



SUMMER KIDS CAMPS



Kids Camps

Summer 2019



Kids Camp Details

Who can come?

Kids Camp is available to all children aged 5 - 12 years who are members. Each member child may also introduce one non-member child to the Kids Camps. Our enthusiastic organisers will structure Kids Camp timetables according to the age and needs of the children present. Wherever possible, the children will be separated into two age groups; 5 - 7 year olds and 8 - 12 year olds. However this may be subject to change depending on numbers and weather.

What happens?

We offer a range of different sports and activities which will be provided in a safe and happy environment. Children will enjoy a variety of activities including tennis, swimming, rounders, ball games, kwik cricket and lots more. Please note that the timetable may be subject to change depending on the weather and the dynamics of the group. A Kids Camp Organiser will accompany children under 8 years in the pool. Depending on their swimming ability, they will be kept in the shallow end.

When?

Kids Camp will take place for 4 weeks during the main summer school holidays.

Week 1 - Monday 29th July to Friday 2nd August

Week 2 - Monday 5th August to Friday 9th August

Week 3 - Monday 12th August to Friday 16th August

Week 4 - Monday 19th August to Friday 23rd August

FULL DAY OPTION

Children can be dropped off for registration from 9.30am and activities start promptly at 10am. Timetabled activities end at 4pm and children should be collected by 4.30pm. For security reasons, each child must be signed in and if a different adult will be collecting the child, this must be confirmed in writing in advance.

HALF DAY OPTION - the half day option cannot be booked on a daily basis; this option can only be booked on a weekly basis for either the AM or PM Kids Camp.

For AM weekly bookings, children can be dropped off for registration from 9.30am and activities start promptly at 10am. Timetabled morning activities end at 12.30pm and AM children will then have 30 minutes to eat their lunch and must be collected by 1.00pm.

For PM bookings, children can be dropped off for registration and lunch from 1.00pm and activities start promptly at 1.30pm. Timetabled afternoon activities end at 4.00pm. PM children should be collected by 4.30pm.



Lunch

Your child can bring a packed lunch from home or your child can purchase a hot or cold lunch from the restaurant. A Kids Camp Organiser will accompany children to the restaurant to select a suitable hot/cold lunch offering. Water will be provided during break times.

How much does it cost?

Places can be booked for the whole week (5 days) or on a daily basis. AM or PM sessions are now available in addition to the full day option.

Fees are as follows:

FULL DAY OPTION

The weekly fee for full day attendance is £173.50 per child or £46.50 per full day per child. If you have siblings who also wish to attend Kids Camp, we offer a discounted rate for additional siblings. The weekly fee for full day attendance for siblings is £142.00 per child or £41.00 per full day per child (for child two/three/four).

HALF DAY OPTION

The weekly fee for half day attendance (AM or PM) is £100.50 per child. If you have siblings who also wish to attend Kids Camp, we offer a discounted rate for additional siblings. The weekly fee for siblings is £85.00 per child (for child two/three/four).

Non-member Attendance

We are pleased to confirm that we are offering members the option of bringing one non-member friend to join them at Kids Camp.

The full-day fee for a non-member attendee is £53.00.

The half-day weekly fee (AM or PM) for a non-member attendee is £159.00.



Kids Camp Parent Information

HOW TO BOOK

Please fill in the booking form and return with full payment to reception. You will then receive an email to confirm that your child has a place. Please note that places are limited.

HOW TO PAY

Payment must be made at the time of booking. We accept debit/credit card payments or cheques. Payments should be made in full at Reception when submitting this form. Cheques should be made payable to 'Bank of England Sports Centre'. Please note that once a booking has been made, no credits will be given unless for medical reasons and a doctors certificate is shown. We reserve the right to cancel or make changes if demand is not sufficient.

WHAT TO BRING

- Please make sure your child wears practical, comfortable clothing (named) and trainers
- Swimming kit (every afternoon apart from Mondays)
- Essential medication, e.g. Inhaler
- Packed lunch (or money to purchase a hot/cold meal from the restaurant)
- Bottle of water
- Sun tan lotion
- Raincoat

The Bank of England Sports Centre will not take any responsibility for the loss of any clothing or equipment.

