



Booking Form – IGC 2012 Crèche

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I would like to book a place for my child at the crèche provided at the IGC 2012 in Cologne. The service will be provided by the experienced childminders of KINDERSPIEL – Das Premiumprogramm.

1. Your child's details

First name: _____ Last name: _____

Date of birth: _____ Gender: _____

Languages spoken: _____

Any special requirements (diet, allergies, medication, etc.):

2. Your details

First name: _____ Last name: _____

Street and house number: _____

City: _____ Postcode: _____

Country: _____

Email: _____

Emergency contact number (mobile): _____

Date _____ Signature _____

Booking Form

I would like to book the following times at the IGC 2012 crèche.

Please note: Your child will automatically be registered for any meals falling within the booked time period: Breakfast: 8:00h, Fruit snack: 10:00h, Lunch 12:30h, Healthy Snack 15:00h, Dinner 18:00h. Lunch will be included in the morning sessions.

Monday, 27th August 2012

Morning session (7:30h – 14:00h)	5 €	<input type="checkbox"/>
Afternoon session (14:00h – 19:30h)	5 €	<input type="checkbox"/>
Full Day (7:30h – 19:30h)	10 €	<input type="checkbox"/>

Tuesday, 28th August 2012

Morning session (7:30h – 14:00h)	5 €	<input type="checkbox"/>
Afternoon session (14:00h – 19:30h)	5 €	<input type="checkbox"/>
Full Day (7:30h – 19:30h)	10 €	<input type="checkbox"/>

Wednesday, 29th August 2012

Morning session (7:30h – 14:00h)	5 €	<input type="checkbox"/>
Afternoon session (14:00h – 19:30h)	5 €	<input type="checkbox"/>
Full Day (7:30h – 19:30h)	10 €	<input type="checkbox"/>

Thursday, 30th August 2012

Morning session (7:30h – 14:00h)	5 €	<input type="checkbox"/>
Afternoon session (14:00h – 19:30h)	5 €	<input type="checkbox"/>
Full Day (7:30h – 19:30h)	10 €	<input type="checkbox"/>

IGC 2012 Crèche - Terms and Conditions

1. Opening times of the IGC 2012 Crèche

The Crèche will be open Monday to Thursday from 7:30h till 19:30h each day. This is a not a drop-in service. Places have to be booked in advance. You can either book morning session (7:30h – 14:00h, afternoon session (14:00h – 19:30h), or full days (7:30h – 19:30h). Half-day sessions incur a booking fee of 5€, full days costs 10€. It will not be possible to book crèche places on an hourly basis. However, you are free to drop-in or collect your child any time during the booked time slots. Booking form can be downloaded from the IGC website (www.igc2012.org). Alternatively, please contact info@igc2012.org to request a booking form.

2. Crèche provider

The service will be provided by the professional childminder service KINDERSPIEL. For further details see www.premium-kinderspiel.de.

3. Age

The IGC 2012 Crèche will cater for children aged 0-12 years.

4. Location

The IGC 2012 Crèche will be conveniently located in one of the conference buildings and will be clearly sign-posted.

5. Daily routine

The day at the IGC 2012 Crèche will be clearly structured with set meal times and plenty of time in-between for reading stories, playing, singing and many other fun games. Depending on the age of the children we will also walk to a playground nearby.

6. Meals

The following meals are included in the childminder service: breakfast: 8:00h, fruit snack: 10:00h, lunch 12:30, healthy snack 15:00h, dinner 18:00h.

Most meals can be adapted to specific needs. Please indicate clearly on the booking form if your child suffers from any allergies or food intolerances. Baby food can be provided or you can provide your own baby food and/or milk to be heated on location. Drinks will be available to the children at all times.

7. Insurance

All children are fully insured for the times they are booked into the IGC 2012 Crèche.

8. Number of children

The IGC 2012 Crèche will offer places for 10 children. Places will be allocated on a first come first served basis. Please book a place for your child early to avoid disappointment.

Depending on the number and the age of the children the number of childminders caring for the children will vary, but it will never exceed the ratio of 5 children per 1 childminder.

9. Restroom for breastfeeding and nappy changing

You are welcome to use the facilities of the crèche to change your baby, breastfeed or heat baby food. Please note, however, that the facilities of the IGC 2012 Crèche may not be used as a general waiting room or playground for children not booked into the Crèche.

10. Sleeping

The IGC 2012 Crèche will be equipped with mats, pillows, blankets, etc. to allow children to sleep or rest after lunch (from about 13:00h) and after dinner (from about 18:30h). During these quiet times we will read bedtime stories or listen to music or recorded children stories with those children who are not sleeping.

11. Clothes and items to bring

It is recommended that parents bring a bag with the following items: nappies (for children/babies still wearing them), a set of spare clothes (especially for children under the age of 3), rain jacket and trousers, weather boots/wellies and any cuddly toy or similar item that you think might provide comfort to your child in this new environment and help him/her to fall asleep when it comes to nap time.

12. Booking a place

To book a place for your child/children at the IGC 2012 Crèche, please complete and sign the booking form and return it to the IGC Office before the 31st July 2012. You can either send the paper form by postal mail or by fax or send us a scan by email.

Places can only be booked by registered participants of the IGC 2012. A fee of 5€ per half-day and 10€ per full-day will be charged. Once your booking form has been received you will sent a booking conformation and an invoice. Fees can either be paid by bank transfer or in cash on site.

13. Further details

For further details regarding the IGC 2012 Crèche, please contact the Local Organising Committee at info@igc2012.org.

To find out more about the service provider, please contact Felicitas Hamm, KINDERSPIEL das Premiumprogramm, Clarenbachstraße 247a, 50931 Köln, Phone: +49-(0)221-99469522, Email: felicitas.hamm@premium-kinderspiel.de or see www.premium-kinderspiel.de.