

Welcome & Checklist

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Parent Information Pack

Thank you for booking a holiday with Horizon this summer. We are pleased to send your Parent Information Pack, which contains all the necessary information & documents to help you prepare for your child's holiday & ensure they enjoy the experience to the full. Please refer to the checklist to help you complete this pack. We also take the opportunity to remind you of all the extras which are still available to enhance your child's holiday!

PASTORAL CARE INFORMATION FORM(page 2)

In order to finalise and complete your booking, the Pastoral Care form must be completed and returned as soon as possible. The form will be forwarded to Camp so that the on centre Team has this information on site before your child's arrival.

CODE OF CONDUCT (page 3)

Please ensure that your child reads and thoroughly understands the Code of Conduct prior to immediately returning the enclosed form signed.

INTERNATIONAL TRAVEL DETAILS (page 4)

Please inform us of your child's flight details. Your child will be met at the airport and accompanied to camp by our representatives (a small supplement applies).

IRELAND TRAVEL (page 4)

Please complete & return this form as soon as possible. We offer an excellent escorted & unescorted travel service from major towns across Ireland. Escorted journeys are accompanied by our trained Horizon staff from the pickup point to Camp and return. Please contact the camp office on 098 50290 for any transport enquiries.

CAMP BANK DEPOSIT FORM (page 5)

Please complete this form if you wish to deposit extra funds into the Camp Bank before your child arrives at camp.

CAMP LOCATION GUIDE (page 7)

You can find all the contact details, maps and directions to your child's Camp.

WHAT TO BRING LIST (page 8)

This is a guide to the type of clothing required for a typical week at Horizon. Please make sure that your child does not bring any valuables (expensive cameras, games consoles, expensive jewellery, mp3 players, iPods etc).

CONTACTING CHILDREN

We ask parents not to phone their children for the first few days to allow them time to settle in. You can always contact the camp to book a phone call later in the week - specific times are booked to ensure that calls don't coincide with activities that can't be interrupted. To contact your child by booking calls with our camp offices call:

Horizon Westport Camp

+353 87 0925456

Horizon Rockwell Camp

+353 62 64187

Horizon Clongowes Camp

+353 45 892047

You can send messages by fax (+353 98 35845) or email:

summer@horizonireland.com rather than by phone. Please mark your contact clearly with your child's name and camp attending. We will forward this message to your child. For urgent messages we recommend you ring the camp your child is attending at the number listed above.

CAMP KIT & EXTRAS (page 6)

It is not too late to book your Camp Kit, excursions or specialist holiday. Just return your completed forms to our Camp Specialists as soon as possible.

ANSWERS FOR PARENTS

Please ensure that you read our enclosed Parent Guide which details all key aspects of life at camp.

POINTS TO REMEMBER

- Does your child know your contact telephone number & email address?
 - Have you filled in and submitted your Pastoral Care form?
- Have both you and your child read and signed the Code of Conduct?
- Have you completed your International or Ireland Travel Request Form?
 - Have you made sure your child has no valuable or expensive items with them at Camp?
- Have you completed your Camp Bank

NAME OF CAMP

DATE OF ARRIVAL / DEPARTURE

CHILDS NAME

THE FOLLOWING FORMS MUST BE COMPLETED & RETURNED

WELCOME & CHECKLIST (page 1)

PASTORAL CARE INFORMATION FORM (page 2)

CODE OF CONDUCT FORM (page 3)

TRAVEL DETAILS FORM (page 4)

CAMP BANK DEPOSIT FORM (page 5)

CAMP KIT AND EXTRAS (page 6)

YOUR INFORMATION TO KEEP

CAMP LOCATIONS (page 7)

WHAT TO BRING (page 8)

ANSWERS FOR PARENTS (page 9 & 10)

HORIZON

Kilvalley, Westport, Co. Mayo, Ireland. Tel: 098 35844 Overseas: +353 98 35844

Fax: 098 35845 email: summer@horizonireland.com www.horizonireland.com

Pastoral Care Form

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Parent Information Pack

**THIS FORM MUST BE COMPLETED & RETURNED BEFORE YOUR CHILD CAN BE ACCEPTED AT CAMP!
FAILURE TO DO SO WILL DELAY YOUR CHILD'S HOLIDAY!**

