



HORIZON GLOBAL  
ACADEMY, UK

# LONDON WINTER WONDER CAMP

## REGISTRATION FORM

### Welcome to the Winter Camp Registration Form

This form helps us gather everything we need to keep you safe and make camp enjoyable.  
Please fill it out carefully, ensuring no details are missed so we can process your registration smoothly.

#### PARTICIPANT INFORMATION

Full Name

Date of Birth

(DD/MM/YYYY)

Gender

☐

Male

☐

Female

Phone Number

Email

Address

Please provide your full address including the house number, street name, and digital address (if available).

#### PARENT/GUARDIAN CONTACT INFORMATION

Full Name

Phone Number

Email

#### EMERGENCY CONTACT INFORMATION

##### PRIMARY EMERGENCY CONTACT

Contact Name

Phone Number



Email

**SECONDARY EMERGENCY CONTACT (RELATIVE/FRIEND IN THE UK)**

Contact Name

Phone Number

Email

**HEALTH & MEDICAL INFORMATION**

Medical Conditions/Allergies

☐ Yes

☐ No

If yes, please provide details:

Regular Medication

☐ Yes

☐ No

If yes, please list

Medication Name:

Dosage:

Times to be Taken:

Additional Instructions (if any):

**Important Notice:** The responsibility for disclosing any medical conditions, allergies, and medications lies solely with the parent/guardian and participant. Horizon Global Academy will not be held responsible for any issues arising from undisclosed conditions or failure to take medication.

**MEDICAL AND TRAVEL INSURANCE**

**Medical Insurance:** Medical insurance is provided for the duration of the camp, covering medical emergencies that may arise.

**Travel Insurance:** Travel insurance is the responsibility of the parent/guardian and must be secured for the duration of the trip, including any travel-related incidents. Proof of travel insurance must be submitted for registration to be complete.



## SPECIAL NEEDS AND ACCOMMODATIONS

**Dietary Needs:** Any restrictions? ☐ Yes ☐ No

If yes, please specify:

**Additional Support:** Any other needs (physical, learning, or other)? ☐ Yes ☐ No

If yes, please describe:

## CONSENT AND AGREEMENTS

**Media Consent:** Do you give consent for my child to be photographed or recorded during camp activities.

☐ Yes ☐ No

**Medical Treatment:** Do you authorise the camp to seek medical treatment for my child in case of emergency.

☐ Yes ☐ No

**Code of Conduct:** Please review the Code of Conduct below and confirm with the checkboxes:

1. I have reviewed the Code of Conduct.

☐ Yes ☐ No

2. I agree to the terms of the Code of Conduct.

☐ Yes ☐ No

3. I confirm that my child will adhere to the Code of Conduct.

☐ Yes ☐ No

4. I understand that non-compliance may result in consequences as outlined.

☐ Yes ☐ No

**Important:**

The registration is not valid without the signed Code of Conduct attached to this form. Both this registration form and the Code of Conduct must be signed and submitted for the registration to be considered complete.

**Note:** Payment arrangements will be handled directly through our office. We will provide details on the payment process after registration.

**REGISTRATION PROCESS FOR WINTER WONDER CAMP 2024**

- 1. **Complete the Registration Form:** Fill out the Winter Wonder Camp Registration Form with accurate participant and contact information.
- 2. **Review and Sign:** Carefully review the completed form. Parents/guardians must sign to confirm their understanding of the camp’s terms, including media consent and medical treatment authorisation.
- 3. **Submit the Registration Form:** Send the completed form along with the signed Code of Conduct and any required documents (e.g., proof of travel insurance) to the camp organisers.
- 4. **Payment Arrangements:** Payment of £2700 will be handled directly through our office. Details on payment methods will be provided after registration. The registration will not be considered complete until payment is received and acknowledged.
- 5. **Confirmation of Registration:** Once your registration and payment are processed, you will receive a confirmation with additional information about the camp.
- 6. **Pre-Camp Preparation:** Review all provided materials and guidelines to ensure a smooth camp experience.
- 7. **Emergency Preparedness:** Keep emergency contact information updated and familiarise participants with emergency protocols.

