

Welcome to Exchange 4 Kids, we make individual introductions for children to stay with French, English, Italian, German and Spanish families. Our success is based on making excellent matches between people with shared interests who are sympathetic, intelligent and extremely trustworthy. All families have been personally recommended to us by our friends or interviewed by ourselves.

Please use this form to register a child for a language exchange. If you have more than one child you will need to send in one form per child. There is a reduction in the fee for second and subsequent siblings, please send their forms in together, or add a note explaining the relationship to a child you have previously booked.

SECTION 1: CONTACT DETAILS

Mother's Title:

Mother's Surname:

Mother's First Name:

Father's Title:

Father's Surname:

Father's First Name:

Address:

Town / City:

County:

Country:

Post Code:

Telephone number (home):

Telephone number (work):

Telephone number (mobile):

Email address:

I heard about Exchange 4 Kids:

- Through a friend Name:
- Through a websearch
- Via school
- Through the press
- On the radio

SECTION 2: FAMILY & HOME DETAILS

Do you live in:

- The Countryside
- A village
- A town
- A city

Do you have pet animals at home?

- Dogs
- Horses
- Cats
- Chickens
- Fish
- Rabbits
- Other

Would the guest child share a room with your child or have their own room?

- Own room
- Share a room

Mother's Profession:

Father's Profession:

Siblings:

- Number of brothers (and ages):
- Number of sisters (and ages):

Interests - what do you enjoy doing as a family?

Religion:

Is your family: vegetarian vegan other special diet
 smoking non-smoking

Nationality:

Please use this space to describe your family:

SECTION 3: CHILD'S DETAILS

Child's name:

Date of birth: (dd/mm/yyyy)

Year at School:

School name:

School address:

School telephone number:

School email address:

School secretary:

School Head Teacher:

Is a boarder at school:

- Yes

- No

Studied which languages, and for how long

- French Number of years:

- Spanish Number of years:

- Italian Number of years:

- German Number of years:

- English Number of years:

Your personality, would others describe you as:

- Enthusiastic

- Extrovert

- Sociable

- Shy

- Sensitive

- Young for age - Mature for age - Average maturity

- Creative

- Sporty - Non-sporty

- Intellectual

Are there any medical details which need to be known? (Please give details.)

Are there any allergies to food? (Please give details.)

Are there any allergies to pet animals? (Please give details.)

Are there any special dietary requirements? (Please give details.)

Is there any medical history or medication details? (Please give details.)

Do you give consent for your child to receive medication if necessary, e.g. Calpol? (Please give details.)

SECTION 4: CHILD'S INTERESTS

Main Interests: please tick those you practise regularly as these will guide us to find a friend with the same interests.

Sport

Athletics	<input type="checkbox"/>	Badminton	<input type="checkbox"/>	Basket Ball	<input type="checkbox"/>	Boxing	<input type="checkbox"/>
Cycling	<input type="checkbox"/>	Fencing	<input type="checkbox"/>	Fishing	<input type="checkbox"/>	Football	<input type="checkbox"/>
Golf	<input type="checkbox"/>	Gymnastics	<input type="checkbox"/>	Horse-Riding	<input type="checkbox"/>	Martial Arts	<input type="checkbox"/>
Rugby	<input type="checkbox"/>	Sailing	<input type="checkbox"/>	Skiing	<input type="checkbox"/>	Swimming	<input type="checkbox"/>
Table Tennis	<input type="checkbox"/>	Tennis	<input type="checkbox"/>	Other:			

Which is your child's preferred sport?

Drama & Dance:

Modern Dance Ballet Drama Other:

Musical Instruments played:

Arts & Craft

Drawing & painting Pottery Sculpture Needlework Other:

Leisure

Chess Board Games Reading Classical Music Walking
 Pop Music TV Computer Games Cinema Other:

Does your child belong to any organisations?

Scouts Guides Debating Society Other:

Other:

Please give us as much detail as possible about your family life and environment to help us to find a suitable family. Please tell us what activities you might do when you are hosting a child.

SECTION 5: DATES AVAILABLE

Please state which country you wish to visit:

- UK
- England
- Scotland
- Wales
- Ireland
- France
- Italy
- Spain
- Austria
- Germany
- Portugal
- USA

Is there a specific region, (within the country), that you would prefer?