CHILD DETAILS

Child Surname: _____
Child First Name(s): _____
Invoice Number: _____ Gender: _____
Age: _____ Date of Birth: _____
Camp Location: _____
Start date: _____ Finish date: _____

GUARDIAN DETAILS

Parent's / Guardian's Name: _____
Permanent Address: _____
Home Tel: _____ Work Tel: _____
Email: _____
Mobile: _____ Guardian's Date of Birth: _____
(Used for security check when discussing booking with us)
Please state your relationship with the child
e.g. Parent / Guardian / Other: _____
Your location during your child's holiday:

Contact Telephone Numbers: _____
Name & address of other designated person if parent cannot be contacted:

Tel: _____

ENROLMENT DETAILS

Children of the same age can share a dormitory room, or children with differing ages will be accommodated in the same accommodation block.
Name of Child to share accommodation with:

Name of friends or relatives attending camp at the same time:

Has your child been away for more than two days at a time?

Can your child swim 50 metres? YES / NO / UNSURE

MEDICAL DETAILS

Children should never arrive at camp feeling unwell.

Name and telephone no. of family doctor:

Has your child been exposed to any communicable disease within the last three weeks? If yes, state what disease and when exposed:

Has your child had any recent operations or injuries? If yes please give details:

State any food that your child has an allergy to:

State any drugs that your child has an allergy to:

State if your child is allergic to bee stings or insect bites:

Is there any reason why your child may not participate fully in all activities?

Date of their last tetanus injection: _____

Are there any specific conditions for which your child must either be observed or receive medication & or treatment on a regular basis? If yes please give details:

Is your child allowed paracetamol, cough medicine or Calpol?

Does your child suffer from any eating disorders?

PASTORAL CARE

Does your child have a statement of special educational needs or require more supervision than expected of their peer group? YES / NO / UNSURE

Are you aware of any reason why your child may be unable to understand /comply with specific safety instructions at any time? YES / NO / UNSURE

Please see our enclosed Parent Guide prior to submitting this form and give specific details which may include ADHD, Asperger's Syndrome etc. on a separate sheet.

Has your child ever been excluded from full time education or summer camp? YES / NO

Has your child been faced with any of the following situations during the past year? If yes, please circle below and describe on separate sheet:
Move to a new town or new school, separation or divorce, death or serious illness of a loved one, medical problems, peer pressure, loss of a pet, problems in school, living apart from parents.

Often, during the summer, we expect press and television visits our camps.
Please tick the box if you **do not** give permission for your child to be filmed / photographed during their stay with us.

Please write any additional information you feel we should have concerning your child on a separate attached sheet.

Signature _____ Date _____

SHOULD WE BE UNABLE TO REACH YOU OR YOUR DOCTOR IN AN EMERGENCY WE MUST ACT UPON OUR OWN DOCTORS ADVICE.

HORIZON

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Fax: 098 35845 email: summer@horizonireland.com www.horizonireland.com

THIS FORM MUST BE COMPLETED & RETURNED BEFORE YOUR CHILD CAN BE ACCEPTED AT CAMP!

We strive to ensure that Horizon is a very special place, a truly inclusive environment where children of all ages and backgrounds have the opportunity to become part of a wider family and where trust is fostered and rewarded.

Our Code of conduct is based upon mutual respect and tolerance. Horizon is about safely having fun, making friends and trying new & positive experiences. We insist that our code is followed at all times. As an organisation we are also committed to and support anti-bullying campaigns and will not tolerate anti-social practices whenever and wherever it occurs. We therefore insist that if any parent/guardian has concerns or is aware of a history of a child being unable to comply with points raised within our code then we should be contacted immediately. We will carefully consider matters and advise on whether we feel the camp is an appropriate holiday choice with particular references to such considerations as access, successful participation & health & safety. Please remember that we always reserve the right under our terms and conditions of booking, to exclude any child after holiday commencement, if their behaviour is incompatible with the general enjoyment and well-being of others.

- Horizon fully supports the National Anti-Bullying Campaign and will not tolerate bullying of any nature.
- For the safety and well-being of all guests at camp, we reserve the right to invoke Clause 12 of our Booking Conditions should any guest refuse to adhere to this Code of Conduct:
- Clause 12. Incompatibility
"We reserve the right to exclude or refuse any person at any time, prior to or during a holiday if, in our opinion, that person is incompatible with the general well-being of the camp. Any additional costs involved, including transportation home, will be at the parent's / guardian's expense, and no refund of the holiday cost will be made."

