

WELCOME

Dear Parents, Thank you for booking with Camp Beaumont!

We are looking forward to welcoming your child to camp and cannot wait to provide them with a unique and fun-filled holiday experience. To ensure your child comes fully prepared, please take the time to look through this pack in detail as it contains important information relating to their experience.



- Camp Beaumont Asia Team



Information about your child

When you made your booking, you will have had to input lots of information regarding your child, and how we can contact you, if ever needed.

The Camp Management Team will be available to discuss any additional points you feel we may need to know to ensure your child's welfare during camp. If your child has any behavioural patterns, special educational needs or disabilities that we should know about in advance, please contact our **Customer Care Team** us at bookings@campbeaumont.asia with full details. They will discuss with you any adjustments or additional arrangements that are required to ensure your child(ren) are best cared for whilst enjoying their holiday and are more than happy to help. **Please note we do not have access to the schools medical records.**



Medication Administration Form

CONFIDENTIAL

MEDICATION ADMINISTRATION FORM

Child's details
 Name of child: _____ Page: _____
 Date: _____ (Write correctly)

Details of medication		Date	Time of administration	How often in 24 hours

For a prescription for the camp First Aider to administer the medication as detailed above

Parent/Guardian
 Print name: _____ Signature: _____
 Date: _____

If your child(ren) require any medication administered whilst they are with us at camp, including the use of inhalers as and when required, please request a Medication Administration Form from bookings@campbeaumont.asia

Arrival and departure

Please make sure that whoever is collecting your child knows the 'Password' you input on booking.

For Magic & Active (Ages 5-12) we open at 8:50 for arrival no later than 9am at the school campus. Collection is at 3pm. For English in Action and some other programmes arrival will be at 7:50 and collection will be at 4pm, so please check arrival and departure times when you book.

For Playtime (Ages 3-4) we open at 8:50 for arrival no later than 9am at the school campus. Collection is at 12:30pm. For some programmes, arrival will be at 7:50 and collection will be at 4pm. Again, please check arrival and departure times when booking.

If you are running late, please call/WhatsApp the Camp Phone number that will be sent to your email, the weekend prior to Camp opening.



What to wear and bring to camp

We recommend that all children wear well-worn practical clothing and not their favourite brand new clothes. Suitable comfortable footwear such as training shoes are also recommended. Please refrain from any flip-flops, sandals and heeled shoes as they can create health and safety issues.

Please ensure that your child packs a change of clothes, a refillable water bottle and any necessary medication such as epipens & inhalers. Please note we do not have access to the schools medical records or medication.

Spare clothes

We recommend that all children in our Playtime Group (3 - 4 years) and Magic Group (5 - 7 years) bring a spare set of clothes including underwear.

Lunch & Snacks

If lunch is not provided, for Magic and Active Groups, your child will need to bring a packed lunch and 2 snacks with them (one to have at each snack time). Playtime Group require just 1 snack. We are not a nut 'free' camp, but a nut 'aware' camp.

*Please note: Camp Beaumont cannot be held responsible if your child is allergic to any of the ingredients used if you have not made us aware previously of any dietary requirements or allergies.

Check the weather

We run our camps all year round so it is essential to consider the weather to ensure your child(ren) are fully prepared.

When hot and sunny - Sun cream, sun hat and water bottles are essential.

When cold and wet - Warm clothes, waterproof coat and water bottles are essential.

Do not bring

Hand held computer games and iPods/MP3 Players are not permitted on camp at any time. If your child brings a phone they will be asked to switch it off and store it in their backpack until camp is over.



Camp Programmes



Children have the best time at Camp Beaumont, thanks to our brilliant teams of friendly and experienced Group Leaders and key workers. From the moment they arrive to the time they leave every child feels part of the action and has the time of their life. With over 40 years experience in caring for children of all ages, we provide parents with total peace of mind that whilst their child is at Camp Beaumont they are in completely safe hands.

