



**Parent/Guardian details**

Name of parent/guardian 1:	Title:	Relationship to child:
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Address:

Same as child: 

Or other:

Postcode:

Home telephone:	Mobile telephone:	Work telephone:
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Email address:

Name of parent/guardian 2:	Title:	Relationship to child:
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Address:

Same as child: 

Or other:

Postcode:

Home telephone:	Mobile telephone:	Work telephone:
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Email address:

**Emergency Contacts (in priority order)**

Detail contacts in the order you would like them contacted in the case of an emergency:

Contact 1:	Contact 2:	Contact 3:
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Name:	Name:	Name:
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Relationship:	Relationship:	Relationship:
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Home telephone:	Home telephone:	Home telephone:
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Mobile:	Mobile:	Mobile:
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Comment:	Comment:	Comment:
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**Court Orders**

Please detail any individuals who are not permitted to have contact with your children:

Name:

Detail:

**Other details**

**Child's special dietary requirement:**

None:

Detail:

**Child's medical history including childhood illnesses which influence daily care (allergies, allergies to any medication, asthma, any other medical conditions):**

None:

Detail:

If your child requires medication to be taken whilst at Dragon Camp please complete and sign a 'Medication Form' available on our website.

**Detail your child's immunisations and childhood diseases:**

Measles:  Yes  No

Tetanus:  Yes  No

MMR:  Yes  No

Date:

Date:

Date:

Had chicken pox:  Yes  No

Had mumps:  Yes  No

Had Measles:  Yes  No

**Provide any additional comments you would like to give us about your child (e.g. child's preferred name):**

None:

Detail:

**Doctor details**

Doctors name:

Telephone number:

Surgery name and address:

Postcode:

**Permissions**

I agree to my child's face and hands to be painted.

Yes  No  Other:

I consent to any emergency medical treatment necessary, and authorise staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

Yes  No  Other:

I agree that staff can take my child on activities that may involve visiting parks, libraries, swimming pool, beach or other off site locations.

Yes  No  Other:

I consent to my child using computer stations and having access to pre-determined web sites with adult supervision (early bird or late sessions only).

Yes  No  Other:

I agree to my child being photographed by staff for publicity and display.

Yes  No  Other:

I consent to the sun cream I have provided being applied to my child, if required.

Yes  No  Other:

**Agreement**

I / we agree to:

the Terms and Conditions of making a booking.

provide up-to-date information about my child including any update to contact details, in writing.

collect my child promptly at the end of the booked session.

Late charges will apply and our staff may have to inform Social Services if any child remains with us for a period of 2 hours or more after the agreed pick-up time.

sign my child in and out of Dragon Camp.

notify the staff in advance if any adult other than those specified in 'Contacts' is to drop-off or pick-up my child.

inform Dragon Camp if my child is to be absent from a booking for any reason.

**Declaration**

I/ we declare that to the best of my / our knowledge the details on this form are true and accurate

Signed: .....AND..... Date: .....

Print name/s in full: .....



**Permission to apply sunscreen**

Child's name: \_\_\_\_\_

**Parent's declaration:**

I understand it is my responsibility when necessary to apply sunscreen to my child before I leave them at Dragon Camp.

I also understand it is my responsibility to provide sunscreen to be used on my child whilst at Dragon Camp.

Should I forget to provide sunscreen or it runs out I accept that nursery can use their own factor 50 sunscreen.

If there are any sunscreens which my child is allergic to I will inform the nursery.

If Dragon Camp do not have sunscreen which is suitable for my child I agree that they will stay indoors.

Parent name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Sunscreens which should not be used on my child:*

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## Mini Dragons Dragon Camps® Terms and Conditions

Please sign and date two copies, retain a copy for your records and return one to us at Dragon Camps®



### 1. REGISTRATION AND PAYMENT

Payment confirms your acceptance of the booking and is non refundable. Payment can be collected by Direct Debit, childcare voucher, Tax Free Childcare voucher or made via debit/credit card; payment must be received in full in advance of the commencement of Dragon Camp® (please see the 'Booking Form' for the date of the payment deadline). Cash and cheques are not accepted and transfers between nursery and Dragon Camp accounts are prohibited.

The admin fee of £25 or first week of sessions should be paid via debit/credit card as part of our customer registration identity checks and anti money laundering checks.

Where there is an overdue outstanding balance on an account, for any reason, we reserve the right to process a payment, using card information previously provided, via our card merchants virtual terminal. We do not store card details ourselves, encrypted card information is held by our card merchant.