**SIGNATURES:**

|                               |  |      |  |
|-------------------------------|--|------|--|
| Name of Parent/<br>Guardian:  |  |      |  |
| Parent/Guardian<br>Signature: |  | Date |  |



# LONDON WINTER WONDER CAMP

## CODE OF CONDUCT

### To all participants of the winter wonder camp

All participants of Winter Wonder Camp 2024 are part of a community where respect, safety, and enjoyment are our top priorities. To ensure a positive experience for all, please follow this Code of Conduct during your time at camp. For any questions, feel free to consult the organisers, though this document covers all essential guidelines.

#### 1. RESPECT AND SAFETY

**Respect Others:** Treat all campers, staff, and volunteers with respect. This includes refraining from any form of bullying, teasing, body shaming, or harassment.

**Personal Space:** Respect everyone's personal space and privacy. Always ask for permission before touching someone or their belongings.

#### 2. COMPLIANCE WITH CAMP RULES

**Follow Instructions:** Listen to and follow the instructions of camp coordinators and staff at all times. Their guidance is for your safety and well-being.

**No Straying:** Stay within designated camp areas. Do not wander off alone or with others without permission. Always inform a staff member if you need to leave a designated area.

#### 3. DAILY ROUTINE AND RESPONSIBILITIES

**Wake-Up and Sleep Times:** Adhere to the set wake-up and sleep times. A proper rest schedule is important for your health and the overall camp experience.

**Reporting Times:** Be punctual for all scheduled activities, meals, and check-ins. Arriving late can disrupt planned events and activities.

#### 4. MEALS AND NUTRITION

**Meal Times:** Attend all meals as scheduled. If you have dietary restrictions, ensure that the camp staff is informed in advance.

**Eating Together:** Meals are a time for socialising and bonding. Participants are encouraged to eat together in designated dining areas.

#### 5. CONDUCT DURING ACTIVITIES

**Active Participation:** Engage actively in all camp activities and programs. This is an opportunity to learn, grow, and make lasting memories.

**Respect Equipment and Facilities:** Use camp facilities, equipment, and materials responsibly. Report any damages or issues to staff immediately.

## 6. PERSONAL SPENDING AND BELONGINGS

**Spending Money:** If participants are permitted to bring spending money for outings, they are responsible for managing it wisely. The camp is not responsible for lost or stolen money.

**Personal Belongings:** Keep track of your personal items. The camp is not responsible for lost or damaged belongings

## 7. REPORTING ISSUES

**Speak Up:** If you experience or witness any form of bullying, harassment, or inappropriate behaviour, report it immediately to a staff member. We take all reports seriously and will handle them with confidentiality.

**Mental Health:** If you are feeling unwell, anxious, or distressed, speak to a staff member. Your mental health is important, and we are here to help.

## 8. GENERAL BEHAVIOUR EXPECTATIONS

**Positive Attitude:** Maintain a positive attitude throughout your camp experience. Encourage and support fellow campers.

**Substance Abuse:** The use of alcohol, illegal drugs, or any form of substance abuse is strictly prohibited and will result in immediate removal from the camp without refund.

## 9. RESPONSIBILITIES OF PARTICIPANTS

**Participants and their parents/guardians are responsible for:**

- Disclosing all medical conditions and allergies.
- Ensuring that all medications are taken as prescribed.
- Managing personal spending money and belongings.
- Adhering to the camp schedule and rules.
- Reporting any issues or concerns to camp staff.

## 10. HORIZON GLOBAL ACADEMY RESPONSIBILITIES

**Horizon Global Academy will cover the following with the £2700 fee:**

- Accommodation and meals during the camp.
- Participation in all scheduled activities and programmes.
- Basic medical insurance for emergencies that may arise during the camp.

**Horizon Global Academy is not responsible for:**

- Undisclosed medical conditions or failure to take prescribed medications.
- Lost or stolen money and personal belongings.
- Travel arrangements, including visa applications, airfare, and any travel-related incidents.
- Any issues arising from participants not complying with camp rules or guidelines.

## 11. CONSEQUENCES FOR VIOLATIONS

**Participants are expected to adhere to this Code of Conduct at all times. Failure to do so may result in disciplinary action, which can include:**

- Warnings: Verbal or written warnings may be issued for minor infractions.
- Parental Notification: Parents/guardians will be notified of repeated or serious violations.
- Removal from Camp: Serious violations, including bullying or substance abuse, may result in immediate removal from the camp without refund.