Our age specific programmes

Throughout the week, camp offers children the opportunity to learn new skills, discover new interests, have fun with new friends, and most importantly grow in confidence. Each camp programme is tailor-made by age group; there is something for everyone from the craft-loving 7 year old to the most energetic 10 year old. **Sample** programmes can be found on our website.

www.campbeaumont.asia

Playtime Sample Timetable

Playtime 3 - 4 Years	Monday	Tuesday	Wednesday	Thursday	Friday
Theme of the day	People Who Help Us	Space Adventure	Colourful Creations	Pirates & Princesses	Clown Academy

- P** Prepare for Day 2 games (to get to know the teacher and staff).
- L** Let's Get Active: Active games which get children moving and improving their physical abilities.
- A** Act It Out: Games where children get chance to role play and imagine.
- F** The Big Catch: Fun, which is integrated into every activity throughout the day.
- Y** Teaching Time: Activities from the EYFIS to ensure the children learn a new skill.
- T** Interactive Stories: Activities where children get to join in with stories, songs & music.
- Playtime is based around our Themed Days. They consist of several instructor-led games, short amounts of child led play, arts & crafts, and a snack time. Lots of our activities incorporate STEM elements within them too!

Magic Sample Timetable

Magic 5 - 7 Years	Monday	Tuesday	Wednesday	Thursday	Friday
Activity 1	Getting to know you	Pool Party	Football	Aviator	Messy Takeover
Activity 2	Tots Tennis	Jewellery Making	Mini Ninja Warriors	Cool Detectives	Mini Crossbows
Activity 3	Cowboys & Cowgirls	Dinosaur Discovery	Minibeast Safari	Balance & Tumble	Aqua Attack
Activity 4	Construction Challenge	Tag Rugby	Comic Book Creators	Wide Games	Bee Bot Coding
Challenge Yourself	Get Outdoor	Get Connected	Get Active	Relax & Unwind	Express Yourself

Keeping Everyone Safe at Camp Beaumont

Safeguarding

Camp Beaumont, as part of the Inspiring Learning family, acknowledge the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.



Safe Recruiting

Camp Beaumont operate a very strict recruitment process ensuring all necessary checks are completed to ensure all employees are suitable to work with children.

All job offers issued are subject to two satisfactory references from a previous employer, teacher or lecturer and a police/background checks.

Throughout employment all staff and management are subject to regular observations to monitor performance and extra training where required to ensure staff are maintaining outstanding levels of safeguarding processes.

FAQs

How can I contact Camp Beaumont to discuss my booking?

To speak to our friendly team: Please email us on bookings@campbeaumont.asia - we will aim to respond to you within 48 hours.

Can I make changes to my booking?

We understand that childcare plans may change. Camp Beaumont want to be as flexible as possible for every customer. Therefore, when booking you will have the option to purchase a Flexi Ticket, where you can cancel and transfer bookings free of charge. If you need to switch your dates, please email bookings@campbeaumont.asia. Please see our Terms & Conditions for full details and check our website for our Flexi Ticket policy. Please note, you will only be able to cancel camp up to the last working day (Friday) before camp.

Do you provide lunch?

Lunch & snacks are provided for English in Action courses and some of our other programmes, so please check the event details when you book. If lunch is not provided, please pack lunch and 2 snacks for Magic & Active Groups and 1 snack for Playtime Group, as well as a refillable water bottle.

Can I pay in instalments?

Unfortunately, we are unable to set up a payment plan. All bookings must be paid in full upon booking. Can I reserve my place by paying a deposit? No, all bookings will need to be paid in full at the time of booking.

What do I receive from Camp Beaumont once I have placed a booking?

Following your booking, you will be emailed full confirmation of your booking. Please make sure you check your invoice and let us know right away if anything is incorrect. Responsibility for all booking details lies with the person who made the booking. *Please allow up to 48 hours for your full emailed confirmation for any bookings placed online over the weekend. If you do not receive your emailed confirmation, please check your junk folders before contacting us: sometimes they can appear in there. You'll find all the information you need ahead of camp in our Camp Welcome Pack.