Please discuss these important points with your child and sign where indicated below. Our Code of Conduct helps ensure that your child has a safe, happy and memorable holiday with Horizon.

Behaviour deemed inappropriate includes, but is not limited to:

1. Leaving the site unless accompanied by a member of Horizon staff.
2. Threatening behaviour, offensive or insulting language to other guests or Horizon Staff.
3. Underage consumption of alcohol.
4. Suspected involvement with illegal drugs.
5. Entering accommodation used by the opposite sex or fostering an inappropriate relationship with another camper.
6. Wilfully leaving allocated accommodation blocks, without good reason, after lights out.
7. Theft, vandalism or illegal activities.
8. Consistent and continual inappropriate behaviour.
9. Behaviour deemed as bullying (in any form) which adversely affects the enjoyment of another guest's stay.

Parent's Signature _____ Child's Signature _____ Date _____

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Travel Details

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Parent Information Pack

THIS FORM MUST BE COMPLETED AS SOON AS POSSIBLE, NO LATER THAN 3 WEEKS PRIOR TO ARRIVAL.

FAX BACK ON +353 98 35845

Parent/Guardian: _____ Booking Ref No.: (top right hand corner of invoice) _____

Address: _____

Country: _____

Telephone number: _____ Mobile: _____

Children's names:

1. _____ Age: _____ Gender: _____

2. _____ Age: _____ Gender: _____

HOW IS YOUR CHILD TRAVELLING TO CAMP

Dropped off by Parent/Guardian: Proceed to Sign form

Availing of our Airport Escorted Travel: Please fill in our International Travel Section and sign form

Availing of our Escorted travel within Ireland: Please fill in Ireland Travel Section and sign form

International Travel

It is very important for our planning, to have your arrival & departure details as far in advance as possible. Please remember that all flight arrival and departure times must be between the hours of 10.00 and 17.00 Our Group Leaders will be waiting for the arrival of your child wearing a brightly coloured uniform and holding Horizon signs. Your child will be escorted to their camp, where the fun will really begin!

FLIGHT DETAILS

TO CAMP	FROM CAMP
Arrival date: _____	Departure date: _____
Arrival time: _____	Departure time: _____
Arrival airport: _____	Departure airport: _____
Airline: _____	Airline: _____
Flight number: _____	Flight number: _____
Flying from: _____	Flying to: _____
Airport: _____	Airport: _____

On the day of departure your child will be escorted to the airport by our Group Leaders who will stay with them until they are signed over to the airline

Ireland Travel

It is very important for our planning to have your arrival and departure details as far in advance as possible. Escorted travel places are limited, please book early to avoid disappointment. Late bookers should call 098 50290 to check availability. If you wish to use our transport please continue with this form and complete the relevant boxes.

ESCORTED TRAVEL

We offer an excellent escorted travel service from most major towns across Ireland, this is a service that can be ordered at the time of making your booking. All journeys are accompanied by our trained and competent Horizon staff from the pick up point to camp and return. No child is ever left unattended, safety always comes first at Horizon.

Drop off point: _____

Pick up point: _____

Arrival date: _____

Departure date: _____

Signed: _____ Date: _____

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Camp Clongowes

From Dublin / Airport:

Coming out of airport - take the N1 for Dublin and then take the first turn left off the N1. Follow signs for M50 - After toll bridge on the M50 take the slip road to the left for The West. Go round the roundabout and on to N4 - Follow the dual-carriageway - by-passing Lucan, Leixlip. - Take slip-road to left for Maynooth and Naas - At top of slip road turn left for Naas/Clane. Continue on for approx. 6km and you will come to a T-junction at Barberstown Take the right turn here - Continue along the main road to the village of Clane. When you reach the village, Manzor's public house is on your left and "Woods Centre" garage on right. Turn right immediately after "Woods Centre" (there is a sign post for Clongowes Wood College and Killock) and continue along that road for approx. 1 mile, until you find a large gateway on the right. This is the entrance to Clongowes.

