

# KIDS' & TEEN CAMP BOOKING FORM

## The Booking Process (One form per child)

To secure your child's place at our camp, you need to:

1. Complete the booking form below, outlining the days that you are requesting.
2. Fill in your child's details (please use one form per child).
3. Either attach a cheque to the form or fill in your card details overleaf for payment.
4. Read and sign the terms & conditions overleaf.
5. Return the completed form to reception.

Office use - received on:

Date: .....

Time: .....

## What happens next?

1. Your booking form and payment will be processed by the Junior Co-Ordinators (Mon-Fri 9-5).
2. If we are able to offer your child a place, your payment will be processed & your child's name put on the register. **Please note:** you will not receive confirmation.
3. Should we be unable to offer you a place on your requested date, you will be contacted by phone.

**PLEASE NOTE: ASSUME YOUR BOOKING IS SUCCESSFUL UNLESS YOU ARE CONTACTED BY THE JUNIOR ACTIVITIES TEAM.**

## Child's Details (One form per child)

Name: ..... DOB: ..... Age: .....  
 Is your child a member? Yes / No      Is your child vegetarian? Yes / No      Will your child be bringing their own packed lunch? Yes / No

Allergies / special dietary requirements:

Has your child attended camp before? Yes / No      How did you hear about this Kids' Camp?  Friend  Colets' website  Twitter

Colets' Email News  School book bag flyer  About Thames Ditton  Other (please state):

Parent/Guardian Name: ..... Contact Tel No: .....

Address: .....

Which school does your child attend? ..... Email Address: .....

Date	Breakfast Club 7.30-9am - £10	Early Drop-Off 8.30-9am - £3	All Day 9am-5pm £25 / £37	Late Pick-Up 5-5.30pm - £3	Late Pick-Up 5-6pm - £6	Date	Breakfast Club 7.30-9am - £10	Early Drop-Off 8.30-9am - £3	All Day 9am-5pm £25 / £37	Late Pick-Up 5-5.30pm - £3	Late Pick-Up 5-6pm - £6	Date	Breakfast Club 7.30-9am - £10	Early Drop-Off 8.30-9am - £3	All Day 9am-5pm £25 / £37	Late Pick-Up 5-5.30pm - £3	Late Pick-Up 5-6pm - £6
Mon 24 <sup>th</sup> July						Thu 10 <sup>th</sup> Aug						Wed 30 <sup>th</sup> Aug					
Tue 25 <sup>th</sup> July						Fri 11 <sup>th</sup> Aug						Thur 31 <sup>st</sup> Aug					
Wed 26 <sup>th</sup> July						Mon 14 <sup>th</sup> Aug						Fri 1 <sup>st</sup> Sep					
Thu 27 <sup>th</sup> July		Extra charge £10 (Teen Camp)				Tue 15 <sup>th</sup> Aug						Mon 4 <sup>th</sup> Sep					
Fri 28 <sup>th</sup> July						Wed 16 <sup>th</sup> Aug						Tue 5 <sup>th</sup> Sep					
Mon 31 <sup>st</sup> July		Extra charge £8 (Kids' & Teen Camp)				Thu 17 <sup>th</sup> Aug						Wed 6 <sup>th</sup> Sep					
Tue 1 <sup>st</sup> Aug						Fri 18 <sup>th</sup> Aug						Thu 7 <sup>th</sup> Sep					
Wed 2 <sup>nd</sup> Aug						Mon 21 <sup>st</sup> Aug		Extra charge £2 (Kids' & Teen Camp)				Fri 8 <sup>th</sup> Sep					
Thu 3 <sup>rd</sup> Aug						Tue 22 <sup>nd</sup> Aug											
Fri 4 <sup>th</sup> Aug						Wed 23 <sup>rd</sup> Aug											
Mon 7 <sup>th</sup> Aug						Thu 24 <sup>th</sup> Aug											
Tue 8 <sup>th</sup> Aug						Fri 25 <sup>th</sup> Aug		Extra charge £8 (Teen Camp)									
Wed 9 <sup>th</sup> Aug		Extra charge £8 (Kids' & Teen Camp)				Tues 29 <sup>th</sup> Aug											

**LATE KIDS' CAMP BOOKINGS** - Bookings for Mondays must be received by the preceding Thursday.

It is advisable to book your desired camp sessions in advance by at least two days. Late bookings should be agreed with the Junior Co-Ordinators ONLY to ensure we comply with our Ofsted registration. Please be aware that should you book late, you may be required to bring a packed lunch for your child as our lunches are pre-ordered.