What if I have made a booking and wish to cancel?

You'll find your Terms & Conditions attached to your booking confirmation email, which explains our cancellation policy and any charges.

How do I make a booking with Camp Beaumont?

Booking with Camp Beaumont couldn't be easier! Once you have decided on your holiday period, venue and dates, you can book quickly and easily online. You can also place a booking by contacting our friendly sales team on bookings@campbeaumont.asia

Is there anything my child cannot bring to camp?

Please note that as we are a 'nut-aware camp,' we do not allow any food items with nuts.

What if my child doesn't settle?

Almost every child has the time of their life at Camp Beaumont. If for some reason your child is unhappy and contacts you, please let our camp team know immediately as most issues can be instantly resolved. Customer queries relating to your child's camp holiday will only be investigated during a child's attendance in order for camp and the customer services team to establish accurate reports. We will always endeavour to resolve any issues and to ensure your child has the very best time. Please note that queries raised after the period of attendance will not be investigated if we have not been made aware of these issues during your child's attendance.

Parents

How do I contact camps?

Please contact us on: bookings@campbeaumont.asia or through the school. Once operational, we will provide a number for the on site camp manager.

Do you accept children who are not potty trained?

Children are required to be fully toilet trained and out of nappies prior to attending one of our camps.

What should I do if my child has left their belongings at camp?

If our camp staff find any named items, we will try our best to return these to children during the day. If your child has lost something which has not been returned to them, all lost property will be displayed at sign in and sign out every day for the duration of camp. You are welcome to come and have a look through the misplaced items, even if your child's time at camp has finished. Finding belongings and returning them to children is made much simpler by items being named! At the end of camp, any leftover items will be donated to charity.

Can I see my child's activity programme?

Our timetables are created a few days before camp starts. Our team creates the timetables closer to camp as we use the most up to date information such as camp numbers and weather forecast to build the activities around. You will receive a copy of your Camp activity programme the week before.

What happens if my child has an accident or becomes ill whilst at camp?

While we always ensure high safety standards, there will inevitably be times when accidents happen! Our staff are all trained in the protocols for dealing with and reporting accidents and we always have paediatric first aiders onsite who are able to administer any necessary first aid. In the event of a minor accident, first aiders will assess the child's injuries and treat them accordingly. An Accident Report Form will be filled out detailing how the accident happened, the injuries sustained, and the treatment given. This report will be shown to the person collecting the child at sign out time. We will communicate what happened and ask the parent or carer to sign the Accident Report Form to acknowledge our communication with them. In the event of your child bumping their head or for any injury from the neck up, a first aider will be contacted and an Accident Report Form filled out (as above). After a head bump, staff monitor children closely – if staff have any concerns we will always contact you. At the end of the day, you will be asked to sign an Accident Report Form to acknowledge our communication with you. In the event of a serious accident, our first aiders will assess the situation and you will always be contacted to be informed of the next steps. If your child becomes ill whilst at camp, a first aider will monitor your child's symptoms. If their illness is minor and they feel better after a rest and a drink, an Incident Report Form will be filled out letting you know what happened and will be available for you to sign when you collect them. In this instance, we will continue to monitor your child throughout the day and contact you if symptoms worsen. For anything more serious, you will be called and our camp teams will discuss with you whether or not they/you feel your child needs to be collected and taken home. Children will be able to wait in the first aid area for as long as possible and will be monitored by camp staff. Again, an Incident Report Form will be available for you to sign on collection.

FAQs

What are the arrival and collection times?

The arrival time is between 7:50am – 8am (English in Action) and 8:50am – 9am (Multi Activity) although this may vary by programme so please check the camp times when booking.

Throughout this period, our team will have some fun organised activities to warm the children up ready for the day full of activities. Collection time is between 16:00 – 16:15 (English in Action) and 15:00 – 15:15 (Multi Activity) for Magic and Active (ages 5-12) and for Playtime (ages 3-4) it will be at 12:30pm and again – like in the morning – our team will have a selection of activities to ensure the children continue to be entertained.