From West

Follow signs for Dublin until you see sign for Maynooth & Naas. Take slip-road to for Maynooth and Naas - At top of slip road turn left for Naas/Clane. Continue on for approx. 6km and you will come to a T-junction at Barberstown Take the right turn here - Continue along the main road to the village of Clane. When you reach the village, Manzor's public house is on your left and "Woods Centre" garage on right. Turn right immediately after "Woods Centre" (there is a sign post for Clongowes Wood College and Killock) and continue along that road for approx. 1 mile, until you find a large gateway on the right. This is the entrance to Clongowes.

From South Follow signs for Dublin Follow signs for M50 - After toll bridge on the M50 take the slip road to the left for The West. Go round the roundabout and on to N4 - Follow the dual-carriageway - by-passing Lucan, Leixlip. - Take slip-road to left for Maynooth and Naas - At top of slip road turn left for Naas/Clane. Continue on for approx. 6km and you will come to a T-junction at Barberstown Take the right turn here - Continue along the main road to the village of Clane. When you reach the village, Manzor's public house is on your left and "Woods Centre" garage on right. Turn right immediately after "Woods Centre" (there is a sign post for Clongowes Wood College and Killock) and continue along that road for approx. 1 mile, until you find a large gateway on the right. This is the entrance to Clongowes.



Camp Rockwell

From Dublin (2 hours)

Take M7 out of Dublin, continue south until junction 17, take the N8 exit. Continue on the N8 until you reach a roundabout on the Dublin side of Cashel, take the 1st exit signposted N8 Cork and Cahir. This area is under construction for a new motorway. Continue along the Cashel bypass (Dual Carriageway) for about 2 miles. Take Exit 9, signposted N74 Tipperary, Cashel, New Inn (R639). ** After taking the Exit 9 you will come to a roundabout, take the 2nd exit signposted N8 Cork, Cahir, New Inn, at the next roundabout take the 1st exit signposted New Inn (R639). Rockwell College is situated 8 km out this road on the right hand side.

From Cork (1hr 15mins)

Head north following signs form N8 until you reach Cahir, continue on N8 until you see sign for New Inn, Rockwell College 1 km from New Inn on the left.

From Galway (2hr 30mins)

Follow direction for Oranmore. Continue on N18 until you reach Limerick. Exit Limerick & follow directions for N24, continue on N24 until you reach Tipperary Town, turning onto N74 and follow signs for Cashel. Continue on the N74 until you reach a roundabout on the Tipperary side of Cashel, take the 2nd exit signposted N8 Cork, Dublin. Continue on this road for approx 1 km, at the next roundabout take the 3rd exit signposted N8 Cork, Dublin. Continue on this road passing Minogues furniture store, Follow directions from ** Dublin.



Westport Surf Camp

From Galway

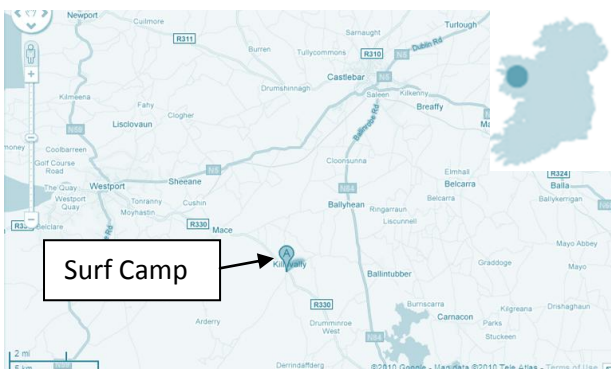
Take the Headford Road N84, continue along this road for 40 miles (approx), turn left onto R330 (signposted Westport), continue along this section of the road for 4 miles until you reach Killavally. You will then have reached Horizon Summer Camps

From Dublin

Coming out of airport - take the N1 for Dublin and then take the first turn left off the N1. Follow signs for M50 - After toll bridge on the M50 take the slip road to the left for The West. Until you reach Castlebar. (Signs may also read Westport)

From Castlebar

Take the N84 from Castlebar (signposted Ballinrobe) continue driving through Ballyheane until you reach a junction "Ballintubber". Turn right before "The Stores" petrol station and continue on this road until you reach Kilavally. Turn left onto main road and then quickly turn right at post office. You will then have reached Horizon Summer Camps



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Clothing suggestions for 1 week stay:

