



# APPLICATION FORM 2023

Fill in one application for every child.

Registration No.

For office use only

Child's Name & Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Parent's Name & Surname \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Mother's Mobile \_\_\_\_\_ Father's Mobile \_\_\_\_\_

Mother's ID No. \_\_\_\_\_ Father's ID No. \_\_\_\_\_

E-mail \_\_\_\_\_

Brother / Sister attending summer camp 2023 \_\_\_\_\_

Any medical condition Yes \_\_\_\_\_ No \_\_\_\_\_

Knows how to swim Yes \_\_\_\_\_ No \_\_\_\_\_

## Summer School Fees 8.30 am to 13.30 pm

5 Day Week (Monday to Friday)   
**First child €690.00**

Brother/Sister (Monday to Friday)   
**Second child €650.00**

3 Day Week (Tue, Wed, Thu)   
**First child €560.00**

Brother/Sister (Tue, Wed, Thu)   
**Second child €520.00**

## Afternoon Supervision Fees

Early morning supervision is FREE from 7.45am to 8.30am. **5 Day week €120** (for 7 weeks)  
Afternoon supervision from 13.30pm to 14.30pm **3 Day week €85** (for 7 weeks)

Notes \_\_\_\_\_

**Total Fees paid €**

### **Payment Details:**

Cheques are made payable to EDUK Services

Cash  Bank Transfer

Cheque No.  HSBC  BOV  APS  LB  BNF

or Bank of Valletta Iban - MT19VALL22013000000040012514803 Beneficiary - EDUK Services

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S4K Summer Camp has no connection with St. Dorothy's School and the children attending the Summer Club do not form part of St. Dorothy's School, Zebbug. S4K Summer Club is operated by EDUK Services.

## **IMPORTANT –**

**Do not sign this application form before you have read and understood all the conditions.**

## **Registration & Payments**

The registration form must be completed and returned to the administration office along with the required fee. This will secure your child's place subject to availability. All new registrations are processed in the order in which they are received and accompanied by full payment (cash, cheque or bank transfer). No post-dated cheques will be accepted.

Fees will only be returned if the Summer Camp is cancelled before the starting date by order of the Health Authorities.

## **Updating of Information**

Please ensure that you inform us as soon as possible of any changes in address, contact numbers and email address. It is essential that we have all your current daytime contact number in case of any emergency.

## **Transport**

The operators of S4K Summer Camp do not offer any transport, so parents must get their children to our school in the morning and collect them in the afternoon. Free early supervision is provided as from 7.45am.

## **After School hours**

Parents or relatives collecting a child after school must register his/her name and ID number with the administration of the school when the first registration is made. Nobody will be allowed to collect a child without prior notice to the administration.

## **Class Group Allocation**

Children are allocated to classes by their age group. Placement decisions are entirely at the discretion of the administration. Under exceptional circumstances requests for class group transfer may be considered. The decision will be based on the coach's assessment and observation of the child over a period of time.

## **Punctuality**

It is very important that your child arrives at school on time every day. If a child arrives late it disrupts the whole class and makes it difficult for the other children to settle.

## **Health and Safety**

All students will be under the supervision of their coaches and thus the responsibility is always of an adult that is coaching the group. No one must enter the sports area before the class begins and ensure that the coach is always present.

## **Accidents**

We take every precaution to ensure that your child is safe with us. However should an accident occur, we will inform you directly by phone. In the event of any serious accident or illness you will be contacted immediately. In the event of an accident which needs the attention of a doctor, the child will be taken immediately to the Polyclinic or Hospital. Parents will be contacted and asked to meet us there.

## **Mobile Phones/Jewellery**

Children are not allowed to use or carry mobile phones during the Summer Club hours. Jewellery should also not be worn for health, safety and security reasons. Children with pierced ears should wear small studs or sleepers.

## **Attire**

Children attending our Summer Camp are expected to wear proper clothing for all the indoor and outdoor sessions. Strictly closed shoes must be worn and also comfortable shorts, comfortable t-shirts, sun cap, plastic drinking bottle as well as a beach towel and bathing cap. Sunblock must be worn from home. Everything should be labeled and carried in a hold-all bag or back pack which should be labeled.

They need to bring a daily lunch with them as well as their personal hand sanitizer and tissues. Such items need to be placed in their bag daily. No child will be allowed to attend without such belongings.

## **Lost property**

We do not take responsibility for the loss of damage to students' property. Please clearly label all items belonging to your child. A lost and found box is always available at the administration office.

## **Mid-Day Break**

Children attending our Summer Club will have a 30 minutes break, outside, in a shaded area. All children must get their own lunch, we suggest that you give your children a light lunch and plenty of water to drink. Please remember that the children will swim everyday and do different sports. Water will be available to purchase. Birthday cupcakes may be sent to celebrate one's birthday.

## **Discipline**

If a child misbehaves, the inappropriate behavior will be discussed with him/her, followed by an explanation of what is expected and why that action was not acceptable. The consequences of further misbehavior will also be explained. Coaches will strive to ensure that even the youngest children will understand.

The following WILL NOT be used:

- Severe, humiliating or intimidating punishment.
- Spanking or any other form of physical punishment.

Should a child continually misbehave, the administration will approach the parents and ask to meet for a discussion in order to understand and solve the problem together. If the behavior continues over a period of time without acceptable improvement, a final warning will be issued after which the child will be asked to leave the Summer Club.

## **Concerns**

Please contact us immediately on a matter that affects the welfare and well-being of your child. Our staff are always willing to answer any questions or concerns that you may have.

## **Data Protection**

I/We consent to the processing of any information by EDUK Services supplied by myself/ourselves which constitutes personal data as long as this process relates to:

- Administering the child/children's application and/or keeping of statistics.

## **Authorization**

I/We authorize EDUK Services to keep me/us informed of their services, by email or other electronic means. I/We understand that I/we may inform EDUK Services in writing if I/we do not wish to receive this information. I/We authorize EDUK Services to pass on personal details to Public Health Authority in relation to COVID-19.

I/We understand that I/we have the right to request access to, and rectification of my/our personal data held by EDUK Services by directing my/our request to the Personal Data Representative of EDUK Services at St. Dorothy's Convent School, Mdina Road, Zebbug.

## **Medical Services**

Please state any medical condition of your child and if any medical services are required:

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In case of an emergency we would take all the necessary steps to try and contact parents by calling the numbers provided on this application form. However, in the case we cannot contact the parents we will take the child to the nearest polyclinic or hospital and keep on trying to contact a member of the family to come and meet us at the polyclinic or hospital as soon as possible. This will be done only in an

emergency procedure. If this consent is not given to the administration of the Summer Club we shall not be held responsible if your child needs urgent medical attention.

**Kindly sign to give your consent**

I/We read all the conditions listed in this application form and also give my/our consent to apply these policies when required.

Mother's Name & Surname \_\_\_\_\_

Father's Name & Surname \_\_\_\_\_

I.D. Number \_\_\_\_\_

I.D. Number \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_



EDUK Services, c/o St Dorothy's School, Mdina Road, Zebbug ZBG 9013

Telephone 21467182 / 21467153 | info@edukservices.com