Please note, collection times may also vary per programme so make sure you double check when booking.

What if I am delayed in collecting my child?

We understand that sometimes things happen outside of your control and you may be late collecting your child. Please give the camp a call as soon as you know that you may be late so that we know – you'll receive the number by email the week before camp starts. If you are later than 15:15pm then we reserve the right to charge an additional fee for every 15 minutes late. This is to cover the cost of the two team members that are required to stay. Don't worry though, your child will be kept safe and entertained until you arrive.

My child needs extra support, can they still attend camp?

If your child requires extra support, the best thing to do would be to get in contact with one of our team members on **bookings@campbeaumont.asia**. You will have the opportunity to give information about your child's needs and the support required and we will endeavour to come up with a plan to enable your child to have the best time possible at Camp Beaumont. We make these plans with parents and carers on an individual case basis and are happy to work with you on a plan which works for your child. Throughout your child's time at camp, we will ensure we communicate thoroughly about the parts of the plan which are/are not working and will make changes in collaboration with you to support your child.

What happens when I drop my child off?

When you arrive, follow the signs to the 'sign in' area. There you will find your child's age group table with a friendly Head Group Leader to sign in your child. Your child will then be introduced to their group leaders and encouraged to join in with their group in some small warm up activities whilst the rest of the group arrives.

What is the structure of the day?

Depending on your child's age and group, the structure of the day differs slightly. Sign in begins at 08:45, please make sure you arrive no later than 09:00 at the school campus. During the sign in time, staff will ensure children are settled and play games with them to warm them up for the day ahead! For the rest of the day, children will participate in up to 6 activity sessions with frequent toilet, sun cream and water breaks. There is a break for lunch and a snack break for our campers.

For Magic & Active (ages 5-12)

By 15:00, all children will be taken back to their Sign Out points. Sign Out is from 15:00 to 15:15pm.

For Playtime (ages 3-4)

Children will be ready for collection at 12pm and children will be entertained by camp staff until their adults come to collect them when the camp day is officially over!

What if my child is ill and cannot come to camp?

If you have not purchased a FLEXI Ticket, we will be unable to refund your booking, although in special cases you can contact our team on **bookings@campbeaumont.asia** to discuss your options.

Unfortunately, if your child's camp dates cannot be rearranged due to availability, we will not be able to offer a refund.

When booking, you will be given the option to purchase a FLEXI Ticket. FLEXI Tickets allow you cancel and transfer bookings free of charge and entitle you to a refund if your child is ill. Please check our website for the FLEXI Ticket policy.

FAQs

What if my child has specific medical condition or medication that is required whilst at camp?

If your child has a specific medical condition, this should be indicated when you book your child into Camp. If you feel that you need to discuss your child's condition before camp begins, you can speak to our team and any information can be passed on to camp management teams. You are also able to speak to our on-site teams when dropping your child off for their first day to give any more information about a medical condition which you feel may need clarifying. If your child requires medication to be administered to them during camp, you will be asked to complete a Medical Administration Form (which can be requested from bookings@campbeaumont.asia). This will detail the medication being kept onsite and how often it should be given. If you have not brought this with you to camp on your first day, copies of the form will be available for you to complete on arrival. Most types of medication will be kept in the first aid area of the camp and administered by first aiders at the time shown on the Medical Administration Form. The exception to this is EpiPens and inhalers which will be carried by the members of staff supervising your child's group to ensure they are always in the correct place if needed. If at any time during your child's time at camp with us they require new medication, please speak to a member of staff onsite and complete a Medical Administration Form to enable us to give medicine when it is required.

Can I find out how my child's day is going?

Our teams are extremely busy throughout the day ensuring that all of our campers are having the best time, so we would encourage you to speak with our team at collection time to get some feedback on how your child's day was. If you really need to get in touch with the camp, you are able to do this by calling or emailing the camp directly using the contacts we'll send the week before camp starts.

Do you have first aiders on site?

Yes we always have as a minimum of two paediatric trained first aiders onsite and, depending on the size of the camp, we may have many more.

