



St. Andrews Botanic Garden Education Trust

Botanic Bunch Easter Club - Booking Form

Please complete and email to education.officer@st-andrews-botanics.org

I have read and agree to the terms and conditions (see page 3 below)

Child's Name: Age: Date of birth: Siblings attending? Yes / No	School attended: Class:
Name and Address of Parent/Guardian	Contact Details
Name: Relationship to child: Address	Home Number: Mobile Number: Email address:
Name and Address of Second Contact	Contact Details
Name: Relationship to child: Address:	Home Number: Mobile Number: Email address:
Does your child have any HEALTH CONCERNS, or SPECIAL NEEDS Yes / No If 'Yes' please give details: Details of medication your child carries:	
Name of family doctor: Surgery address: Telephone number:	

We would like to know what your child enjoys doing at home and in their leisure time to ensure we provide a really enjoyable week. Please provide any other information here or on an additional page.



St Andrews Botanic Garden Education Trust

The Glass Class St Andrews Botanic Garden Canongate St Andrews Fife KY16 8RT

www.st-andrews-botanic.org

Easter 2012 Holiday Club - The Botanic Bunch

New for 2012! The Education Trust will be running a holiday club in the first week of the Easter Holiday. Children will have the opportunity to participate in a wide range of activities which visiting schools enjoy throughout the year. In addition there will be traditional games, story-telling sessions and arts and craft. Children will keep a Nature Diary (provided by us) throughout the week and use this to draw or write about what they have found and to glue in their small treasures from the Garden.

Dates - Monday 2nd to Friday 6th April, inclusive

Times - 9am - 3.30pm (drop-off from 8.45am)

Age 7 to 12 (Maximum ratio - 10 children per tutor)

Cost - £100 per child, materials included, please bring snacks & a healthy packed lunch.

Day/ Time	9.00 - 10.30	10.30	11 - 12.30	12.30	1.00 - 2.30	2.30	3 - 3.30
Mon 2.4.12	Tadpoles and Pond-dipping	Snack and a game	Worm Charming and compost	Picnic Lunch (venue to vary)	Grow your own - Wildlife Garden	Snack and a story	Nature Doodles (Art, craft, nature diary)
Tues 3.4.12	Bees Butterflies Blossom Trail	Snack and a game	Mini-beast Hunt Friendly Wood	Lunch	Live'n'Deadly Nature Whodunnit	Snack and a story	Nature Doodles
Wed 4.4.12	Jungle Explorers	Snack and a game	Make a Rainforest in Bottle	Lunch	Friendly Wood Scavenger Hunt	Snack and a story	Nature Doodles
Thur 5.4.12	Desert Detectives & Insectivorous Plants	Snack and a game	Make a Desert Gardens	Lunch	Grow your own veg	Snack and a story	Nature Doodles
Frid 6.4.12	Red Squirrel Trail	Snack and a game	Wood is Good Tree Trail	Lunch	Grow your own tree	Snack and a story	Nature Doodles

For further details and a booking form please email Nikki Macdonald (Education Officer) education.officer@st-andrews-botanic.org or telephone 0770 458 7310

See Terms and Conditions below

Terms and Conditions for Easter Club Bookings

1. Bookings

The cost of the Easter Club is £100 per child for week. We shall take bookings on a first - come, first-served basis. Payment in full is required within a fortnight of confirmation of your booking. The Education Officer or Education Trust Secretary will review your booking form and confirmation will be made by email or we shall contact you to discuss any matters requiring clarification. If we have capacity, we may consider offering day places at £25 per day.

2. Drop Off / Collection

Children shall be dropped off and collected from the Glass Class each day by a nominated parent / guardian, as detailed your completed booking form. The Education Officer must be informed by parent/guardian, in advance, of any change to this arrangement. Children will be checked in on arrival and given a name badge to be worn throughout the day and then checked out on collection. Car parking is available at the main entrance. There is pedestrian/cycle access from the Viaduct Walk.

3. Food and Drink

Please ensure your child has sufficient healthy food and drink for two snacks and lunch. Please indicate any food allergies and medication on the booking form. Drinking water is available in the Glass Class and it would be helpful if you provide a labelled drinking bottle. To reduce landfill waste disposal we would ask that all food wrappings are taken home. Compostable waste can be added to our wormery.

4. Clothing and Equipment

Children will be spending a large part of each day outdoors and will definitely get dirty! We would recommend old, warm, comfortable clothing, a warm coat and waterproof trousers (if possible). Footwear - wellington boots or walking boots and comfortable shoes/trainers for indoors. Accessories - sun cap/hat (it can get quite bright in the Glass Class when the sun shines!), a small rucksack for taking out in the Garden. All children should have a change of clothing in a labelled bag. This can be brought on Monday and collected on Friday (hopefully unused!) A supply of plastic or recycled bags to take home treasures in would be helpful. The Nature Diary and all other equipment will be provided by the Education Trust.

5. Emergency Contact Details

When completing the booking form two emergency contacts must be provided and details of any conditions or health concerns provided, together with the name address and telephone of the family doctor. We reserve the right to refuse a place to children if we feel we cannot be responsible for health concerns. The Education Officer, Nikki Macdonald, and Head Gardener, David Laing, are both trained First-Aiders.

6. Risk Assessments/Child Protection

The Botanic Garden and Glass Class are fully risk-assessed for visiting school groups and weekend children's clubs. The tutor to child ratio is 1:10 and children will be supervised by Education Trust tutors at all times. A copy of these Risk-Assessments can be sent to you on request. All tutors are fully-disclosed under the PVG (Protection of Vulnerable Groups) system and a copy of our Child Protection Policy is available on request. The Education Officer, Nikki Macdonald, is the Child Protection Coordinator.

7. Medication

We cannot dispense ANY medication to children however if your child takes regular medication personally administered, we can discuss this matter with you. We reserve the right to decline a booking where we cannot act in the best interests of the child.

8. Cancellation

In the event of cancellation by parent/guardians, giving one month's notice, the full cost will be reimbursed minus a £10 administration fee. Thereafter we shall consider each case separately. In the event that the Education Trust has to cancel the Easter Club, a full refund will be made. If weather or conditions at the Garden make it unsafe for public access and we cannot organise a safe, alternative venue, then we shall fully refund the day/days cancelled. We shall advise parent/guardians of any changes as soon as we possibly can, by email and using the emergency contact number provided.

9. Photography

Please let us know if you do not wish your child to be photographed. We shall be taking photographs throughout the week and shall encourage children to take photographs of things in the Garden they are interested in. These photographs can be emailed to you on request.

10. Valuables

We would ask that your child brings no valuables with them (including mobile phones, I -pods etc) as we cannot accept responsibility for loss or damage to them and feel it causes unnecessary worry and distraction. If absolutely necessary please discuss with Nikki in advance and we shall try to make arrangements to have them securely stored in the office.