Please state your preferred length of visit:

Preferred dates to stay with family: From: To:

Preferred dates to host a child: From: To:

Your Easter school holiday dates: From: To:

Your Summer school holiday dates: From: To:

Type of arrangement required:

- Paying Guest
- Exchange
- College Course with accommodation in a private family
- Hosting a child

SECTION 6: REFERENCE DETAILS

Please give details of someone that we could telephone to give us a verbal reference about your family. Please do not give another family member as a reference.

Name:

Telephone number:

Email address:

Address:

How do you know this person?

SIGNATURE

Please sign below to confirm the accuracy of the information you have provided, and your agreement to the terms and conditions listed below.

Signature:

Printed Name:

Date:

Please don't forget to add some family photos!

NOTES

Please send this completed form back to us at the following address:

Exchange 4 Kids: 6B The Old Forge, Barnsley Park, Cirencester, Gloucestershire, GL7 5EG

You will need to include:

- **A photo of the child (send one or two, perhaps with the family?)**
- **The registration fee (currently £80 for the first child and £40 for subsequent siblings.)**

If this form is for a sibling, and you have already registered a previous child, please let us know the name of the first child you registered:

N.B. Cheques should be in Pounds Sterling, and made payable to: Exchange4Kids

You can also pay by credit card or PayPal transfer at their website: www.paypal.co.uk. (Use tab 'Send Money')

Please make payments payable to: admin@exchange4kids.com and let us know that you have paid.

You can also pay by PayPal directly from our website at www.exchange4kids.com

Introduction fee is £150.

If you have any questions, please do visit our website at:

- www.exchange4kids.com

or contact us at the above address, or on: (01285) 740 196

TERMS & CONDITIONS

Payment**On registration:**

- A non-refundable fee is payable at the time of registration. This is an initial payment to allow us to be able to start the matching of your child to suitable family. This is refundable however if you cancel your registration within seven days.

On Introduction:

- An Introduction Fee is payable as soon as a suitable family has been chosen. This must be paid within 10 working days.

Paying Guests:

- Payment for the full duration must be deposited with Exchange4kids who will then be responsible for paying the host family. This eliminates the need for your child to carry the cash with them to pay the host. 50% of the fee is payable to the host family should the visit be terminated or reduced in length.

Airport Transfer

- A charge will be made for collecting paying guests from the airport based on 40p per mile plus £10 airport parking fee for each one-way transfer.

Refund

- The registration fee is non-refundable.

- The introduction fee is refundable in full if the host family cancels the exchange and we can not find a replacement family. If you cancel the exchange after all arrangements have been made, you will be refunded 50% of the introduction fee.

- If either party cancels after the first visit before one child has returned for the reciprocal visit, that family will be asked to pay for a host family to be found. This costs £240 per week.

Responsibility

- Although very great care is taken in the choice of exchanges and the families who welcome our clients as paying guests, the purpose of the Agency is the introduction of the families concerned and once they have agreed to an

arrangement between them, we are unable to accept further responsibility.

- It is therefore recommended that the people we introduce should try to get to know each other as well as possible before undertaking visits of exchanges by corresponding, telephoning or even short preliminary meetings. We often suggest inviting a child first as a paying guest so that you can get to know them and assure yourselves of the match. We can not accept any responsibility if you are unhappy about the match.

- All clients are either recommended to us by friends or interviewed by ourselves. We take up references for everyone and do our utmost to ensure that the families are trustworthy and reliable. We therefore can not be held liable for any negligence, criminal act, accident or injury that might occur during the visit.

Insurance

- We strongly recommend that clients should arrange holiday insurance to cover medical expenses and loss of personal belongings, money etc. This can be arranged via most travel agents. See www.gotravelinsurance.co.uk or www.travel-insurance-finder.co.uk for online insurance which often offers discounted prices.

Health

- It is essential that we should be informed of any special problems concerning physical or psychological health of all applicants (allergies, asthma, phobias etc) and of any special treatment that they might need.

Website References

- We offer references to external websites that might be of help in arranging your child's visit. We do not accept any responsibility for their content or services.

References and Recommendations

- Please provide contact details for someone who is willing to be a reference for your family. They can not be a family member.

- We especially ask our clients only to recommend to the Agency, people already well known to them and likely to continue our excellent reputation.

The latest version of our Terms & Conditions can be found on our website at: www.exchange4kids.com. If there is any variance between this version and the version present on our website, then the website version takes precedence.