How do you manage discipline and behaviour?

Positive reinforcement is the key for us at Camp Beaumont! We want all children who come to camp to enjoy their time with us and have the best holiday experience possible. If we see children behaving appropriately, we make sure to comment on and reward this behaviour.

All staff have some behaviour management training which focuses on outlining rules and discussing why they are important, then managing children's behaviour. Of course, we understand that in a new and exciting environment, children may need reminding of behaviour expectations – and to that end, each group will agree to a camp contract outlining the rules of our sites. These rules are designed in collaboration with campers to ensure they keep themselves and others safe and enable activities to be as enjoyable as possible! If a child is consistently breaking the rules and disrupting others, they will be taken aside and spoken to by a member of staff. A discussion will be had about why the rules are in place and why it is important to behave appropriately, then will be sent back to the group to enjoy the activity! In the case that a child is consistently not following the rules, this will be communicated to parents and carers. If a child's behaviour puts them or someone else at risk, this becomes more serious. An Incident Report Form will be completed and details of what has happened communicated to parents.

If a child's behaviour at camp consistently puts themselves, others or staff members at risk or causes significant disruption to a group, parents or carers will be contacted and a warning given to that child. If this then continues, we reserve the right to prohibit a child from attending camp as a result of this.

Can I book specific individual days?

In order to offer a fantastic experience, we offer week long blocks only.

FAQs

Will my child need any money with them at camp?

No, we would strongly recommend that your child does not bring any money with them. Camp Beaumont cannot be held responsible for any money that goes missing whilst on camp.

It's my child's first time, what can we expect?

We understand that you and your child may be nervous about coming to camp for the first time. We have outstanding and caring staff who will ensure you and your child made comfortable and to ensure that your child settles into camp quickly. Looking after your children is a huge responsibility and one we take incredibly seriously. Camp Beaumont's mission is to create inspiring adventures throughout the school holidays, to do that we ensure we have highly trained camp staff on hand to settle all campers. Each child will be assigned a keyworker or group leader who will be on hand to explain how the day will run, familiarise them with the camp location and advise on what they can expect. We are confident that very quickly your child will make new friends, challenge themselves with new activities and create long-lasting memories.

Can we visit camp before my child starts?

As we do not own the venues you will not be able to visit outside of school holiday periods during which we are open. However, if you are interested in enrolling your child in the school and wish to visit the school facilities, please contact the school admissions department and they will be happy to show you around. If we are open, you are welcome to come for a look around - but this is by appointment only. You will need to contact the camp you wish to visit and make an appointment with a member of the management team - please get in touch with us via our contact us page and we'll help you do this.

Does my child have a key worker?

Yes, all the children who attend will have key workers in the form of our brilliant Head Group Leaders and Group Leaders. For younger guests from 3 to 4 years old, they will be assigned one of our team members who will check in to ensure they are have a great time whilst with us.

Can my child be grouped in the same group as a particular friend?

We will try to group the child in the same group as their friends where possible, however we strongly believe that camp is a great place to make new friends and our teams will actively encourage this. Final decisions on groupings are made by the Camp Manager onsite.

How will my child be grouped?

We group children according to age in our main age groups: Playtime (3 to 4 years old); Magic (5 to 7 years old); Active (8 to 12 years old); These groups may be split down further depending on the number of children into age groups (e.g. Magic could be split into 5s, 6s and 7s age groups). We have a maximum of 24 children per group and our staff to child ratios are as follows: Playtime - 1:6 Magic - 1:8 Active - 1:12.

Will my child always be in the same group?

We organise our child groupings by the week so they will be in the same group for the whole of their stay. If they come back for an additional week then there is a small chance their group may change depending on numbers of children attending. If you'd like your child to be grouped with a friend, please email:

bookings@campbeaumont.asia

Is there anything else to do or complete before arriving at camp?

You may be required to complete a Medication Administration form upon completing your booking online. If you need one of these, please contact **bookings@campbeaumont.asia**