Where funding bodies (college, university, 30 Hours Funding, Social Services) have agreed to pay for all/part of your childcare you remain responsible for all outstanding fees. Before your child starts Dragon Camps you must provide evidence of funding from your funding provider.

A 'Registration Form' and a 'Booking Form' must be fully completed and signed, so that we have all the essential information we need for your child, such as allergies and other relevant medical information, and parents' contact numbers. It is very important that you inform us about any changes to this information. For the purposes of communication we must have an operational email address.

Please ensure that you have read the 'Parent Guide' which is available at Registration or via our web site at [www.DragonCamps.com](http://www.DragonCamps.com).

Sessions cannot be cancelled or altered following receipt of payment and the 'Booking Form'. If a session needs to be changed in a particular week, we will try to accommodate this where possible if requested by the Friday before the sessions are due to take place but only if staffing can be arranged in time. Payments are non refundable even if sessions are missed due to sickness or non attendance.

### 2. MEDICAL INFORMATION

You must inform us of your child's relevant medical information, allergies, special needs and dietary restrictions. If your child needs medication of any sort you must complete a 'Prescribed Medication' form.

### 3. BRINGING DRINKS

We will be providing water to drink but if your child requires anything else to drink please ensure that you provide it in a clearly labelled water-tight container. Please note that we do not have sufficient refrigeration facilities to store any food or drink provided by parents so please only provide food or drink that will not spoil during the day.

### 4. MOBILE PHONES AND OTHER BELONGINGS

Mobile phones are totally prohibited. This applies to everyone – children and parents. Children may use our Company mobile phones if they need to contact you, alternatively you can contact them on site on 01492 536096 or via our Head Office on 01492 532104.

Please ensure that children do not bring valuable toys and belongings with them as we cannot be held responsible if any go missing.

### 5. MORNING ARRIVAL

Please ensure your child arrives at Camp each day by **9am** at the very latest, ready to start the day's activities.

### 6. COLLECTION (SECURITY)

Under no circumstances will your child be allowed to leave Dragon Camps with anyone unknown to our staff unless you have previously arranged this. If you have made alternative arrangements by telephone, we will require the name, address and telephone number of the person permitted to collect the child and proof of identity will be required on arrival at Dragon Camps. We will allow individuals aged 16 and 17 to collect your child once you have completed a consent form. No-one under the age of 16 will be permitted to collect your child, even with your permission.

### 7. PHOTOGRAPHY

From time to time we take photographs at our venues which may be used for marketing and promotional purposes. If you would rather your child was not included in any photographs we must be informed in writing before commencement of your booking.

## **8. LATE FEES**

We reserve the right to charge a fee for late collection of any children. If you arrive late you will be subject to an additional immediate charge of £15.00 per child. An additional £25.00 will be charged for every quarter of an hour that passes, up until collection. If the parent/guardian is unable to pay the late fee at point of collection, it will automatically be added to the relevant account.

## **9. SAFEGUARDING**

Our staff have a duty to respond if they suspect a child in their care may be suffering from abuse, or if a child makes a disclosure about abuse.

## **10. STAFF**

Our ratio of staff to children normally exceeds all statutory requirements. The actual ratio varies between activities and age groups.

## **11. LIABILITY**

Dragon Camps® Ltd does not accept liability for personal injury or death of any participants unless directly caused by the proven negligence of the company or its servants.

## **12. INSURANCE**

All children in our care are covered by our Public Liability Insurance.

## **13. EXCLUSION**

We reserve the right to exclude or refuse any person without notice, if we consider that their presence compromises the good atmosphere at our Dragon Camps®. Transport home will be the responsibility of the parent and no refund/credit will be available.

## **14. PROGRAMME CHANGES**

We reserve the right to amend our services and activity programme, content, times, dates and venue in the event of unsuitable weather conditions, failure of equipment, building faults and any other operational faults that may arise from time to time, without refund or compensation to the customer.

## **15. POLICIES AND PROCEDURES**

Copies of our policies and procedures are available and can be sent to parents on request.

## **16. ENFORCED VENUE CLOSURE**

If any of our camps are forced to close due to the compulsory closure of its premises by order of a competent authority (e.g. School, Local Authority, Environmental Health etc), due to bad weather (e.g. Snow, Ice, Flood etc), outbreak of a human infectious or contagious condition (e.g. Influenza, Meningitis), Industrial Action (teaching strike etc) or for any other reason, customers will still be liable for any fees due/paid, during the entire period of closure.