## INSTRUCTIONS FOR COMPLETING THE CODE OF CONDUCT FORM

- 1. Read Carefully:** Please read the entire Code of Conduct thoroughly to understand the expectations and responsibilities outlined.
- 2. Sign:** Both the participant and the parent/guardian must sign the form to confirm that they have read and understood the Code of Conduct.
- 3. Return the Form:** Submit the signed Code of Conduct along with the completed registration form to the camp organisers.
- 4. Ask Questions:** If you have any questions or need clarification about any part of the Code of Conduct, please reach out to the camp organisers before signing.
- 5. Keep a Copy:** It is advisable to keep a copy of the signed Code of Conduct for your records.

### Agreement to the Code of Conduct

By signing below, I acknowledge that I have read and understood the Winter Wonder Camp Code of Conduct.

☐ I agree to abide by these rules and understand the importance of creating a respectful and safe environment for all. I understand that any questions or clarifications regarding this document can be directed to the camp organisers. Anything not covered or clarified must be addressed for proper resolution.

**Name of Participant:**

**Participant Signature:**

**Date**

**Name of Parent/  
Guardian:**

**Parent/Guardian  
Signature:**

**Date**





# LONDON WINTER WONDER CAMP

## PACKING LIST AND PREPARATION GUIDE

### What to Pack for Camp

#### Clothing

- Casual clothes: T-shirts, long-sleeve shirts, comfortable trousers or jeans, warm sweaters or hoodies.
- Outdoor gear: Waterproof jacket or windbreaker, warm hat and gloves, scarf (if needed).
- Pyjamas: Comfortable sleepwear.
- Socks and underwear: Enough for the duration of the camp, plus extras.
- Footwear: Sturdy walking shoes or trainers, sandals or flip-flops.

#### Personal Items

- Toiletries: Toothbrush, toothpaste, shampoo, conditioner, soap, deodorant, hairbrush or comb, and personal hygiene products.

#### Gear and Supplies

- Water bottle: Reusable to stay hydrated.
- Day pack: Small backpack for daily excursions and activities.
- Notebook and pen: For journaling or taking notes.
- Books or magazines: For leisure reading.

#### Medications and Health Items

- Regular medications: Bring any prescribed medications with instructions.
- First aid kit: Basic supplies like band-aids and antiseptic wipes.
- Health information: Documentation regarding any health conditions or allergies.

#### Electronics

- Mobile phone: With charger and protective case.
- Camera: Optional for capturing memories.
- Portable charger: For charging devices on the go.

#### Miscellaneous

- Spending money: For purchases during outings or at the camp store.
- Snacks: Non-perishable snacks.
- Games or cards: Fun activities for downtime.
- Emergency contact information: A copy of emergency contacts and relevant medical information.

#### Weather Advisory

December in London can be quite cold, so please check the weather forecast online and dress accordingly. It's advisable to wear layers and bring warm clothing to ensure comfort throughout your stay. You can check the London weather on websites like the Met Office ([www.metoffice.gov.uk](http://www.metoffice.gov.uk)) or BBC Weather ([www.bbc.co.uk/weather](http://www.bbc.co.uk/weather)).



## Immigration and Customs

Have your passport, visa (if needed), and any documents ready when you arrive in London. Familiarise yourself with customs regulations about what you can bring into the UK to avoid issues at the airport.

## Emergency Preparedness

While we hope everything goes smoothly, it's smart to be ready for anything. Keep your hotel details and important addresses handy. Create a small emergency contact list with:

- Your hotel's address and phone number.
- Contact info for camp organisers.
- Local emergency numbers (like police and medical services).

Being prepared helps you stay chill and ready for whatever comes your way!

## Important Reminders

- Pack light: Watch the weight and size of your luggage.
- Label your items: Put your name on everything to avoid mix-ups.
- Check camp guidelines: Confirm with the organisers about what to bring or not.

Before you head to camp, ask any questions if you're unsure about something. Don't make assumptions! Take a moment to research the places you'll visit, the weather, and what to wear to feel more prepared.

We're super excited to welcome you to the Winter Wonder Camp 2024! This is a fantastic chance to make new friends, learn cool skills, and create unforgettable memories. Bring your enthusiasm and adventurous spirit, and get ready for an awesome experience!

See you soon.

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