

'CLWB DDRAIG'

CHILD REGISTRATION FORM

Child's Personal Details	
Full name of child:	
Gender:	
Name of school:	YSGOL Y LLAN, WHITFORD
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 FORM (continued)

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 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:				

'CLWB DDRAIG'

ADMISSION AND FEE POLICY

We are able to take children between Reception and Year 6.

STAFFING

Supervisor Mrs J Cowans
Playworker Mrs L Jones
Playworker Mrs E Davies
Cookery Club Mrs M Cook
Craft Club Mrs Z Roberts

Committee Mrs M Davies - Chair
Miss C Davies – Vice Chair
Mrs K Thomas - Secretary
Mrs R Goddard-Jones - Treasurer
Mr B Griffiths
Mr N Williams

OPERATING TIMES

The club will operate Monday – Thursday from 3.16 to 5.15 p.m.

Children will need to be booked in and paid for in advance so that we can ensure appropriate staffing levels.

The Adult to Child Supervision Ratios are:

- Children aged 4 years and over but under 8 years 1:10
- Children aged over 8 years 1:15

PAYMENT

- Fees are to be paid at the same time as booking via the SchoolComms online payment system.

FEES	
3:16 – 4:15 p.m.	£3.50
4:15 – 5:15 p.m.	£3.00

BOOKING A PLACE

- In order to book a session in 'CLWB DDRAIG' you must go through the online SchoolComms system.
- Place your booking for the sessions you wish your child to attend for the week or month ahead.
- The booking system will close 24 hours in advance of the session.

PAYMENT

- Payment must be made via SchoolComms in advance.
- There will be a minimum payment of £14.00.
- No cash/cheque payments will be accepted.

NON-PAYMENT

- Failure to pay as described will result in no session being booked.
- Pre booked sessions not attended must still be paid for and will not be credited, unless the child is absent from school or has been sent home during the day.
- Due to staffing requirements, if a place has not been booked then your child will be unable to attend.

EMERGENCIES

- We appreciate that unplanned events and emergencies may crop up from time to time which may prevent you from collecting your child. In those cases, please ring the school office on 01745 560431.
- If a space is available in 'CLWB DDRAIG' you will be charged a £10 admin fee in addition to the cost of the session.
- Any child not picked up by 3:20 pm will be transferred to 'CLWB DDRAIG' and you will be charged a £10 admin fee in addition to the cost of the session.

COLLECTING YOUR CHILD

- All parents/carers will be asked to sign their child/ren out of 'CLWB DDRAIG'.
- Children collected after 4:15pm (according to the 'CLWB DDRAIG' clock) will also be charged for the following session.
- All parents will be asked to sign their children out of 'CLWB DDRAIG'.
- Staff must be informed of any changes in persons collecting the child.

LATE FEES

- A charge of £5 will be charged to your SchoolComms account for each quarter of an hour after 5:15p.m. should you arrive late to collect your child.
- In the event of non-collection or no contact from parent, the 'CLWB DDRAIG' Supervisor will telephone the emergency contact numbers specified on the registration form.
- If a child is left in 'CLWB DDRAIG' late without explanation and the emergency contacts cannot be located, the local authority will be contacted.

ACTIVITIES

- A variety of activities will be advertised in advance and supported by the playworkers, for example, crafts, cookery and sporting activities.

REFRESHMENTS

- A healthy snack and drink will be provided at the Club upon the children arriving at 3:16 pm.

PREMISES

- 'CLWB DDRAIG' is based primarily in the School Hall.
- Outdoor activities will take place on the school yard/field.
- In the summer months, where parental consent has been received, we will make use of the play facilities and tennis courts in the Glebe Field.

COMPLAINTS PROCEDURE

- In the first instance any concerns or complaint should be made to the 'After School Club' Supervisor, who will make every effort to resolve the matter.
- The Supervisor will want to take some details to make sure that all the information needed to investigate the complaint has been noted. This will include:
 - o Your name
 - o The nature of the complaint
 - o Date and time of complaint
- If unresolved the complaint should be made in writing to the Committee.

Signature

- I confirm that I have read, understood and am bound by the details contained within this Admissions and Fee Policy.
- I understand that school will hold information for 'CLWB DDRAIG' and this information may be shared with the 'CLWB DDRAIG' staff and Committee.
- I understand that school will print bookings from the online system and pass this information onto 'CLWB DDRAIG' staff and School staff, as appropriate.
- 'CLWB DDRAIG' will notify me of any changes in fees in writing at least one month before they are implemented.
- 'CLWB DDRAIG' reserves the right to withdraw admission to the club due to non-payment of fees. If you are in financial difficulties please contact the Committee.

Name of parent/carer:	
Signed:	Date: