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**Forest School Holiday Club; Booking Form – Summer 2025**

**Name of Child;** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Age**; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **School;**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address;** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact number;** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address;** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency contact name and number 1; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Emergency contact name and number 2; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Please note, two emergency numbers must be supplied\***

During our Holiday club, we are aiming to go on a short walk down the Nickey line one morning. This will enable us to have access to a wider variety of trees and flowers. We will be collecting natural resources from our walk, to use in our identification work and crafting work. The children will wear a high visibility vest over their clothes, and we will be staying together as a group. We will email you the day before to let you know we are going off site. We will be off site for approximately two hours. We will join the Nickey line at the platform entrance, walk down to the first interchange (near the pigs), walk around the farmers field, identifying leaves. This brings us to the second interchange where the wildflower meadow is (next to the golf course). Here we will do flower identification and collect resources for our afternoon craft activity.

**Medical Information**

What might affect your child’s involvement in Forest school e.g., phobias, allergies (e.g., material, pollen, dust etc.) Please record these below

**Does your child have an inhaler, EpiPen or any other medicine?** If so, please record it below and ensure your child comes to Forest School with it, with clear instructions how it is to be administered. Please hand to the Forest School leader. All our staff have had EpiPen training.

**Food allergies**

Does your child have any food allergies and/or food status (e.g. Vegan, etc). Please record these below. We do not cook any meat products, but some of our ingredients may contain gelatine. In this case, a vegan alternative will be provided and highlighted to your child before consuming.

**Specific learning styles/learning barriers**

We are an inclusive setting and want all children to be able to take part and achieve their potential; please be transparent with us regarding learning barriers and/or learning styles. Any information you think we need to be aware of in supporting your child to take part in Forest school sessions please share. Disclosures will be treated with confidence and only adults who are working at your child’s session will be informed. Please record in the space below.

**Tetanus Jab**

Please give the date of your childes last Tetanus Jab. \_\_\_\_/\_\_\_\_/\_\_\_\_.

**Terms and Conditions**

**Forest School Bookings**

* All sessions are bookable in advance, with full payment due at the time of the booking.
* When booking Forest school sessions, it is understood that you have read and agreed to our terms and conditions.
* Two emergency names and numbers **MUST** be submitted
* All medical information, any medicines, food allergies/preferences **MUST** be recorded
* The Forest School handbook **MUST** be read by parents and the code of conduct shared with your child being booked onto the programme

**Payment**

Forest School programmes run in blocks of consecutive sessions. Payment can be made through our website on our secure platform. Once payment is received and the booking form returned, we will confirm your place via email.

**Holiday club 5 days £200**

**Holiday club daily £40**

**Cost includes all craft materials, cooking ingredients, insurance, tuition and hire of the site.**

**Start Date**: 25th July 2025

**End Date:** 31st July 2025

(excludes the weekend)

**Time: 9.00am – 3.00pm** we do expect children to be picked up promptly

**Arrival at the club**

We will meet in the staff car park next to the small green gate. Please wait here with your child to sign them into the club.

**Departure from the club**

We will bring your child to the side gate situated in the staff car park; please wait patiently for them outside. If you agree for your child to walk home independently, please indicate this below. Once we have signed your child out of the Forest School club and they have left the school building, they are no longer Poppyseeds home LTD responsibility.

If you give permission for your child to walk home by themselves, please indicate here**.**

**Please note: our sessions are not provided as childcare but as an educational club, where tuition is provided. We are not obliged to be registered with Ofsted; therefore, we are unable to accept childcare vouchers as payment. Please ensure you collect your child at the advertised finish time.**

**Cancellations**

* If you wish to cancel your sessions, please inform us in writing via email to receive a full refund; you may cancel up to 21 days before the start of the first session. After this time, no refund is given. You do have your statutory 14 days cooling off period to cancel from the day of booking to receive a full refund.
* We do not give refunds for any missed sessions/part missed sessions or for sessions where your child has been refused attendance due to behaviour, refused attendance due to lack of medicines that they require, or any circumstance that the Forest School leader has raised with you.
* If we must cancel the session due to illness of staff, we will endeavour to offer an alternative session in the first instance; if that is not achievable, we will refund that cancelled session only.
* If we are unable to run the session outside due to extreme weather conditions, we will move our session into a classroom.
* In the event of a government or local council lockdown due to Covid – 19 or any other situation beyond our control and we are unable to run the sessions, a reschedule will take place. If you are unable to join, a credit note will be given to the value of the forced missed sessions.

**Absence**

If you know your child will be missing a session for whatever reason, **please email** to inform us asap. There are no refunds for missed sessions. (**DO NOT** telephone and leave a message)

Email poppyseedshome@yahoo.com

**Use of mobile phones**

It is our policy that no mobile phones are used by children or volunteers at our Forest School sessions. Children are to keep all mobile devices in their school bag until the time they are signed out of the club and have left the school grounds. In exceptional circumstance, we will allow usage to contact their parent during the session.

**Photography**

We would love to take photos of your child at our sessions to use on the following list. Please indicate your preference. Please record YES or NO in the boxes provided.

On all Poppyseeds home marketing material, such as advertising posters and leaflets

On our social platforms, such as Facebook, Twitter and Instagram

On Poppyseeds home Limited website

As a company we are registered with the ICO; and are aware of our duty and responsibility of data handling.

**What to bring to Forest school**

1. Packed lunch and water bottle (please no nuts)
2. Two snacks for morning and afternoon
3. Waterproof coat and trousers
4. Wear comfortable old clothing (children will be playing in long grass, with mud, water and paint)
5. A change of clothing (in case of toilet accidents or from water play)
6. Sun hat
7. Wear sunscreen if applicable
8. Wellingtons, sturdy shoes or boots (please no crocs, flip flops or sandals)
9. Any medications they will require (please hand to the forest leader on arrival)

**Statement of Consent**

As a parent/guardian of the child named above, I agree to my child participating in the Forest School activities taking place.

1. I understand that activities may include, walking, climbing, craftwork, tool use, flint and steel lighting skills, den building, sensory exploration with mud and water and campfire cooking; and that activities are risk assessed by the Forest School leader.
2. I give my consent for the equipment and tools necessary for the activity to be used by my child named above.
3. I understand that a strict code of practise for working with children will be followed .
4. I understand that Forest school sessions will take place in the grounds of Roundwood Primary School; on occasions nature walks may take place along the first stretch of the Nickey line; you will be informed prior to going off site.
5. I have read the Forest School handbook and policies and understand the behaviour expectations expected of my child at the sessions.
6. I have read the code of conduct with my child.
7. I have read the kit list and will send my child to Forest School with the appropriate clothes and footwear.
8. If my child brings a mobile phone to Forest School, the phone will remain in their school bag and not used until they have been signed out of the Forest School session.
9. I will send any medicine that my children may require with them to each session.
10. I understand the cancellation policy.
11. I agree to pay the full amount of the programme within the time frame given.

**Signed; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name (in print); \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Relationship to the named child; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Contact;** Tracey Dallow

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