



CLWB CYMERAU



CHILD REGISTRATION AND PARENT/CARER CONTRACT

| Child's Personal Details | |
|--------------------------|----------------|
| Full name of child: | |
| Gender: | |
| Name of school: | |
| Class: | |
| Date of Birth: | day/month/year |

| Child's Medical Information/Individual Needs | |
|--|--|
| Name of Doctor: | |
| Doctor's surgery and address: | |
| Postcode: | |
| Doctor's telephone number: | |
| Known medical conditions, allergies, special dietary and health needs: | YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please give details: |
| Any other relevant information playworkers should be aware of? | |

CHILD REGISTRATION AND PARENT/CARER CONTRACT (continued)

Reviewed: December 8th, 2017

| Parent/Carers' Details | Parent/Carer 1 | Parent/Carer 2 |
|--------------------------------------|-----------------------|-----------------------|
| Full names of Parents/Carers: | | |
| Relationship to child: | | |
| Home address: | | |
| Postcode: | | |
| Home telephone: | | |
| Work telephone: | | |
| Mobile: | | |
| Email: | | |

| Other named persons authorised to collect the child or who can be contacted in an emergency: | | | | |
|---|------------------|------------------|------------------|------------------|
| | Contact 3 | Contact 4 | Contact 5 | Contact 6 |
| Full name: | | | | |
| Relationship to child: | | | | |
| Personal password: | | | | |
| Home address: | | | | |
| Postcode: | | | | |
| Home telephone: | | | | |
| Work telephone: | | | | |
| Mobile: | | | | |
| Email: | | | | |

CHILD REGISTRATION AND PARENT/CARER CONTRACT (continued)

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 | |
|--------------|--|
| Clwb Cymerau | £1.00 per half hour and for the full half hour. |

- I agree to pay the above fees every **Monday** after receiving an invoice from the school on the previous Friday. **A 10% charge will be added to late payments.**
- 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.
- I understand that the club will not be open during school holidays and staff INSET days, or if the school is closed due to unforeseen circumstances.
- The club reserves the right to refuse access if invoices have not been paid for a period of one month.

My child is eligible for free school meals: **YES** **NO** (Please tick)

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 | Friday |
|--------------|--------|---------|-----------|----------|--------|
| Clwb Cymerau | | | | | |

Or

Occasional bookings:

I would like my child to attend the club occasionally and I will contact the school as soon as possible, and **by 12:00p.m the same day at the latest.** I understand that the decision regarding attendance lies in the hands of the school and is based on the numbers of the club that day.

(Please tick).

I would like my child to start on.....
(Enter start date).

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.

CHILD REGISTRATION AND PARENT/CARER CONTRACT (continued)

Complaints

The club welcomes suggestions and constructive criticism to help maintain a high quality provision and will act on any complaints in accordance with the complaints procedures. (See complaints policy and procedure).

Arrival and collection of children

- I will notify the school **by 12:00p.m.** the same day regarding attendance / non-attendance of my child in accordance with the club's arrival and collection policy.
- I, or other persons named on the child registration form, will collect my child **by no later than 5 o'clock. I will pay any fines charged for lateness.**

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.
- 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 club users 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.

Trips

The club intends to take the children out on short trips wherever possible, e.g. the harbour, the prom, the beach, Winllan Lloyd etc. The club will inform me in advance and I consent to my child taking part in these trips.

YES **NO** (please tick)

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. I consent to the club taking photographs or videos of my child. Some of these pictures may appear in newspapers, be included in publications or on the websites of the school, Gwynedd Council or other organisations with whom we will be working.

YES **NO** (please tick)

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 the 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. (See anti-bullying policy).
- The club will record details of more serious breaches and discuss them with me when relevant to my child.

CHILD REGISTRATION AND PARENT/CARER CONTRACT (continued)

Equal opportunities

The club's aim is to provide equality of opportunity for all children whatever their age, ability, gender, race or background. (See equal opportunities policy).

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.

YES **NO** (please tick)

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

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 the club's policies and procedures that affect parents, and I will be asked to sign a new copy of the parent/club contract indicating that I accept such changes.
- 7 days 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: | Date: |

| | |
|-----------------------------------|--------------|
| Name of registered person: | |
| Signed: | Date: |

In accordance with our data protection policy, information will be shared on a need to know basis as appropriate and records stored in a lockable cupboard/storage with restricted access.

Thank you for your cooperation.