



Girlguiding

Cambridgeshire East county
Jarman Centre

**Skills Builders and Unit Meeting Activities
at the Jarman Centre**



**INFORMATION AND BOOKING FORM
for Residents and Day Visitors**

Jarman Centre (JC) Booking Secretary: admin@jarmancentre.org.uk

Skills Builder Activity sessions			
Session 1	SB Camp stage 2	Fighting Fire	Rainbows or Brownies
	SB Camp stage 2	Tent Detective	Rainbows or Brownies
	SB Camp stage 2	Fire Starter	Rainbows or Brownies
Session 2	SB Camp stage 3	Best Fire for the Job	Brownies and Guides
Session 3	SB Camp stage 3	Invent a Gadget	Brownies and Guides
	SB Camp stage 3	Waterproof	Brownies and Guides
Session 4	SB Camp stage 5	Wild Cooking	Guides and Rangers
	SB Camp stage 5	Tent Doctor	Guides and Rangers
Session 5	SB Camp stage 6	No Pans No Problem	Rangers

Training for Guides interest badge	
Session 6	<p>Backwoods Cooking</p> <p><i>i.e. part 1 of the badge, to learn about fires and give some ideas</i></p> <p>Lighting fires and cooking in a variety of ways</p>

Unit Meeting Activity sessions for Rainbows		
Session 7	UMA green	Trails and Trackers <i>(learn about tracking signs, create and follow a trail)</i>
	UMA green	A Race against Time <i>(build a den using tarps, branches etc)</i>
	UMA green	Hide and seek hunt <i>(hide everyday objects as camouflaged)</i>

All sessions 90 minutes, 12 girls per instructor

This is a summary of the sessions that our team is offering currently. Do ask if there is an activity you would like that is not listed and we can make a session to fit what you need. Please enquire through the Bookings Secretary (see email address at the top of this page).

The fees may be found at <https://jarmancentre.org.uk/downloads/fees>.

Please note the Girlguiding sections/age groups for which each session is suitable.

Adult:child ratios (1:5 Rainbows; 1:8 Brownies; 1:12 Guides/Rangers) must not include the instructor.

Each adult must be 18 or over. An adult with the group may take part if they wish, as long as the group size is not exceeded and there are still sufficient adults to supervise.

One adult must be responsible for first aid, bringing a basic kit with them.

If you have more than 12 in your group you will need to book two sessions to run consecutively and two sets of fees are paid.

These terms must be observed for safety reasons. All materials are provided. All sessions are dependent on the availability of our instructors.

Skills Builders and Unit Meeting Activities at the Jarman Centre

INFORMATION AND BOOKING FORM for Residents and Day Visitors

Jarman Centre (JC) Booking Secretary: admin@jarmancentre.org.uk

The booking form should be sent with your main JC booking, or separately, to the JC Booking Secretary, (email, or call 01223 813917 for the address), **together with the non-refundable deposit per session** (which may be included in your cheque for your main booking deposit if applicable).

Please make cheques payable to 'Cambs East Guides Jarman Centre'. We will acknowledge by email – and confirm also by email once an instructor has agreed to run the session.

The sessions are planned to be about 1½ hours. If you wish to stay on, for example to cook something more substantial, you should indicate this on the form and you will be charged the hourly 'non-residential grounds' rate for the extra time.

Please give as much notice as possible

Final payment will be due to the Jarman Centre, with the rest of your fees (if applicable) or separately, immediately after the session, to the Booking Secretary (as above).

If you wish to discuss your requirements, or have a participant with special needs, please contact the Booking Secretary. We will make every effort to accommodate special needs (it is nearly always possible), but we need to know in advance as it may mean an extra instructor is required.

Please keep a copy of this form for your own information. You **MUST** also read the risk assessment on the website before the session and note requirements for participants' clothing, long hair being tied back, and suitable footwear for your chosen activity.

Sessions can take place when it is raining. In very adverse weather conditions the instructor will decide if the session can continue. Please note that if you cancel once the instructor has arrived you may be liable for a charge to meet expenses.

Sessions are normally available throughout the year, subject to an instructor being available and weather permitting.

IF **YOU** NEED TO CANCEL or change your session in advance, or for any other queries (such as access), please email the Booking Secretary as above.

IF **WE** NEED TO CANCEL a session at the last moment for any reason we will contact you. We will always try to reschedule if possible.

Souvenirs

The JC Shop will be available to buy Jarman Centre Woodland Skills badges (£1 each). If you wish (especially if buying for your whole group), you may pre-order these to collect on the day and include payment with the balance of your fees.

There is a selection of other badges and souvenirs in the JC shop.

A note about late payments

Full payment should be made within 1 week of your visit. The Jarman Centre reserves the right to charge 5% per month if the fee remains unpaid.

Girlguiding Cambridgeshire East

Jarman Centre Skills Builders and Unit Meeting Activities Booking Form

Please complete this form and send it with your deposit, to the Booking Secretary
(email admin@jarmancentre.org.uk or call 01223 813917 for the address)

We accept online payments to our bank account: CAF Bank – account no 00017752 – sort code 40-52-40

Or you may pay by cheque payable to ‘Cambs East Guides Jarman Centre’

NB: Girlguiding leaders should only make payments using their Unit’s bank account facilities

Calculate the scale of fees and deposits required for your booking at

<https://jarmancentre.org.uk/downloads/fees>

Unit or Group:	
Leader-in-Charge/Responsible Adult:	
Phone number:	Mobile while at the Jarman Centre:
Email:	

Dates staying at Jarman Centre if applicable:

From:	To:
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When would you like to book this activity?

Date:	Activity start time:	For Day Visitors only: Proposed arrival and departure times from site:
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Circle your choice of activity/activities:

Session 1 Fighting fire + Tent Detective + Fire starter Session 2 Best Fire for the Job Session 3 Invent a Gadget + Waterproof Session 4 Wild Cooking + Tent Doctor	Session 5 No Pans No Problem Session 6 Backwoods cooking Session 7 Trails and trackers + Race against Time + Hide and Seek Hunt
Total numbers wishing to take part	Girlguiding Section/ Age range of participants
<p><i>Please check you have the right number of adults for the activity you have chosen.</i></p> <p><i>If you have more than the maximum group size for your chosen activity you will need to book two consecutive sessions.</i></p>	

<p>Please indicate if anyone in your group has special needs that we should be aware of, or if you have any particular requests</p>
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<p>Badges: I wish to pre-order _____ Jarman Centre Woodland Skills badges to collect on the day and will include payment with my session fee</p>

I confirm <ul style="list-style-type: none"> that I have kept a copy of this form for information that I will read the woodland skills risk assessment for sessions involving tools and fire, and the main Jarman Centre risk assessment for other sessions, before the session – available to download from http://www.jarmancentre.org.uk/downloads/useful-information that I have noted the requirements for participants’ clothing and footwear that each group will include or be accompanied by the correct number of adults for the activity and at least one adult who will be responsible for first aid
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I enclose a deposit of £

OR

I wish to pay the total amount due now and enclose the payment form, available here: <https://jarmancentre.org.uk/downloads/fees>

Signed	Date (dd/mm/yyyy)
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Please note your personal information is held securely and only used for managing your bookings.