



Child Registration and Parent/Carer Contract

2023-2024 School Year

Privacy Statement

Here at Clwb Gofal y Felinheli we take your privacy and personal information seriously. The information you provide on this parent contract is a requirement of the The Child Minding and Day Care (Wales) Regulations 2010. Your personal information will be stored securely and confidentially and held in line with our Data Protection and Confidentiality Policies. You have the right to access information held about you by contacting post@cylchmeithrinfelinheli.org. We may also share your information with other organisations such as CIW, Social Services, Police in line with our Data Protection and Confidentiality Policies.

Child's Personal Details				
Child's Surname:	<input type="text"/>		Child's forename/s:	<input type="text"/>
Child's Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth:	<input type="text"/>
Name of school:	<input type="text"/>		Current class:	<input type="text"/>

Parent / Carer details

Please include a recent headshot picture of all persons authorised to pick up your child.

	Parent/Carer 1	Parent/Carer 2
Full name of parent/carers:	<input type="text"/>	<input type="text"/>
Relationship to child:	<input type="text"/>	<input type="text"/>
Home address:	<input type="text"/>	<input type="text"/>
Postcode:	<input type="text"/>	<input type="text"/>
Home telephone:	<input type="text"/>	<input type="text"/>
Work telephone:	<input type="text"/>	<input type="text"/>
Mobile telephone:	<input type="text"/>	<input type="text"/>
Email address:	<input type="text"/>	<input type="text"/>

Other persons who are authorised to collect the child, or those who can be contacted in an emergency.

	Parent/Carer 3	Parent/Carer 4
Full name of parent/carers:	<input type="text"/>	<input type="text"/>
Relationship to child:	<input type="text"/>	<input type="text"/>
Home address:	<input type="text"/>	<input type="text"/>
Postcode:	<input type="text"/>	<input type="text"/>
Home telephone:	<input type="text"/>	<input type="text"/>
Work telephone:	<input type="text"/>	<input type="text"/>
Mobile telephone:	<input type="text"/>	<input type="text"/>
Email address:	<input type="text"/>	<input type="text"/>

	Parent/Carer 5	Parent/Carer 6
Full name of parent/carers:	<input type="text"/>	<input type="text"/>
Relationship to child:	<input type="text"/>	<input type="text"/>
Home address:	<input type="text"/>	<input type="text"/>
Postcode:	<input type="text"/>	<input type="text"/>
Home telephone:	<input type="text"/>	<input type="text"/>
Work telephone:	<input type="text"/>	<input type="text"/>
Mobile telephone:	<input type="text"/>	<input type="text"/>
Email address:	<input type="text"/>	<input type="text"/>

Child's preferred language (for CIW purposes) ¹	
<input type="checkbox"/>	Welsh
<input type="checkbox"/>	English
<input type="checkbox"/>	Bilingual (Welsh-English)
<input type="checkbox"/>	Other spoken language
<input type="checkbox"/>	British sign language
<input type="checkbox"/>	Makaton
<input type="checkbox"/>	Other communication (please state) <input type="text"/>
Child's ethnicity (for CIW purposes) ²	
<input type="checkbox"/>	White
<input type="checkbox"/>	Mixed/multiple ethnic groups
<input type="checkbox"/>	Asian/Asian British
<input type="checkbox"/>	Black/Black British
<input type="checkbox"/>	Other ethnic group (please state) <input type="text"/>

Child's Medical Information/Individual Needs	
Doctor's name:	<input type="text"/>
Practice/Surgery name:	<input type="text"/>
Practice/Surgery address:	<input type="text"/>
Postcode:	<input type="text"/>
Doctor's telephone number:	<input type="text"/>
Known medical conditions, allergies, special dietary and health needs:	
<input type="checkbox"/> No	<input type="checkbox"/> Yes (If yes, please give details): <input type="text"/>

¹ The Club is required to collect this for CIW purposes.

² The Club is required to collect this for CIW purposes.

About your child

What are your child's main interests?

Brothers or sisters that also attend the Clwb?

Is there anything else about your child that you feel the staff should be aware of, ie, fears, specific name for the toilet etc?

Terms and Conditions

The 'parent/carer', 'I' and 'my' refers to parent/carers who are bound by these terms and conditions.

Booking and fees

Fees	
After school club:	£9.50

Eligible working parents may be entitled Tax-Free Childcare (the government will pay £2 for every £8 you pay your childcare provider), **The Childcare Offer** (enabling working parents/carers of 3-4 year olds to access 30 hours per week of funded early years education and childcare); and/or the **childcare element of Tax Credits/Universal Credits**.

- I agree to pay the above fees within 14 days of receiving an invoice at the end of each calendar month **for all booked sessions**.
- The Club will notify me of any changes in fees in writing at least one month before they are implemented.
- The Club reserves the right to make charges for non-attendance/absences and for late collection in accordance with the Club's arrival and collection policy.

