



## Contract between Provision and Parents and Registration Form

### Additional guidance:

In this policy parents refers to those with parental responsibility i.e. guardians or authorised care-givers

A copy of the statement of purpose and the operational plan accompanies the contract and registration form given to parents.

A copy of the contract and registration form is kept by both provider and the parents.

All policies and procedures are available for parents to read and are available on request, but they should be given a copy of the behaviour, equal opportunities (inclusion) and complaints policies and procedures to keep.

**Name and address of provision:** Ysgol Y Foel Out of School Club

**Contact details:** Mrs Amanda Walker [WalkerA46@hwbcymru.net](mailto:WalkerA46@hwbcymru.net) 01352740197

**Name of person in charge :** Miss Kimberley Edwards

Information recorded here is kept confidential – see confidentiality policy

Child's personal details:

Full name of child:	
Gender:	Date of birth (dd/mm/yyyy):
Child's home address:	
Postcode:	
Telephone:	

**Parents' details:**

<b>Full names:</b>	<b>Parent 1</b>	<b>Parent 2</b>
<b>Home address:</b>		
<b>Postcode:</b>		
<b>Home telephone:</b>		
<b>Work telephone:</b>		
<b>Mobile:</b>		
<b>Email:</b>		

**Details of persons authorised to collect child or who can be contacted in an emergency.**

The information below will only be used for the purposes of picking/dropping off your child or contacting in an emergency where primary parent/carers are not available.

<b>Full name:</b>	<b>Contact 1</b>	<b>Contact 2</b>	<b>Contact 3</b>	<b>Contact 4</b>
<b>Relationship to child:</b>				
<b>Home address:</b>				
<b>Postcode:</b>				
<b>Home telephone:</b>				
<b>Work telephone:</b>				
<b>Mobile:</b>				
<b>Email:</b>				

**A phone call for verbal permission with an accurate description of the collector is required before releasing any child to anyone other than those noted above. Proof of identity and/or a password may also be required. See admissions policy.**

**Child's medical information/individual needs:**

<b>Name of doctor:</b>	
<b>Name of health visitor:</b>	
<b>Doctor's surgery and address:</b>	
<b>Postcode:</b>	
<b>Doctor's telephone number:</b>	
<b>Known medical conditions, allergies, special dietary and health needs:</b>	<ul style="list-style-type: none"><li>• Yes • No</li></ul> If yes, please give details:
<b>Details of any medication being used:</b>	
<b>Any other relevant information we should be aware of?</b>	

**Please see medication and asthma policy.**

**Child's home language /s**

<ul style="list-style-type: none"><li>• Welsh</li><li>• English</li><li>• Bi-lingual Welsh - English</li><li>• Other spoken language</li></ul> .....	<ul style="list-style-type: none"><li>• British Sign Language</li><li>• Makaton</li><li>• Other communication .....</li></ul>
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### Child's ethnicity:

This field is optional, however, the more we understand you and your family the better we can provide suitable childcare and learning. If there are any cultures, or ethnicities that you would like to make us aware that are important to you and your family (grandparents/ wider family members/ close friends etc.) this can help us ensure we recognise and celebrate important events and help inform us about the experiences we share to recognise and represent all children in our provision.

<ul style="list-style-type: none"><li>• Asian, Asian British, Asian Welsh</li><li>• Black, Black British, Black Welsh, Caribbean or African</li><li>• Mixed or Multiple</li></ul>	<ul style="list-style-type: none"><li>• White</li><li>• Other ethnic group</li></ul> <p>.....</p>
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**Arrangements in the case of sickness and/or any emergency:** *Ysgol Y Foel Out of School Club* does not accept children who are unwell and we expect parents to inform us on the day (or sooner) if their child will not be attending. If a child becomes unwell during their stay with us, we contact the parent at the earliest opportunity. Our staff have undertaken appropriate training to deal with an emergency.

### (Please also refer to our Health and hygiene, admissions and medication policies)

While every attempt will be made to contact you there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency call the emergency services. Please sign below giving your consent to *Ysgol Y Foel Out of School Club* taking such action in your absence:

I ( <i>print name</i> ) _____ give my consent to Ysgol Y Foel Out of School Club administering basic first aid (of which a written record will be kept).	
Signature of parent: _____	Date: _____

I ( <i>print name</i> ) _____ give my consent to Ysgol Y Foel Out of School Club signing any written form or consent required by hospital authorities if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety.	
Signature of parent: _____	Date: _____

**Photographs and videos:** staff may take photographs and or videos of the children during activities/outings, these may be used for display/training purposes within the provision. If photographs are to be used for external publicity purposes, separate consents are asked for.