## **17. COMPLAINTS**

We are committed to providing the best care for your child. If you or your child are not entirely satisfied with the service we provide, then we would like to know about it. Any complaint should first be made to the Dragon Camps® Manager, who will complete a complaints report, and do everything possible to ensure the complaint is dealt with as quickly and effectively as possible. If the complainant feels that the outcome of the complaint is insufficient, or would like to take the grievance further, the complaint should be made in writing and sent to: Managing Director, Dragon Camps, 2 Egerton Road, Colwyn Bay, Conwy, LL29 8RR. If in the unlikely event that you are not satisfied with the outcome of the complaints procedure, you may wish to contact the CIW North Wales Region, Government Offices, Sarn Mynach, Llandudno Junction, LL31 9RZ.

## **18. GENERAL DATA PROTECTION REGULATIONS**

Dragon Camps® Ltd acts as a Data Controller for the purpose of the Data Protection Act 1998. We need to collect relevant personal details from you and the children you are booking to enable us to process your booking. This information might include names, ages and any applicable medical or dietary restrictions and bank account details (for Direct Debit processing) or other payment details. It is your responsibility to ensure that you have the necessary permission to pass on the personal details of all the children within your care. Additionally we hold and use some of your details for future marketing purposes. Please let us know as soon as possible if you do not want to receive future mailings from us.

You have the right to request access to your personal information and to obtain information about how we process it. If this is the case, please let us know either verbally, via email or in writing using the details under section 3, as above. We can however, charge you for or refuse a request that is manifestly unfounded or excessive. We will inform you in writing within one month of your request.

## **19. SPRINGFIELD DAY NURSERIES LTD.**

Dragon Camps® is operated by Springfield Day Nurseries Ltd.

**20. SIGNATURES**

Please sign below if you agree to these Terms and Conditions. This agreement should be signed by all parents accepting these terms – i.e. all who will be financially liable.

Parent/Guardian 1

Signed: ..... Date: .....

Print name in full: .....

Parent/Guardian 2

Signed: ..... Date: .....

Print name in full: .....



Mini Dragons  
Dragon Camps®  
Prescribed Medication Form



CONFIDENTIAL

*Where a child must take prescribed medicines, it is essential that a written request comes from a parent and that the request gives all necessary details.*

*Parents may use the form below in which case please use block capitals.*

*Please also read the Medical Notes on the reverse (or page 2 in PDF).*

PRESCRIBED MEDICATION

To the Dragon Camps® Manager

CHILD'S NAME: .....

As parent or guardian of the above named child, I request that you arrange for the administration of the following medication which has been prescribed for the conditions stated:

CONDITION: .....

MEDICINES: .....

DOSAGE: .....

I have clearly labelled all medication with the name of the medicine, the name of the child and the appropriate dosage. I understand that although the staff at the Dragon Camps® will endeavour to administer the medicine according to the instructions given, no responsibility can be accepted if a dose is late or missed.

Signed: ..... Date: .....

Print name in full: .....

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To parent: please tear off this slip and keep for your own reference.

Date: ..... Child's name: .....

Medication: ..... Dosage: .....

Condition: .....  
Dragon Camps® Prescribed Medication Form (Edition June 2017), Page 1 of 2

## MEDICAL NOTES

### Medical Information Form

The Dragon Camps® Manager holds a copy of each child's medical details and emergency contact telephone numbers on the Registration Form.

May we also remind parents to inform the Dragon Camps® Manager in writing of any changes as they occur so that our records remain up to date.

### Prescribed Medication Form

In order to comply with guidelines, the Dragon Camps® Manager is required to have these forms completed when we need to administer medicines to a child. In our view, there are three possible sets of circumstances where this involvement may be necessary:

- i. Where a child, recovering from a short term illness, is well enough to return to the Dragon Camps® but is receiving a course of antibiotics or cough medicine
- ii. Where a child has a chronic illness or ongoing complaint such as diabetes, asthma or epilepsy
- iii. Where a child is in good health but could suffer a major allergic reaction (e.g. peanuts, wasp stings) for which adrenalin or similar medication may have to be given.

In cases (ii) and (iii), such information should be detailed on the form to ensure the Dragon Camps® Manager is in full possession of all facts prior to any action being necessary.

It is understood that although the Dragon Camps® Manager will endeavour to administer the medicine according to the instructions given, no responsibility can be accepted if a dose is late or missed.

Medicine in the smallest practicable amount should, wherever possible, be brought to the Dragon Camps® by the parent and delivered personally to the Manager.