team,**

**who are looking forward to helping your child develop and have fun!**

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**The best classroom and the richest cupboard is roofed only by the sky"**

**Margaret McMillan b.1860 - d.1931**