Please clearly label all clothing with your child's name

- 5 T-shirts* & 2 long sleeved T-shirts
- 2 pairs of jeans or trousers
- 4 pairs of shorts
- Tracksuit or similar
- 2 jumpers or sweatshirts
- Anorak or waterproof jacket
- Trainers
- Old shoes for Kayaking
- Socks + white soled shoes for sports hall
- Night clothes (suitable for dormitory life)
- 2 towels (one for washing and one for swimming)
- Sufficient underwear for just over one week
- Wash Bag – soap, flannel, toothpaste, toothbrush, deodorant, insect repellent, brush, sun cream and a plastic bag or pillow case for dirty clothes
- Dressing Gown
- Slippers
- Swimming things
- Change of clothes for the evening
- Every week there is a Disco and Camp Revue for which you may want to pack something a little smarter.
- The camp provides all specialist equipment, but children are welcome to bring their own.

Pony Camp

The normal clothing list plus:

- Riding boots or shoes (sturdy plain with small heel. No straps)
- Wellingtons are not recommended
- Jodhpurs or long trousers (not tight)

Top Gear

- 2 old pairs of trousers / jeans
- Suitable shoes
- Long sleeves (long sleeves + shirts)

Wet & Wild, Adventure Xtreme, Surf's Up

- Old trainers / wetsocks
- Swimming costumes

Do not bring!

- MP3 players/iPods
- Hand held computers
- Too much money
- Games Consoles
- Skate boards
- Pen knives
- Lighters & matches
- Torches
- Expensive cameras, stereos, clothes & trainers

Please note: In the interest of Child Protection and Welfare we insist that all mobile phones be handed in to our care and supervision from the start to the end of your child's holiday. We will arrange for your child to have supervised access and use of their phone between 1-2pm and 5.30-6.30pm

***We strongly recommend Horizon T-shirts, or Camp Kit (3 T-shirts, Baseball Cap & Bag) to wear whilst on Camp.**

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1. How are Camps organised?

Horizon is modelled along the lines of American Summer Camps and many of our senior team have considerable knowledge of the US system. A typical Horizon Camp will have a Management Team consisting of a Camp Director, two Assistant Camp Directors, an Administration Manager and two Senior Group Leaders. Supporting them, and dealing with campers on a day to day basis, are Group Leaders and Activity Instructors.

We also have teams handling transport, catering & security. Our management teams share a wealth of experience and are backed up by the professional operation of Head Office. They also attend special training courses throughout the year. This training is as much about the pooling of experience and the refining of our systems as about introducing new ideas for the coming summer. It also builds up friendships and a sense of teamwork which is an integral part of all the camps we operate.

2. Any helpful hints for preparing my child for the summer camp experience?

Camp is more than a holiday for children – as a parent there are a few things to consider, increasing the potential for a rewarding camp experience for your child. Over the years we have helped many children and parents cope with "the away from home camp experience." The following are some tried and tested tips to consider before your child leaves for camp:

- Consider arranging for a first time camper to find an Email Buddy. Contact our Camp Specialists on 098 35844 (from overseas: +353 98 35844) to find out more.
- Encourage your child to speak to the Camp Specialists and ask questions.
- Encourage your child's independence wherever you can. Practice separations, such as sleepovers at a friend's house, can help simulate the camp experience.
- Involve your child in the process of booking the camp holiday. The more the child owns the decision, the more comfortable the child will feel being at camp.
- Discuss what camp will be like before your child leaves.
- Consider role playing, working through anticipated situations (e.g. unpacking, lost towel, self-service buffet, food selection).
- Reach an agreement ahead of time on calling each other. Your child's camp has a phone calls policy, please discuss it and honour it.

• Send a note ahead of time to arrive before the first day of camp. Acknowledge, in a positive way, that you will miss your child. For example, you can say "I am going to miss you, but I know that you will have a good time at camp".

- Don't bribe. Linking a successful stay at camp to a material object sends the wrong message. The reward should be your child's new found confidence and independence.
- Pack a personal item from home, (such as a stuffed animal and / or photograph).
- If a "rescue call" comes from the child, offer calm reassurance and put the time frame into perspective. Avoid the temptation to take the child home early.
- Don't feel guilty about encouraging your child to stay at camp. For many children, camp is a first step toward independence & plays an important role in their growth & development. (They will thank you for it later).
- Talk candidly with the Camp Director to obtain his/her perspective on your child's adjustment.

