

The Low Port Centre Easter Holiday Programme Booking and Info Sheet

Booking information and conditions

How to book

To make a booking on our Easter Holiday Programme 2019 please complete all sections within this document and hand it into reception along with payment to secure your space. Places will be allocated to courses and confirmed once all paperwork and payment is received. If you have any queries please contact reception T: 01506 340720 or email lowport@westlothianleisure.com.

Please note payment can be made at reception by cash, card or cheque (Cheques payable to West Lothian Leisure). Concessions are available on request. Activities and courses ran by Low Port Centre are not include in Xcite Junior Memberships.

Our courses are graded to suit a range of age and ability. Please observe this when making applications. In the interest of the safety and well-being of all participants, we reserve the right to withdraw anyone whose ability does not match the required standard for a course. Children will not be accepted onto courses that do not match their age or ability i.e completing a course at Level 2 then requesting a course in the same activity at Level 1.

Cancellations

Refunds will be given only for courses cancelled by Low Port Centre or in other exceptional circumstances. An admin fee may apply to changes in bookings. The full course fee will be charged for children withdrawn from a course by Low Port staff. We reserve the right to withdraw anyone whose conduct, in the view of our staff, may put him/her or others at risk.

Photography

The booking form includes a Parental/Guardian photography consent letter which should be submitted at the time of application.

Additional Info

Please provide any specific information about your child (e.g. dietary requirements, medical needs, additional support needs or behavioural issues which would help us to work more effectively or safely with your child). We aim to work inclusively and appreciate as much notice as possible of any information which will allow us to best engage with your child. Children will not be allowed to participate in the programme if we do not have parental consent and required medication on the day.

Parents are responsible for the supervision of children at all times out with published course times.

Bike Courses

We will supply bikes and helmets/gloves however feel free to bring your own if you like. If choosing to ride your own bike it must be in safe working order and you should bring an inner tube to fit tyre size.

Low Port staff will ensure bike is suitable before departure, if there are any issues we will simply use our equipment. Low Port staff decision is final relating to safety so please do not be offended should we require to decline you using your own bike/equipment.

The two bike/boat trips are suitable for mountain, gravel or hybrid bikes. All MTB trips are suitable for Mountain bikes only.

What should be brought along on the day?

- Full change of clothes including footwear, shower kit and a towel.
- A packed lunch with a drink and snacks for during the day.
- 20p for using the lockers to keep belongings safe.
- Sun protection, i.e sun cream, sunhat
- Any medication that may be needed during the activity – insulin, asthma inhalers, epi-pens etc.
- Some money for Ice Cream if we get the chance!

Please do not bring valuables and phones etc as we cannot guarantee their safety.

Low Port Centre Holiday Consent Form - Section 1: Child's Name, Age, Course Details and Travel

Child's Forename			
Surname			
Date of Birth & Age			
Date(s) of activity and course title*			
*Please be aware that for a variety of reasons linked to safety, weather, group dynamic, staffing & enjoyment we sometimes need to alter the advertised programme.			
Will your Child travel home independently (depart Low Port without an adult at end of each day) OR will they be collected from Low Port at conclusion of the course (Please highlight your chosen option)	Child will make own way home	Collected	

Section 2. Child's Emergency contact details whilst at Low Port Centre

Address:			
Emergency contact names, telephone number and relationship to named child:			
Initial Contact Name	*1 st Choice Contact No. and *2 nd Choice Contact No.	Relationship To Child	
Alternative Contact Name	*Alternative Contact No	Relationship To Child	
* It is vital that we hold this information.			
Name of Family Doctor	Address	Phone No.	

Section 3 Child's Medical / Personal information

Please tick appropriate box

1. Does your child suffer from any allergies? If yes please give details.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Is your child taking any medication at present? If yes please give details. (NB Any required medication must be with the child during activity. No required medication = no activity)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Does your child have special needs or suffer from any condition that may affect participation in the activity/activities booked? If yes, please give details – this is to allow staff to plan.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Do they require additional help / support? If yes please give details.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Has your child been in contact with any contagious or infectious disease or suffered from anything in the past four weeks? If yes, please give details.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Can your child swim unaided? If yes, how far (in metres)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 4 Parent/Legal Guardian Signature

Name of Parent / Legal Guardian (please print in full)		
Signature of Parent / Legal Guardian	Date:	
I certify that the answers given on this form are correct. I acknowledge that by completing this form and returning it to you I agree that I am legally bound by its terms.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:

West Lothian Leisure
Parental/Guardian Consent Letter

DATE OF PHOTO SHOOT ___/___/___ LOCATION _____

CLASS/EVENT _____

PHOTOGRAPHIC IMAGES - COPYRIGHT AND CONSENT

West Lothian Leisure owns the copyright of all photographic images and reserves the right to use such for all promotional purposes for up to 4 years from the date of this letter.

All images will only be used for the positive promotion of West Lothian Leisure and its services and facilities. These images may be used in the following publicity formats.

- General Use – Promotional Brochures & Press Releases
- Press Advertisements
- Online Media – Website and Social Media
- Internal Publications

West Lothian Leisure takes seriously the safety of all customers. As such, and with particular attention to Child Protection, any parent or guardian, who wishes that their child/children not to be included in any such photographs, is welcome to remove them for the short time required to take each photograph. Any parent who wishes this to happen may ask the staff or photographer and he/she will happily accede to your request.

Child's Name: _____

I give permission for West Lothian Leisure to take/use photographs that include my child for the promotional formats listed above.

Parent/Guardian Name:

Address:

..... Postcode

Telephone Number: Mobile:

Signed _____
Participant / Participants Parent or Guardian

Date _____

Low Port Easter Programme 2019 Booking Form

Please make sure you have read through Booking Info and Conditions on page 1 of this document. PLEASE PRINT CLEARLY AND COMPLETE IN FULL USING BLACK INK

SECTION 1 PARENT/GUARDIAN DETAILS

Parent/Guardian Name	Title	Forename	Surname	Address	
					Postcode (essential)
Daytime tel. no.		Email (Please print)			Is email your preferred means of communication? Y/N
Evening tel. no.		Mobile tel. no.			

SECTION 2 BOOKING DETAILS

<u>A</u> Participant's Full Name	<u>B</u> Child's DOB, e.g. dd/mm/yy or 'A' if adult	<u>C</u> Course Descriptor	<u>D</u> Week No. (1 or 2)	<u>E</u> Cost of Course	<u>H</u> Total Cost (E + F + G)
				£	£
				£	£
				£	£
				£	£
				£	£
				£	£

SECTION 4 PAYMENT DETAILS

Payment can be made by cash, card or cheque (Payable to West Lothian Leisure Ltd) at reception or over the phone T: 01506 340720	£
Please note that your booking will only be confirmed once full payment and paperwork has been received. Payment must be received within 48 hours of Low Port Centre receiving the booking form – if this timeline is not met we will move the next person on the waiting list onto full courses and the offer of your place will be forfeit.	
Parent/Guardian Signature	Date