• I give permission for my child to be photographed

• Videoed.

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

**Outings:** from time to time children will be taken on outings in the locality. (Please refer to our outings policy.)

• I give permission for my child to be taken on outings in the locality.

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

**Settling in:** *Ysgol Y Foel Out of School Club* works with parents to help their child settle happily.

Tell us about anything that will help us understand the needs of your child more fully, such as your child's preferred name, comfort object, and daily routine:

*Ysgol Y Foel Out of School Club* welcomes requests from parents to discuss how best to introduce their child to this provision. (Please refer to our admissions, arrivals and collections, settling - in and failure to collect children policy and procedure.)

**Fees:** *Ysgol Y Foel Out of School Club* charges a registration fee of xxx.

Fees are £xxx per session/hour/day and are paid daily/weekly/monthly/half termly/termly - in advance/by Direct Debit. (Note details of reductions for siblings; any scheme for reduced payments/national/local initiatives.)

Fees are payable if a child is absent without notice or for a short period of sickness/family holiday. (Adapt as needed.)

Parents are advised to speak to Mrs. Amanda Walker about payment of fees in cases of prolonged absence.

A child's continued place at *Ysgol Y Foel Out of School Club* is dependent on continued payment of fees.

**Charges for absence are as follows:**

Unwell: \_\_\_\_\_

Occasional days off: \_\_\_\_\_

Parents' holiday: \_\_\_\_\_

Provision closed due to unforeseen event: \_\_\_\_\_

**Notice:** *Ysgol Y Foel Out of School Club* requires *one month* notice in writing of a child leaving the provision.

**Registration:** (*name of child*) \_\_\_\_\_  
to start on: \_\_\_\_\_ for \_\_\_\_\_  
number of *sessions /hours/days* per week.

Days agreed:	Mon	Tue	Wed	Thu	Fri
Arrival time:					
Departure time:					

**Before and after school care:**

Days agreed:	Mon	Tue	Wed	Thu	Fri	Weekly fees
Arrival time – am:						
Departure time – am:						
Arrival time – pm:						
Departure time – pm:						
<b>Total for week:</b>						

**Please note that:**

- **Parents are expected to read all policies and procedures.** The pack is available from *Mrs Walker/Miss Edwards*. A copy of the behaviour, equal opportunities (inclusion) and complaints policies and procedures must be retained by parents.
- **Specific exemption clauses may apply to the insurance cover provided by Ysgol Y Foel Out of School Club.** A copy of insurance policies is available from Ysgol Y Foel school secretary for parents to ensure that their needs and those of their child are met.
- **It is our policy that everyone who attends, works in or visits Ysgol Y Foel Out of School Club has the right to enjoy the service we provide** and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.
- *Ysgol Y Foel Out of School Club* welcome discussion with parents about the service they and their child can expect from us. Please speak to *a member of staff* and/or read the complaints policy and procedure. If you remain unhappy about the service you receive, please contact the relevant CIW office at:
  - Telephone: 0300 7900 126
  - Email: [ciw@gov.wales](mailto:ciw@gov.wales)
  - Welsh Government office  
Sarn Mynach  
Llandudno Junction  
LL31 9RZ
  - and at [www.careinspectorate.wales](http://www.careinspectorate.wales)

**Agreement between parent(s) and Ysgol Y Foel Out of School Club:**

- I understand that by completing and signing this contract and registration form I agree to meet the terms and conditions of Ysgol Y Foel Out of School Club.
- I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.
- I have read and understood and agree to the policies and procedures of the provision.
- I understand the information that is recorded on this form will be stored and used for the purpose of providing services to the child for whom I am the parent/carer/guardian (delete as appropriate).
- No information will be shared without permission

**Name of parent 1:**

**Signature of parent:**

**Date:**

**Name of parent 2:**

<b>Signature of parent:</b>	<b>Date:</b>
<b>Name of <i>person in charge/registered person/responsible individual</i> on behalf of Ysgol Y Foel Out of School Club:</b>	
<b>Signature on behalf of Ysgol Y Foel Out of School Club:</b>	
<b>Date:</b>	

Personal information contained in this contract and registration form is kept in line with the provision's GDPR, Privacy and Confidentiality policy and procedure for Ysgol Y Foel Out of School Club.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you or the child for whom you are the parent/carer/guardian please see our GDPR/data protection/privacy policies.

<b>This contract and registration form was agreed for use in Ysgol Y Foel Out of School Club</b>	
On:	
By:	Position:
Date of planned review:	