

# Clwb Hwyl Hafan Y Môr

Club Leader: Hayley Davies

Telephone number: 07507797145

## CHILD REGISTRATION AND PARENT/CARER CONTRACT

Clwb Hwyl is a paid for provision (£4 per hour per child - minimum 1hr payment which includes a snack). All payments must be made on a Monday via bank transfer for the coming week. (details can be obtained from Debbie Williams or Hayley Davies)

After School Club (Clwb Hwyl) will run between 3.15-5.15pm and will be located in Mrs Lewis' (Yr.1) old classroom. The same procedures which have already been introduced during the 'Check in, Catch up & Prepare sessions' will continue. You must follow the white arrows up the school path, follow around to all classrooms, cross the school yard and stand on a blue dot outside dosbarth Cregyn (Yr.1's old class) out door area. A member of staff will dismiss your child from the classroom door. Please exit the school site by continuing to follow the white, one way arrows around the school building and exit via the double gates in the staff car park.

**The provision is not registered with CIW therefore we cannot except childcare vouchers.**

Child's Personal Details	
Full name of child:	
Gender:	
Name of school:	
Class:	
Date of Birth:	Day/month/year
Child's preferred language	<input type="checkbox"/> Welsh <input type="checkbox"/> English

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An information audit has been conducted in school by Mrs V Griffiths, who is the named Data Protection Officer (DPO) to identify and record what personal data is held in school, who we share it with, how long we keep it for and our lawful basis for processing it.

A policy has been created and procedures which reflect the GDPR changes, particularly in relation to data breach investigation and reporting: privacy notices, obtaining and managing consent and handling requests from individuals exercising their rights,

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	<input type="checkbox"/> Bi-lingual Welsh - English <input type="checkbox"/> Other spoken language <input type="checkbox"/> British Sign Language <input type="checkbox"/> Makaton <input type="checkbox"/> Other communication .....
<b>Child's Ethnicity</b>	<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.....
<b>Child's Medical Information/Individual Needs</b>	
<b>Name of Doctor:</b>	
<b>Doctor's surgery and address:</b>	

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<b>Postcode:</b>		
<b>Doctor's telephone number:</b>		
<b>Known medical conditions, allergies, special dietary and health needs:</b>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>  <b>If yes, please give details:</b>	
<b>Any other relevant information playworkers should be aware of?</b>		
<b>Parent/Carers' Details</b>	<b>Parent/Carer 1</b>	<b>Parent/Carer 2</b>
<b>Full names of Parents/Carers:</b>		
<b>Relationship to child:</b>		
<b>Home address:</b>		
<b>Postcode:</b>		
<b>Home telephone:</b>		

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Work telephone:		
Mobile:		
Email:		

**Other named persons authorised to collect child or who can be contacted in an emergency.**

Other adults	Contact 3	Contact 4	Contact 5	Contact 6
Full name:				
Relationship to child:				
Personal password				
Home address:				
Postcode:				
Home telephone:				
Work telephone:				
Mobile:				
Email:				

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## 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/child/session  3:15 – 5:15PM:	<b>£4 PER CHILD PER HOUR</b> <i>*Please note, a minimum of 1hr is charged which includes a snack</i>

- I agree to pay the above fees **ON A DAILY OR WEEKLY BASIS.**
- 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.
- The Club reserves the right to withdraw the provision if arrears are above £50.

## Regular bookings (using the club each week)

I would like my child to attend the Club on the following days (please tick).

	Mon	Tues	Wed	Thurs	Fri
After school club times	3.15 – ____	3.15 – ____	3.15 – ____	3.15 – ____	3.15 – ____
Please tick which days you require club					

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## Occasional bookings

I would like my child to attend the Club on the following days (please tick).

	Mon	Tues	Wed	Thurs	Fri
After school club times	3.15 – _____	3.15 – _____	3.15 – _____	3.15 – _____	3.15 – _____
Please tick which days you require club					

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

## Arrival and collection of children

- I will notify the Club within **24 hours** regarding attendance / non-attendance of my child in accordance with the Club's arrival and collection policy.
- My child will be collected by you from [the classroom/ school hall/playground/designated area] and safely escorted to the Club premises 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 **5.15pm**. 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.

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- Medicines will not be routinely administered. I will refer to the Club's medication policy if medication prescribed by a doctor is/becomes necessary.

## Dietary needs

I will inform the club of any allergies or intolerances my child has.

## 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 practice 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.

## 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. (Refer to anti-bullying policy).
- The Club will record details of more serious breaches and discuss them with me as relevant to my child.

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## Equal opportunities

The club aims, to provide equality of opportunity for all children whatever their age, ability, gender, race or background. (Refer to equal opportunities policy).

## 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. (Refer to complaints policy and procedure).

## 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 which may be used only for the Club's purposes.

YES       NO      (please tick)

## Signatures – consent and understanding of the terms & conditions of the contract

- I agree to telephone Miss Hayley Davies, Club leader on 07507797145 on the morning my child is attending club or send a letter into school which is to be given to the class teacher if not verbally agreed with her beforehand.
- 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.
- 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.

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<b>Name of parent/carer:</b>	
<b>Signed:</b>	<b>Date:</b>
<b>Name of senior playworker:</b>	
<b>Signed:</b>	<b>Date:</b>

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.

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