3. Can children change their programme choice at Camp?

Yes! Of course they can change their holiday programme, as long as there is availability and parents agree. And of course they can extend their holiday, as long as we have space and parents agree! Children must discuss this with their Group Leaders, who will arrange for us to contact you.

4. Can you cope with homesickness?

We anticipate that any child may be a little homesick for the first couple of days being away from home. If you are concerned that your child may be homesick, then we always advise that parental contact is kept to a minimum during this period. Our staff are trained to make sure that the tears turn to smiles and young campers start to revel in camp life as quickly as possible. It is extremely unusual for a child not to overcome any homesickness as camp is a very exciting & fun place to be, but should a child return home due to homesickness in the first 48 hours we would make a pro rata refund.

5. How to contact your child?

You can contact your child during any day of their stay, by booking calls with the camp offices: Horizon Westport Camp on +353 87 0925456 or Horizon Clongowes Camp on +353 45 892047 or Horizon Rockwell Camp +353 62 64187. Campers can bring mobile phones with them, which will be looked after for safekeeping in security boxes in the camp office and given to the children to receive calls from home during specific times. Every camp has telephones, email & fax facilities. We have found that it is often better not to have too much contact with home until after the first couple of days, as this can be a stressful time before campers have really settled in and made new friends. Usually after this time the amount of fun they are having dispels any concerns - it is very rare for children not to settle in. International guests can make a phone call, email or fax after settling in.

6. What about pocket money?

Campers need pocket money to buy souvenirs, postcards and to spend at the tuck shop. The tuck shop stocks souvenirs, toiletries and a small selection of snacks and drinks. The shop also stocks camp kit including T-shirts, baseball caps & a few other items. We recommend about 50 - 60 euros per week as a sensible amount.

7. What is the Camp Bank?

Instead of your child keeping pocket money in the dormitory or in their pocket, we have a Camp Bank that will store their money for safekeeping. On arrival, all cash, passports, mobile phones and travel documents have to be deposited for safekeeping and a separate account is kept for each camper. Parents, please advise your children to do this. The Bank is opened 5 days a week on a daily basis. If you would like to deposit extra funds via credit card, over and above the cash your child takes, this can be done in advance by completing the Camp Bank Deposit Form included in this pack. Please note that if you would like to deposit extra funds with us after your child has already arrived at camp, there will be a 5 euro admin charge for this service.

8. Excursions / trips

On occasion, we offer completely supervised trips out of camp, which are optional. Parents, please advise us if you do not wish your child to go off centre during their stay.

Continued Overleaf.....

9. Medical Information

All of our centres have fully qualified First Aid specialists on site 24-hours a day. All medication that children bring with them is stored in a secure area and must be recorded on the medical form and handed to the First Aid Team at the time of registration, clearly labelled with instructions. Qualified First Aiders will dispense medications as determined by individual's needs.

In the event of an emergency, we have 24-hour access to local doctors and are registered with all the local Hospitals. If a child is taken to see a Doctor or Hospital for any reason, parents / guardians are notified as soon as possible. Prior to camp every parent is required to return a completed Pastoral Care Form contained in this Welcome Pack for each child. Any details on this form are completely confidential (please don't be embarrassed to discuss any problems such as bed wetting, shyness etc).

We feel we can deal with almost anything as long as we are forewarned. Every situation is treated with great sensitivity in ensuring that a child never feels embarrassed. Please return the Pastoral Care Form to us as soon as possible. Sometimes family situations may affect the behaviour of a child on holiday. Please inform us of any changes i.e. new baby, family bereavement, or anything you feel may affect your child's well being at camp. We naturally treat any personal information with sensitivity and complete confidentiality.

10. Behaviour

Creating an environment of mutual respect, whilst having fun, is at the very heart of everything that we do. We believe that every child has an equal right to have a fantastic time with us and for that reason we always keep a close eye on any teasing, bullying or other anti-social behaviour that may affect another guest's experience with us. Fortunately these instances are still uncommon. However, please do tell your children that if this does happen, then they should discreetly inform their group leader or any other member of staff immediately. If they tell you during their stay of any experiences such as this, then please check whether we have been advised and if not, then please tell us as soon as possible. We will take immediate steps to rectify this. We have firm rules in place and will act in regard to any child who is wilfully spoiling another guest's stay. If problem behaviour is persistent or serious, we will contact the parent or guardian to decide on further action. We reserve the right to send any child home immediately at parent/guardians' expense and to charge for any additional costs incurred. No refunds will be considered for any children sent home for behavioural reasons. Please ensure you have read our booking conditions. Children will be asked to pay for any damage deliberately caused to any Horizon property or leased centres.

