

Hours 9.15-12.15pm including break with refreshments
 12.15-3.15pm must bring a packed lunch
 9.15-3.15pm must bring a packed lunch

TELEPHONE CONTACT FOR THE CAMP IS
01628 636715

CONDITIONS

1. Numbers are limited each day.
2. The organisers reserve the right to refuse admission.
3. No child will be accepted on the Summer Camp without the parents or legal guardians written consent and the fee paid.
4. Parents/Guardians must ensure that each child registers his/her attendance each day.
5. Parents/Guardians retain responsibility for children while they are in the Summer Camp; leaders must have a contact/emergency contact number for parents during the day – SEE OVER.
6. Parents/Guardians must ensure their child knows he/she may not leave the Centre without permission or knowledge of Camp Leaders.
7. Parents/Guardians must specify any allergies (*e.g. Hay fever*) the child has, and any medications currently prescribed for the child, or any other relevant information relating to the wellbeing of their child – SEE OVER.
8. Parent/Guardians must sign consent forms if they wish their child to take part in planned activities SEE OVER
9. Refunds will only be given in exceptional circumstances.
10. Children **must be collected** promptly. After this time special arrangements will have to be made to supervise the children and an additional fee of **£5 per half-hour or part thereof** will be charged for any child not collected on time.
11. All policies and procedures pertaining to the Summer Camp, including the Centre's Data Protection Policy and Privacy Notice, are available from the Centre office upon request

THIS SECTION TO BE RETURNED TO COX GREEN COMMUNITY CENTRE

(A separate form is required for each child)

COX GREEN SUMMER DAY CAMP – PARENTS CONSENT FORM

I understand that I retain responsibility for my child during the Camp and will pay the admission fee.

Name..... Age.....

Date of Birth.....

(5 TO 11 YEARS OF AGE)

Allergies and/or medications (*see condition 7*).....

Doctor's name..... **Tel. No**

Is there anything else we need to be aware of, so we can look after your child properly? If so please talk to a member of staff.

(CONFIDENTIALITY WOULD BE RESPECTED)

Name of Parent/Guardian.....

Address.....

.....**Tel No**.....

Emergency Daytime Contact: **Password** (see notes over page)

Name.....

Tel No.....

I understand that holding and processing the personal information given above is necessary for the Community Centre to provide the Summer Camp Activities to the above named child and will not be held or processed for any other purpose, as provided by the Centre's Privacy Notice.

I agree to abide by the conditions set out opposite.

I have ensured that my child understands the information for his/her safety and for the safety of the group, that any rules and instructions given by staff are obeyed.

I undertake to inform the Leader of any changes in my child's fitness.

I give my consent that those in charge may give permission for my child to receive medical treatment in an emergency.

Signature of Parent/Guardian.....

Please make all cheques payable to:-
Cox Green Community Centre

Tick AM and PM for all day attendance

July/August	MON 29th	TUES 30th	WEDS 31st	THUR 1st	FRI 2nd
AM 9.15-12.15					
PM 12.15-3.15					

August	MON 5th	TUES 6th	WEDS 7th	THUR 8 th	FRI 9 th
AM 9.15-12.15					
PM 12.15-3.15					

August	MON 12th	TUES 13th	WED 14th	THUR 15th	PARTY 16th
AM 9.15-12.15					X
PM 12.15-3.15					X

CONSENT FORM

Please note any activity from the activities list you do not wish your child to participate in. (e.g. football, etc....)

To give your consent sign below

OFFICE USE ONLY	
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TOTAL PAID	
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**COX GREEN
COMMUNITY CENTRE**

**SUMMER DAY CAMP
INFORMATION**

SUMMER 2019

For children from Cox Green and Woodlands Park

Contact Telephone Number for the Summer Camp is
01628 636715

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Is registered for the Summer Day Camp on

July/August 29th to 2nd August am & pm

August 5th to 9th & 12th to 16th am & pm

COX GREEN COMMUNITY CENTRE

A few notes to answer any questions you may have.

Arrivals

Please ensure that your child registers at the desk by the entrance door. Your child will be shown where to leave his/her things. Please let us know if your child brings medication, which should be left in the Centre office and ensure it is labelled. Consult with the Camp Leader. Please note **MOBILE PHONES** are **NOT PERMITTED** in Summer Camp

Medication

A record will be kept if we administer any of the medication currently prescribed. No other medication of any kind will be given. We are unable to administer sun block lotions, so ensure it is applied before arrival.

Activities

Children are encouraged to join in all group activities, which may include cooking, craftwork, games, competitions, etc. We also have a quiet corner for reading, board games etc. that may be used.

Break Times

Children are provided with a drink and snack at break time. If the weather is very hot it may include ice pops.

Sickness

If your child becomes ill during the Camp we will inform you. Obviously, if your son/daughter has been unwell before the start, please do not bring them to the Centre until at least **48 hours** has passed.

Unruly Behaviour / Bullying

Members of staff deal with minor misdemeanours. If the problem persists, parents are informed. Serious misbehaviour may result in a child being refused admission to the Camp.

If your child is bullied please let us know immediately.

Children come here to enjoy themselves and it is unfair that one may upset another by their thoughtless action.

Anyone identified as being a bully will not be allowed to continue at the Summer Camp.

Helpers

Parents are welcome to volunteer as helpers, help is always appreciated even for just one session or clearing up. Please let the Office know if you are interested.

Password

We have a Password system in place for the Summer Camp. Anyone other than a parent collecting your child will need to provide the password given at registration.

Departures

Please ensure that your son/daughter is collected promptly at the end of their session. If you are running late please call the Centre office to let us know. After this time special arrangements will have to be made to supervise the child and an additional fee of **£5.00 per half-hour or part thereof** will be charged for any child not collected on time. Children must wait inside the building to be collected; on no account will they be allowed to wait in the car park.

If there are any further points you may wish to discuss, please contact Rose or Linda in the Centre office on 01628 636715 or email us at manager@coxgreen.org.uk

COX GREEN COMMUNITY CENTRE
SUMMER DAY CAMP

SUMMER 2019

WHEN: **July/August** 29th to 2nd am & pm

August 5th to 16th am & pm

WHERE: In and around the Community Centre.

WHO: Children who are between 5 years and 11 years old from Cox Green and Woodlands Park in the first instance.

COST: £9 per child per session - to include a drink and a snack at break times, or £16 all day (need to bring a packed lunch)

IMPORTANT -There are limited places available on the Camp each session. Places cannot be guaranteed unless the Admission Fee is paid in advance for each session you wish your child to attend. These payments and the REGISTRATION FORM should be returned to the Community Centre at the following time **ONLY:** -

REGISTRATION Will be held on
MONDAY 24th JUNE 3.30-5.30pm Cox Green residents ONLY

MONDAY 1st July 3.30-5.30pm Everyone

COX GREEN
COMMUNITY CENTRE