Regular bookings (using the club each week)

I would like my child to attend the Club on the following days (please tick).				
	Monday	Tuesday	Wednesday	Thursday
After school club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I would like my child to start on the following date:

Arrival and collection of children

- I will notify the Club as soon as possible regarding attendance/non-attendance of my child in accordance with the Club's arrival and collection policy.
- If my child finishes school at 15:15, I am responsible for ensuring that my child is booked into Clwb 15 with the school.
- My child will be collected by you from the school and safely escorted to the Club premises (the school hall or Cylch Meithrin Caban) until a named adult as detailed in the registration form collects them.
- I or other persons named on the child registration form will collect my child by no later than 17:30. *The Fees Policy notes financial arrangements if a parent/carer is late picking my child up.*

Arrangements in the case of illness

- I will not send my child to the Club if they are unwell and will inform the Club as soon as possible. Please refer to the *EXCLUSION PERIODS DUE TO ILLNESS* section of the handbook
- I will also notify the Club as soon as possible if my child develops or is exposed to an infectious illness, so that the appropriate steps can be taken to notify other families if necessary.
- You will inform me, as soon as reasonably practicable, if you become aware that any child has developed/been exposed to a communicable disease whilst at the Club.
- Medicines will not be routinely administered. I will refer to the Club's medication policy if medication prescribed by a doctor is/becomes necessary.

Holidays

If I want to take my child out of the Club to go on holiday, I understand that fees may still be payable in order to retain the childcare place. This decision is at the discretion of the management committee/management. More details are available in the Fees Policy.

Dietary needs

I will provide the Club with full details of my child's specific dietary needs so my child can be appropriately catered for. Details of snacks for your child is available in the Parent's Handbook.

Emergency procedures

- If my child requires urgent medical advice or treatment, the Club will notify me and/or other named contacts immediately and if necessary, an ambulance will be called to take my child for such treatment.
- If I have not arrived by the time the ambulance needs to leave, the child will be accompanied to the hospital by a member of staff.
- I consent to any urgent emergency medical advice or treatment necessary during the running of the Club and I authorise the Club to sign any written form of consent required by the hospital authorities if the delay in getting any signature is considered by the doctor to endanger my child's health and safety (please tick).

YES **NO**

- The Club implements clear emergency procedures – evacuation in case of fire or other significant incident (including reverse fire/emergency drill). These will be practiced half termly (recognising that young children benefit from more frequent practice) and when a new child, staff member or volunteer starts at the Club.

Behaviour

- The Club aims to offer a range of play activities in a welcoming atmosphere. I understand that any instances of unacceptable behaviour will be dealt with in accordance with Promoting Positive Behaviour Policy.
- Bullying, harassment, intimidation and any behaviour that is likely to lead to the health and safety of others being compromised will not be tolerated. (Promoting Positive Behaviour Policy).

- The Club will record details of more serious breaches and discuss them with me as relevant to my child.

Equal opportunities

The club aims, to provide equality of opportunity for all children. (Equality and Diversity Policy).

Compliments/Complaints

The Club welcomes any compliments and suggestions and constructive criticism to help maintain a high quality provision and will act on any complaints in accordance with the complaints procedures. (Complaints policy and procedure and the Parent's Handbook).

Trips

The Club likes to take children out on trips wherever possible e.g. to the local park. The Club will inform me in advance, and I consent to my child taking part in these trips (please tick).

YES **NO**

Photographs and publicity

I understand that my child may be included in photographs or videos of activities within the Club and that they will be used for the purpose of evaluation, specific activities such as creative drama, or publicity, including social media sites such as Facebook and Twitter. I consent to the Club taking photographs or videos of my child which may be used only for the Club's purposes (please tick).

YES **NO**

You will be receiving a copy of the Parent's Handbook which will summarise important and necessary information. Do you wish to receive a digital or paper copy of your handbook?

Digital copy **Paper Copy**

All parents and carers are expected to have read the Clwb's policies before your child attends. I have read and understood the policies.

Yes **No**

From time to time, we will undertake activities such as face painting and temporary tattoos. Do you authorise this for your child?

Yes **No**

Signatures

- I agree to notify the Club in writing of any changes in any of the details within this registration/contract at the earliest opportunity.
- The Club agrees to notify me of any changes to policies and procedures that affect parents.
- One month's written notice to terminate the contract must be given by the Club and the parent/carer.
- I have read and understood the information provided above and within the Club's policies and procedures and agree to abide by the terms and conditions of this contract.

Name of parent/carer:	
Signed: <input type="text"/>	Date: <input type="text"/>

Name of Senior Playworker:	
Signed: <input type="text"/>	Date: <input type="text"/>