



### Application and consent form

Please complete the form below to apply for place(s) on the Essex Activate Winter programme at Suntrap Forest Centre.

This should be returned to [suntrap.centre@walthamforest.gov.uk](mailto:suntrap.centre@walthamforest.gov.uk) by **Monday 13<sup>th</sup> December**.

We will contact you via email by 15<sup>th</sup> December if your application for a place(s) on the programme has been successful.

**Join us for four days of outdoor adventures and nature discovery in Epping Forest.  
For children aged 8-11 years.**

#### **Programme**

Monday 20<sup>th</sup> December: Discovering animals – hands on activities in forest habitats and meeting the Suntrap animals

Tuesday 21<sup>st</sup> December: Bushcraft – have you got what it takes to survive in the forest, including shelter building and making campfires

Wednesday 22<sup>nd</sup> December: Map skills and tracking – learn the art of map reading so you can navigate your way round the forest

Thursday 23<sup>rd</sup> December: Christmas themed celebration day to include natural crafts and campfire cooking

**The activities run from 10am to 3pm at Suntrap Forest Centre, Church Road, High Beach, Loughton, Essex, IG10 4AJ.**

**Transport from Loughton Leisure Centre to Suntrap is provided by electric minibus. Exact time for pick up for your child will be confirmed nearer the time.**

**Your child will be provided with a hot vegetarian lunch, a snack and access to water throughout the day.**

Activities will be both indoor and outdoor. Children should dress ready for outdoor adventures in warm clothes, ideally including a waterproof coat and wellies (we do have some to borrow).

<b>Name of child(ren)</b>	<b>Age</b>	<b>Address</b>
1.		
2.		
3.		
<b>What primary school do your child(ren) attend</b>	1	
	2	
	3	

Please confirm that you are eligible for benefits based free school meals or if you are a working parent who needs this additional childcare support due to finances		Yes*	No
* If yes voucher code from 'Wonde':			
<b>Parent or guardian</b>			
Name:	Relationship to child:	Phone No 1:	Phone No 2:
email:			
<b>Emergency contact 2</b>			
Name:	Relationship to child:	Phone no. 1:	Phone no. 2:
email:			
Does your child(ren) have any: <ul style="list-style-type: none"> <li>• Medical conditions e.g. asthma, diabetes.</li> </ul>			
Does your child(ren) have any: <ul style="list-style-type: none"> <li>• Dietary needs</li> </ul>			
Is there any additional information about your child(ren) that we should be aware of (Please give as much detail as possible)?			
Please provide the name and phone number of anyone else you authorise to collect your child(ren) from Loughton Leisure Centre.			
Name:		Phone number:	
Name:		Phone number:	
Is this your child's first time attending a FREE fully funded Essex ActivAte programme	Y	N	If No, please list other courses attended

Child(ren) Ethnicity (please tick one)	
Prefer not to say	
White	
British	
Irish	
Gypsy or Irish Traveller	
Any other White background	
Mixed or Multiple ethnic groups	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed or Multiple ethnic background	
Asian or Asian British Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background	
Black, African, Caribbean or Black British	
African	
Caribbean	
Any other Black, African or Caribbean background	
Other ethnic group	
Arab	
Any other ethnic group	

### Consent

1. I have read and agree to the booking terms & conditions outlined on the page below.
2. I give consent for my child to be given first aid or urgent medical treatment by Suntrap staff which is considered necessary during the session. I understand that should medical treatment be necessary; every effort will be made to obtain my consent. In an emergency I authorise Suntrap staff to consent on my behalf to any medical treatment given by a medical professional.
3. **Photographic permission**  
I consent and confirm that I have [and confirm that I have asked my child who has] no objection to Suntrap Forest Centre on behalf of Waltham Forest Council taking, using and making available copies of the photographs for any lawful purpose including publicity and reference materials including, media work, advertising and promotions.

I give consent [  ]

OR

I do not give consent [  ]

I confirm that I have read and understand the booking Terms and Conditions below.	
Name	
Relationship to child(ren)	
Date	

We will let you know via email by 15<sup>th</sup> December if your application for a place(s) on the programme has been successful.

## Booking terms & conditions and information

### What activities will the children take part in during the session?

Activities will take place in Suntrap grounds or Epping Forest and will be related to the theme of the day. All activities are risk assessed.

### What should my child bring?

- Suitable clothing for the time of year

We recommend a waterproof coat and trousers, wellies or walking boots as they will be spending a lot of time outdoors. We do have a few spare water proof trousers and coats and lots of wellies that can be borrowed from the centre.

- Medication

If your child needs medication (e.g. asthma pump or epipen) during the session it will need to be labelled and carried by them.

- Food and drinks

We provide a hot vegetarian lunch, a snack and access to water throughout the day. Please bring your own reusable water bottle.

- Mobile phones

No mobile phones will be allowed to be used during the sessions. If you wish your child to have a phone then you must hand it to staff at the beginning of the session and it will be returned to you at the end.

### What time should I drop off and collect my child?

We will allocate a pick up time of either 9:15am or 9:45am for your child from Loughton Leisure Centre and an allocated collection time of either 3:15pm or 3:45pm. You will be contacted with the exact times allocated to your child nearer the time as we will be doing two consecutive shuttle runs and this will avoid you waiting around. Please make sure that you arrive promptly at this time as we will be unable to wait.

Our minibus has the Suntrap logo on the side.

Please inform us if a different adult will be collecting your child at the end of the session.

### Do you cancel in adverse weather conditions?

The sessions will run regardless of the weather - please make sure that children are dressed appropriately for the weather conditions. In high winds we would not use the woodland and may need to amend the session.

If the weather makes it difficult to get to Suntrap (e.g. heavy snow) then a decision may be made to cancel a session, we will contact parents/carers at the earliest opportunity.

### What if my child is ill or becomes ill during the session?

If your child is ill or displaying any symptoms of COVID-19 please do not attend the session. If they become ill during the session, then we will contact you and we ask that they are collected as soon as possible.

### **Other information**

#### Behaviour

We encourage positive behaviour and respect for each other and the natural world. In the (unlikely) event that your child behaves in a way that causes concern either for their safety, that of the group or does not show respect for the forest then we may ask you to remove them from the session.

#### Photography

With your permission, photographs and videos may be taken of your child during the session for use by Waltham Forest Council for any lawful purpose including publicity and reference materials including, media work, advertising and promotions.

#### Medication and medical information

You must ensure that we have your child's current medical information at the beginning of the session. If they have medication it must be labelled and will be carried and administered by the child.

#### Special or additional needs

If your child has any special educational needs/disabilities or behavioural issues, please contact us to discuss how we may be able to help your child to safely take part in the session e.g. ADHD or Autistic Spectrum Disorder.

#### Attendance

Please let us know as soon as possible if you no longer want the place or if your child will be absent for a session.