



### **Workshop Booking Form**

**Please complete, sign and return this form by email or post at least 48 hours before the commencement of The Forest Approach workshop/s or party for which you have booked.**

Information will be treated in the strictest confidence.

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

Gender: Female  Male

Date of birth: \_\_\_\_\_ Age \_\_\_\_\_

Child's home address: \_\_\_\_\_

#### **Your details**

Parent's or carer's name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Home telephone: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

Home address (if different from child):  
\_\_\_\_\_

#### **Your child's medical requirements**

Does your child have any health needs? Yes/ No If yes, please detail what these are:  
\_\_\_\_\_

Any allergies? Yes/No If yes, please detail what these are: \_\_\_\_\_

Special dietary requirements? Yes/ No If yes, please let us know what these are: \_\_\_\_\_

Please also apply insect repellent and sun cream lotion to your child before the workshop starts. Our staff are not authorised to apply lotions so please ensure it is applied previously. We do not provide kits, so please ensure you have all you need in time. Thank you.

**Emergency contact details**

In the unlikely event of an emergency, please provide us with the below details.

Emergency contact:

\_\_\_\_\_

Emergency contact  
number: \_\_\_\_\_

Relationship to child:

\_\_\_\_\_

Doctors name: \_\_\_\_\_

Doctors contact number: \_\_\_\_\_

Doctors Address: \_\_\_\_\_

All details will be held in confidence and will not be shared with other parties (They will be destroyed after the dated party)

I give permission for my child to have their photograph taken and used for The Forest Approach educational and promotional purposes:		
Yes	No	

I give permission for a qualified first aider at The Forest Approach to treat my child in the event of a medical emergency:		
Yes	No	
Email address:		
Signed: Parent/Guardian/Carer		

Please read the following statement, complete and delete where appropriate and sign at the bottom.

I Mr/Mrs/Ms/Miss ..... give my consent for my son(s)/ daughter(s)

.....

to take part in The Forest Approach workshops or party and understand that these activities may involve an assessed/measured level of risk and may include, walking, craftwork, woodcraft, including using sharp equipment. For example, saws, potato peelers, flint fire lighting skills, den building, campfire cooking.

I give my consent for the equipment and tools necessary for the activity to be used by the child/young person/adult mentioned above. I understand that a strict code of practise for working with children will be followed and all activities will be risk assessed and I will be informed of any extra details of activities that are out of the ordinary pattern.

On occasions part or all of the forest workshop will take place off site/away from The Forest Approach site/The Hut in the local area/local woodland.

I give consent for my child to be taken off site. Yes/No

The Forest Approach cannot take responsibility for any property, which may be lost or damaged during sessions, and therefore we recommend that any mobile phones or valuable items are not brought to the sessions.

**Toilets**

We do have a toilet and hand washing facilities at the hut - rustic style! We do expect your child to be able to attend the toilet without adult supervision. We have no changing facilities in the woodlands, so please refrain from booking if your child is not quite ready to manage independently. Thank you.

In an emergency, I understand that every effort will be made to contact me, but I consent to any medical treatment required.

Signed.....

Date.....

Name (print) .....Relationship to child  
.....

Please note that if you submit this form electronically, the receipt of your email will be regarded as confirmation that the information provided is correct.

I give permission for the birthday child's parent(s)/carer(s) to take photographs and videos of my child while attending a Forest Approach party Yes/No

The Forest Approach take no responsibility for the photographs or videos taken by the birthday child's parent(s)/carer(s) at the party if they publish them on social media.

**Please return this form to: Wendy Hamley, The Forest Approach, White Lion Antiques, Hartford Bridge, Hartley Wintney, RG278AE**

[theforestapproach@hotmail.com](mailto:theforestapproach@hotmail.com)

**Telephone 07825 538447**

Would you like to be added to our mailing list Yes  No

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**Sickness (Please keep this section for your records)**

Please do not bring your child to attend forest school if he/she has been sick or has had diarrhoea within the previous 48 hours. We do wish your child a speedy recovery. If your child has either of the symptoms whilst at forest school, we will call you so you can collect your child.

### **Behaviour Policy**

The Forest School leaders will encourage positive behaviour among the child/young people/adults attending at all times. This includes team working, tolerance and respect for views and opinions of others. This will be promoted through the positive actions that The Forest Approach will take in the care of the environment.

The Forest Approach will develop their own rules of conduct, supported and maintained by the leaders.

In the unlikely event of bullying or inappropriate behaviour, the parent will be informed.

### **Food**

We normally don't provide food unless it's a cooking/birthday workshop. Always bring a drink in a named water bottle for you or your child.

### **No Mobile Phone Zone**

Five minutes peace .....The Forest Approach workshops are a NO mobile phone zone for all attendees. This is your turn to switch off!

The Forest Leader will carry a mobile phone at all times for emergency situations and to take photographs/short videos.

### **Insurance**

The Forest Approach holds full Public Liability Insurance. Please be aware that activities take place over rough natural ground and although we take every precaution to ensure safe play, accidents may occur. The staff are all First Aid Trained, DBS checked, and we risk assess our site and put boundaries in place to ensure a safe experience for the children. Be prepared that your child will sometimes come home muddy and wet, but they will have had a great day!

### **Complaints Procedures**

Please feel free to discuss any issues regarding the workshops or birthday parties with Wendy Hamley. Forest Leader [theforestapproach@hotmail.com](mailto:theforestapproach@hotmail.com) or 07825538447