

BANSTEAD FIVE CHURCHES HOLIDAY FUN WEEK

b5holidayfunweek@gmail.com

Church Representatives

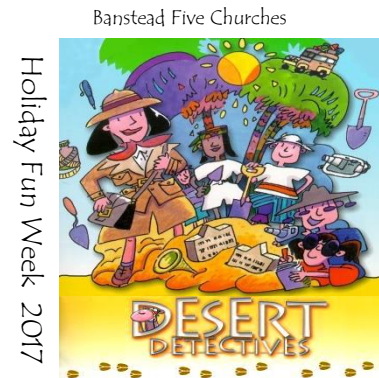
All Saints – Jen Sadler & Neil Allison

Methodist – Vernon Tucker

St. Paul's -- Morna Moore

St. Ann's – Louise Hartfield

URC – Caroline Burns



Monday 24th July to Friday 28th July 2017

**Registration Day Sunday 12th March @ 1pm and closes on
Sunday 19th March @ 6pm**

Dear Parent/Carer and Teenager,

Banstead Five Churches Holiday Fun Week will take place at The Methodist Church, The Drive, Banstead, SM7 1DA. We have an exciting programme planned this year led by All Saints' Church.

At 9am Monday – Friday inclusive, the day begins for all Teenage and Adult helpers with morning prayer and any notices given, ensuring all groups have the same good start for the day. The morning activities will take place between 9:30am – 12:30pm. All afternoon activities on Monday, Tuesday and Wednesday will be from 2:30pm – 4pm unless otherwise stated; details and venues are included in the application form. There will also be a party with an entertainer on Thursday for Reception – Year 2 children (4 – 6pm) and a disco for Year 3-7 children (7-9pm) at St Ann's Church Hall.

Please indicate on the attached form which days and afternoon activities your teenage would be happy to help with. Banstead Five Churches Holiday Fun Week t-shirts with logo will be available to order on the application form.

There will be a meeting for all those involved in Banstead Five Churches Holiday Fun Week on Tuesday 6th June 2017 at 7pm at All Saints' Church, High Street, Banstead, SM7 2NG. Teenagers MUST arrive for a 7pm start as the first half hour of this meeting is specifically for them. It is imperative that everyone attends. There may be opportunities for teenagers to take part in either the drama or music group which will perform during the morning service, details of this and practice times will be notified at this meeting.

New for 2017 – our preferred way for you to register for Banstead Five Churches Holiday Fun Week is by on-line registration. There are two stages to the registration process, but before you start, you need to request a link. You can do this by joining our closed group on Facebook @ B5 Holiday Fun Week or email us at b5holidayfunweek@gmail.com. Once you have this link, you can create an account and register your personal details on-line. Then from Sunday 12th March 1pm until Sunday 19th March 6pm, you can make your choices on-line for this year's Banstead Five Churches Holiday Fun Week complete with your payment via PayPal.

However, you may use the attached paper version for registration if you prefer. Please return the completed form to The Open Door Café, Banstead High Street on Sunday 12th March from 1:30pm – 3pm. Application forms must be completed by a Parent/Carer. Due to adult/child(teenage) ratio safeguarding requirements application forms will now be processed on a first come, first served basis.

Letters confirming whether your teenager has a place at Banstead Five Churches Holiday Fun Week or not will be sent out by the end of May. Please note that Banstead Five Churches Holiday Fun Week is reliant on volunteers and therefore we may be unable to offer your teenager a place.

Please contact your own Church Holiday Fun Week Representative or email us if you require any further information. Also, look out for further information posted on our Facebook page.

The 2017 Team



TEENAGE HELPER FORM

(Sch Yr 8 – Age 17 on 24th July 2017)

For administration use only

Cheque		Cash	
✓		✓	
Drawee			

Complete form (pages 2-5) to be returned on Registration Day at **The Open Door Café, Banstead High Street on Sunday 12th March from 1:30pm – 3pm**

ALL HIGH-LIGHTED SECTIONS (GREY) OF THIS FORM MUST BE COMPLETED IN FULL BY

PARENT/CARER. Please PRINT clearly in black ink

ALL INFORMATION GIVEN WILL BE TREATED IN STRICTEST CONFIDENCE

Teenager's Details

Last Name First name

Preferred First name if other than above

Date of Birth Age on 24th July 2017

Home Address

 Post Code

Parent/Carer(P/C) Full Contact Name

Tel. Number Daytime/Home P/C

Telephone Number Mobile P/C

Email address P/C (if available)

Alternative Emergency Contact Name

Telephone Number Daytime/Home

Telephone Number Mobile

Teenager's Mobile Number - May be used for joint text with P/C number as above. **If not agreed by P/C leave blank.**

Teenager's E-Mail address- May be used for joint e-mail with P/C address as above. **If not agreed by P/C leave blank.**

Church attended on a regular basis (please circle) None All Saints' Methodist St Ann's St Paul's URC Other

Does your teenager hold a First Aid Qualification? YES/ NO If YES Expiry Date

Are they Auto Injection (Epipen/Jext) trained? YES/ NO

T-shirt order

Type of Shirt	Size (Please circle relevant size)					Quantity	Cost	Item Total
Adult T Shirt (100% Cotton)	S	M	L	XL	XXL		£7.50	
Adult Polo Shirt (Polycotton)	S	M	L	XL			£15.00	
Please make cheque payable to Banstead Five Churches Fun Week (Please write teenager's surname on reverse if different to surname on cheque)							Total	£

Payment by cheque preferred.