ACTIVITIES

Our enthusiastic team of leaders will structure each session according to the age and needs of the group. We offer a range of different sports and activities which will be provided in a safe and happy environment. Please note that the timetable may be subject to change depending on the weather and the dynamic of the group.

SWIMMING

Swimming sessions will be offered in the afternoon from Tuesday to Friday. Under 8's will be accompanied by a Kids Camp leader in the water and kept in the shallow end if stated on the booking form. The children will also be given a quick swimming test at the beginning of the week to ensure they are in the correct area for their ability.



Kids Camp Enrolment Procedures & Conditions

1. In the interests of safety and quality of supervision, there will be an appropriate ratio of children to Kids Camp Organisers.
2. Indemnity Clause
The indemnity clause on the application form must be signed by the parent/guardian. We are unable to accept applications where this clause has been altered or ruled out. This is in case a Kids Camp participant requires:
 - i) Emergency medical aid
 - ii) Attention for whatever reason in the absence of the parent/guardian.
3. Explicit Consent - Medical Information
Any medical information that you choose to provide us with will be used by the Bank of England Sports Centre in the event of an accident or first aid having to be provided.
4. The Kids Camp application form can only be accepted from a current member of the Sports Centre at the time of application and when the Kids Camp takes place. Priority will be given to current member applicants, though a current member may apply for a Kids Camp place for a non-member; provided that the appropriate non-member fee is paid.
5. Once a booking has been confirmed, credits will only be issued for medical reasons on sight of a doctor's certificate. If this is prior to commencement of the Kids Camp, a full credit will be possible; if the Kids Camp has already started a proportion of the fees paid may be credited.
6. The Bank of England Sports Centre reserves the right to cancel Kids Camp if the number of applications is lower than is needed to make the Kids Camp viable.
7. The Bank of England Sports Centre reserves the right to alter the Kids Camp date/time if necessary. A full refund will be given if you are unable to attend the new date/time.
8. Children booked onto a full day of Kids Camp can arrive any time from 9.30am for registration; activities begin promptly at 10am so please ensure children have registered before 10am. Activities end at 4pm and children must be collected by 4.30pm.
Children booked onto the AM half day Kids Camp can arrive any time from 9.30am for registration; activities begin promptly at 10am so please ensure children have registered before 10am. AM activities end at 12.30pm and children will then have lunch, so AM Kids Camp children must be collected by 1.00pm.
Children booked onto the PM half day Kids Camp should arrive at 1.00pm for registration and lunch; PM activities begin promptly at 1.30pm and end at 4pm. PM children must be collected by 4.30pm.
9. When handing in your completed application form with payment, please provide us with your email address to enable us to confirm receipt of your request.
10. Payment for all Kids Camps can be made by cheque or by credit/debit card at reception. Acceptance onto any Kids Camp will be subject to handing in a completed application form together with the relevant fees.
11. Kids Camps may be booked on a daily and/or weekly basis.
11. Sibling discounts are only available for current member participants.
12. A member may invite 1 non-member friend to attend Kids Camp per day. The non-member's Kids Camp place must be booked and paid for by the inviting member. Non-members may not complete the application form.



Privacy Notice & Processing Health Information

Information we collect

The Bank of England Sports Centre collects personal data about you and your child/children via this form. This data includes full name, date of birth, contact details and, where appropriate, medical information.

Providing Health Data

We will use any information that you choose to provide us with to ensure that we can properly care for your child/children whilst in our care, for example in the event of first aid being required.

Use of Health Data

By providing this information, you are consenting to us using your data and you have read and understood our privacy notice.

Why we need your personal data

We collect your personal data to provide ongoing administration of your membership account, to offer a range of activities and courses for you and your children and to properly care for your child/children whilst participating in camps and courses.

What we do with your personal data

We use the information to contact you in relation to your activity/course booking at the Bank of England Sports Centre. We will use your personal data to contact you in an emergency should the need arise, whilst junior members are in our care for the duration of an activity.

How long will we retain your personal data

We will hold your data for the duration of the activity that you are signing your child/children up for and for up to 6 months after the camp has ended. Thereafter it will be securely disposed of.

Your rights

You have a number of rights under data protection laws. You have the right to ask us for a copy of the personal data that the Bank of England Sports Centre holds about you. You can ask us to change how we process or deal with your personal data and you may also have the right in some circumstances to have your personal data amended or deleted.