11. My child has had problems at school / home - will a Horizon holiday be suitable?

Over the last few years we have seen how children's lives have grown a lot more complicated and adapted our approach to ensure that Horizon is still as inclusive as possible. That said, should your child have a history of any problems at either school or home then please tell us at the earliest opportunity. Our Camp Specialists can advise you on suitability of centre and programmes and also if they would be likely to settle into camp life. We

pride ourselves on the fact that it is still very rare for us to be unable to host a child's holiday. However, this is on the understanding that we have been made aware of all relevant information prior to making a booking and that full disclosure is made on the medical form. Horizon always reserves the right to send any child home immediately at the parents' / guardians' expense. No refunds will be considered for any child sent home for behavioural reasons.

12. Code of Conduct

We pride ourselves on the easy going and fun atmosphere that prevails at all of our camps. We therefore insist that the parent / guardian or other person acting in "loco parentis" fully advise Horizon when booking, of any illness, disability, social or behavioural problems that a youngster currently has or has recently experienced, which might affect the youngster or other guests during their Horizon holiday. This advice must also be confirmed in writing at the earliest opportunity. We will carefully consider matters and advise you whether we have the staff and facilities to provide an appropriate holiday in these circumstances, with particular reference to such considerations as access, successful participation and health and safety. We always reserve the right to exclude any person after holiday commencement if his/her behaviour is incompatible with the general enjoyment and wellbeing of others. In these circumstances, collection would be entirely the responsibility and at the expense of the person acting in "loco parentis," to whom any costs for damage and other expenses incurred would also be charged.

Behaviour deemed inappropriate includes, but is not limited to:

- Leaving the site unless accompanied by a member of Horizon staff.
- Threatening behaviour, bullying, offensive or insulting language to other guests, Horizon staff or any other person resident on camp.
- Underage consumption of alcohol.
- Suspected involvement with illegal drugs.
- Smoking outside of designated areas and smoking by under 16's.
- Entering accommodation used by the opposite sex.
- Wilfully leaving allocated accommodation blocks, without good reason, after lights out.
- Theft or illegal activities.

11. Holiday Insurance

The insurance cover offered by Horizon is underwritten by the QBE Insurance. The following points are important and drawn to your attention:

Health:

You must inform the insurers of all serious or chronic illnesses that required medical attention during the last six months relating to you and all persons on whom the travel plans depend. Failure to do so may result in claims being excluded. ('All persons' means the children who are actually travelling and also any relatives, etc, on whose well being the trip depends.)

Conditions, Exclusions & Warranties:

These may apply to individual sections of the policy or to the whole policy.

Property Claims:

These claims are paid based on the

value of the goods at the time you lose them and not on a 'new for old' or replacement cost basis.

Policy Limits:

Most sections of the policy have limits on the amount the insurer will pay under that section. Some sections also include other specific limits, for example for any one item or for valuables in total. You are advised to check your policy carefully if you intend taking expensive items with you.

Policy Excesses:

Under most sections of the policy claims will be subject to an excess. This means that you will be responsible for paying the first part of any claim. The amount you have to pay is called the excess.

Reasonable Care:

You need to take all reasonable care to protect yourself and your property.

Complaints:

The insurance policy includes a complaints procedure, which describes the steps to take if you wish to make a complaint.

Dangerous Sports or Pastimes:

If you take part in dangerous sports or pastimes where there is a risk of injury, check that your insurance policy covers them. All activities organised and implemented by Horizon are covered.

Policy Documents:

This gives you full details of what is and is not covered and the conditions of the cover. You must read the insurance policy carefully. The Insurance Policy will be subject to the law of Ireland unless otherwise agreed.

13. And finally...

Please remember that there is always someone here who would be delighted to answer any of your questions. Our aim is to give parents peace of mind and offer children the best adventure holiday ever! Please contact us on 098 35844 (from overseas: +353 98 35844) and we will be happy to help.

HORIZON

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