TEENAGE HELPER FORM

(Sch Yr 8 – Age 17 on 24th July 2017)

Health Information – to be completed by Parent/Carer

Family Doctor

Address

Postcode

Telephone Number

Please answer the following questions in full and to the best of your knowledge

1. Does your teenager suffer from any allergies/illness? YES/NO (delete as appropriate)

If **yes**, please give details

2. Does your teenager have any dietary requirements? YES/NO (delete as appropriate)

If **yes**, please give details

3. Does your teenager have special educational needs or require special arrangements to participate at Banstead Five Churches Holiday Fun Week? YES/NO (delete as appropriate)

Banstead Five Churches Holiday Fun Week aims to cater for the needs of as many children as possible. To help us in our planning and staffing please indicate below if your teenager has any identified additional needs or receives support at school and a Banstead Five Churches Holiday Fun Week leader will contact you to discuss confidentially any additional support which will need to be put in place during Banstead Five Churches Holiday Fun Week.*

** The term additional needs relates to Medical Needs, Cognitive Needs, Physical and Sensory Needs, Social Communication Needs (including Autistic Spectrum Disorders) and Behavioural, Social and Emotional Needs.*

If **yes**, please give details

Please give the name/s of family members, carers or any siblings and their school year (where appropriate) attending Fun Week.



TEENAGE HELPER FORM

(Sch Yr 8 – Age 17 on 24th July 2017)

Parent/Carer Consent

I agree to any medical treatment to be given as considered necessary by the medical authorities if I cannot be contacted. I will complete a Medication Consent Form to accompany my teenager and their medication (if prescribed medication is requiring this during Banstead Five Churches Holiday Fun Week).

I give permission for my teenager [redacted] (first & last name) to take part in Banstead Five Churches Holiday Fun Week activities during the week of, 24th July – 28th July 2017.

I understand that as a Teenage Helper at Banstead Five Churches Holiday Fun Week my teenager **will not** be supervised outside of the morning and afternoon session times.

Parent/Carer's Name (printed) [redacted]

Signed (Parent/Carer) [redacted]

Date [redacted]

Photographs

During Holiday Fun Week, children may be photographed. Some of these photographs may be used in displays in the Banstead Five Churches, their Church Magazines and some may be used on the Banstead Five Churches website or Facebook page (this is as closed Facebook group).

If you DO NOT want your teenager's photograph taken, please complete **one** of the boxes underneath and sign below.

I do not want my teenager's photograph to be included in any photographs during Banstead Five Churches Holiday Fun Week including group photos to be given out as a memento to your child's group.		(Teenager's first & last names)
I do not want my teenager's photograph used in any Banstead Five Magazine or on the Banstead Five Churches website or Facebook page but consent to my teenager being included in a group photo, to be given out as a memento to my child's group.		(Teenager's first & last names)

Parent/Carer's Name (Printed) [redacted]

Signed (Parent/Carer) [redacted]

Date [redacted]

Morning Activities

My teenager will be able to be a **Morning Helper** and be available on (please circle)

Monday	Tuesday	Wednesday	Thursday	Friday
--------	---------	-----------	----------	--------

Preferred age group (please circle **one**). We will try to fulfil your request but cannot guarantee this.

Reception	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7
-----------	------	------	------	------	------	------	------

Afternoon Activities



TEENAGE HELPER FORM

(Sch Yr 8 – Age 17 on 24th July 2017)

(Your teenager may only help in the afternoons if they help in the mornings.)

My teenager will/will not Be able to help with the afternoon activities as a Helper (Please delete as appropriate.)

Please complete the form below with their preferred choice of afternoon activities. However, we cannot guarantee that we will be able to accommodate them all. All activities are provisional, dependent upon volunteer leaders, helpers and the weather! Venues may be subject to change. ** Due to limited adult help available to support Afternoon Sporting Activities, we have decided not to offer individual sports types to Year 3s and above. Instead, we will match the response for 'Sport' activity and run as many different types as possible. 'Types' of sport are Football, Cricket and Rounders. Your child could be allocated any of these sports on any day. Choosing to participate in one sport only for all three afternoons may not be possible.*

	Activity	Sch Yr	Venue	Helper
Monday	Art and Craft Workshop	All	St Ann's Church Hall	
	Cricket	Rec - Yr2	Cricket Club	
	Sport* - see note	Yr3 - Yr7	Cricket Club	
	Dancing	All	URC Hall	
	Team Games	Rec - Yr2	Cricket Club	
	Hand Bells	All	All Saints' Church	
Tuesday	Art and Craft Workshop	All	St Ann's Church Hall	
	Football	Rec - Yr2	Cricket Club	
	Sport* - see note	Yr3 - Yr7	Cricket Club	
	Dancing	All	URC Hall	
	Team Games	Rec - Yr2	Cricket Club	
	Cold Cooking	All	Cricket Club	
Wednesday	Art and Craft Workshop	All	St Ann's Church Hall	
	Rounders	Rec - Yr2	Cricket Club	
	Sport* - see note	Yr3 - Yr7	Cricket Club	
	Cold Cooking	All	The Institute	
	Dancing	All	URC Hall	
	Team Games	Rec - Yr2	Cricket Club	
	Flower Arranging	All	The Institute	
Thursday	Party (4-6pm)	Rec-Yr2	St. Ann's Church Hall	
	Disco (7-9pm)	Yr3-Yr7	St. Ann's Church Hall	

Please give details of any relevant qualifications or special skills especially if your teenager would like to be involved with the music or drama during the morning services.