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# KIDS' CAMP BOOKING FORM

## Payment Details

Total payment due: £ ..... Please indicate payment method (card details will be shredded once processed):

Credit/Debit card - Card number: .....

Valid from date: ..... Expiry date: ..... Issue number: .....

Security code: ..... (last 3 digits on back) Name on card: .....

Cheque (please make payable to Colets and attach to form)

Childcare vouchers (Please circle: Edenred / Busy Bees / Care4 / Other: .....) )

Payment reference: .....

To make your payment, please search using our postcode: KT7 0PW. Any problems, please get in touch. Please note: vouchers must be received in advance of the booked session(s).

## Terms & Conditions

**Bookings** - All bookings for Kids' Camp places can only be taken via receipt of a completed booking form & payment. Places will be allocated on a first-come, first-served basis.

**Payments** - All payments should be received with the booking form by Credit/Debit card (please complete details on form - these will be shredded once processed) cheque (please make payable to Colets and attach to form) or childcare vouchers. Please note: childcare vouchers must be received in advance of the booked session(s).

**Colets' Junior Member Discount** - Your child's membership must be current at the time of booking & at the time of the session booked to receive our members' discount.

**Cancellations/Refunds** - Refunds can only be given if cancellation notice is received at least 10 days before the booked Camp date. Please note that should your child be taken ill or the centre should close due to conditions beyond our control, we cannot offer a refund.

**Safety** - For your children's enjoyment and safety, they must attend whole sessions.

**Drop-Off & Collection** - Please ensure your children are dropped off by 09:00 am; we are unable to accept children after 9.30am unless approved by management prior to dropping off. Please also ensure your children are collected at the correct times of 17:00/17.30/18.00.

**Late Fees** - Late collection of your children will incur a late fee of £10 for every 10 minutes (or part thereof) past the specified collection time, up to a maximum of £30.00 per half hour. Children may not be left in the Junior Activities room after 18:00 as this contravenes our registration. Please note: should your children not be collected by 18:00, an additional fee of £50.00 will be incurred on top of the half-hourly rate.

**Signing In & Out** - To meet OFSTED & fire safety regulations, please ensure your children are signed in & out of Camp. If you do not sign your children in, we reserve the right to refuse entry on that day. If another adult is collecting your children, please inform the Junior Activities Co-Ordinators during registration.

**Health Questionnaire** - All children must have an up-to-date completed health questionnaire. This is completed on the first day of Camp. Your child will not be allowed to sign in at Kids' Camp if this is not completed and signed by the parent/guardian.

**Swimming** - If your child is unable to swim unaided, please supply your own armbands etc. If they do not want to swim, please inform the Junior Activities Co-Ordinator at registration.

**Timetables** - Daily activities & schedules are subject to change. Please ensure children bring their swimming kit with them every day.

**Belongings** - We discourage children from bringing MP3 players, phones and handheld games to Camp. Colets cannot take any responsibility for loss or damaged belongings.

**Notice of Termination** - We reserve the right to terminate your child's place at Kids' Camp immediately if a serious breach of terms & conditions occurs or if it is considered to be in the best interests of the centre or welfare of the other children. Using foul language, being abusive to staff, failure to regularly pay fees or continuously arriving late without prior notification may result in a child's place being terminated.

**New Child Policy** - If your children have not attended Kids' Camp before, please contact the Junior Activities team to receive your welcome pack & to arrange a pre-Camp visit if necessary.

I have read & understood the Terms & Conditions stated & hereby agree to them.

Signature: ..... Print Name: ..... Date: .....

**PLEASE DON'T FORGET TO PICK-UP OR DOWNLOAD YOUR CAMP INFORMATION BOOKLET !**



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