To contact us about those rights, including making a request for the personal data we hold about you or to make a complaint, please write to us at:

The Privacy Team
Bank of England
Threadneedle Street
London EC2R 8AH

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office.

More information

The Bank's Data Protection Officer can be contacted via the details above and you can also find out more about how the Bank deals with your personal data via the 'Privacy' link at the bottom of our website (www.bankofengland.co.uk).



Safeguarding, Diversity & Inclusion Information

The Bank of England Sports Centre is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding at all times, including all programmes and events we run.

STAFF

All staff are DBS checked and have experience of working with children. At least one of them will also be first aid trained along with the other qualified first aiders on site.

FIRST AID

In the event of an accident, first aid will be administered and the emergency services called if necessary. We will also call you on the emergency number you provided on the booking form.

EQUAL OPPORTUNITIES AND CHILD PROTECTION

The Bank of England Sports Centre is committed to the following:

- The welfare of the child is paramount
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in a fun and safe environment
- Taking all reasonable steps to protect children from harm, discrimination and to respect their rights, wishes and feelings
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- All staff who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures
- Working in partnership with parents and children is essential for the protection of children

If you have any concerns or wish to discuss a safeguarding and/or diversity & inclusion issue, please contact the Sports Centre Management Team (sportscentremangement@bankofengland.co.uk)

ACCEPTABLE BEHAVIOUR

We always reserve the right to exclude any person from the activity if his/her behaviour is incompatible with the general enjoyment and well-being of others or is outside of our acceptable behaviour policy.

MEMBER FEEDBACK

We would love to hear your comments and feedback so that we know what we did well and what we need to change or improve on for next time. Comments forms are available from reception.



SUMMER KIDS CAMPS APPLICATION FORM 2019 - page 1

Please complete this form and return to reception. Payment is required at the time of booking. Debit/credit card payments should be made at reception when submitting this form. Cheques should be made payable to "Bank of England Sports Centre".

Week 1 Monday 29 th July to Friday 2 nd August	Week 2 Monday 5 th August to Friday 9 th August
Week 3 Monday 12 th August to Friday 16 th August	Week 3 Monday 19 th to Friday 23 rd August

Prices:

FULL DAY OPTION

- £173.50 per member child per full day week (*£142.00 each for member sibling child two/three/four*)
- £46.50 per member child per full day if booking individual days (*£41.00 each for member sibling child two/three/four per full day*)
- £53.00 per non-member child per full day

HALF DAY OPTION (AM or PM)

- £100.50 per member child per half day week (*£85.00 each for member sibling child two/three/four*)
- £159.00 per non-member child per half day week

PARENT'S DETAILS

ADULT NAME: _____ MEMBERSHIP NO: _____

TELEPHONE: _____ (mobile) _____ (other)

E-MAIL ADDRESS: _____

ALTERNATIVE EMERGENCY CONTACT NAME: _____

ALTERNATIVE EMERGENCY CONTACT NUMBER: _____

COLLECTION DETAILS (please write below details of anyone else who may be collecting your child)

PERSON COLLECTING NAME: _____

PERSON COLLECTING CONTACT NUMBER: _____

Indemnity Clause

I hereby appoint the instructor in charge at any one time as guardian for the purpose of giving consents which may be necessary for my son/daughter to obtain medical treatment arising from any injury sustained whilst participating in lessons at the Bank of England Sports Centre.

SIGNATURE: _____ DATE: _____



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PARTICIPANT DETAILS

Child's name	Age?	Confident swimmer in deep end?	Week 1, 2, 3, 4	MON AM, PM or FULL	TUE AM, PM or FULL	WED AM, PM or FULL	THUR AM, PM or FULL	FRI AM, PM or FULL	Member/non-member	Cost
		YES / NO								
		YES / NO								
		YES / NO								
		YES / NO								
		YES / NO								
		YES / NO								

Explicit Consent - Health Information

I confirm that I have read the Privacy Notice & Processing Health Information statement and understand why I am being asked to provide health information (if appropriate) relating to my child/children.

I give permission for the Bank of England Sports Centre to use the data that I have provided below to properly care for my child/children for the duration of the activity I am signing them up for.

Please advise us of any relevant medical information for any of the above listed participants: _____

Name of parent (IN CAPITALS)

Signature

Date

For Office use only

Date Received:

Initials: