Contract between Provision and Parents/Carers and Registration Form for Wraparound care

A copy of the statement of purpose and the operational plan accompanies this contract and registration form given to parents/carers. A copy of the contract and registration form is kept by both provider and the parents/carers. All policies and procedures are available for parents to read and are available on request.

Name and address of provision: Faenol Playgroup Community Interest Company Contact details: Catherine Lloyd (Playgroup Manager), Faenol Playgroup CIC, John's Drive, Bodelwyddan, Denbighshire Tel: 07867846588 Email: faenolplaygroupcic@gmail.com

Information recorded here is kept confidential – see confidentiality policy

Child's personal details:

Full name of child:	
Gender:	**Date of birth:**
Child's home address: **Postcode:**	
Telephone:	

Child's preferred language:

☐ **Welsh** ☐ **English** ☐ **Bi-lingual Welsh - English** ☐ **Other spoken language**	☐ **British Sign Language** ☐ **Makaton** ☐ **Other communication** ……

Child's ethnicity:

☐ **White** ☐ **Mixed/multiple ethnic groups** ☐ **Asian/Asian British**	☐ **Black/Black British** ☐ **Other ethnic group** ……

Parents'/carers' details:

Full names:	**Parent/Carer 1**	**Parent/Carer 2**
Relationship to child:		
Home address: **Postcode:**		
Home telephone:		
Work telephone:		
Mobile:		
Email:		

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

	Contact 1	Contact 2	Contact 3	Contact 4
Full name:				
Relationship to child:				
Home address: **Postcode:**				
Home telephone:				
Work Telephone:				
Mobile:				

Proof of identity, 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. A password may also be required. See admissions policy.

Child's medical information/individual needs:

Name of doctor:	
Name of health visitor:	
Doctor's surgery and address: **Postcode:**	
Doctor's telephone number:	
Known medical conditions, allergies, special dietary and health needs:	☐ **Yes** ☐ **No** **If yes, please give details:**
Details of any medication being used:	
Any other relevant information we should be aware of?	

Please see medication and asthma policy.

Arrangements in the case of sickness and/or any emergency:

Faenol Playgroup CIC does not accept children who are unwell and we expect parents/carers 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/carer at the earliest opportunity. Staff at Faenol Playgroup CIC 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 Faenol Playgroup CIC taking such action in your absence:

I *(print name)* _____

- give my consent to *Faenol Playgroup CIC (wraparound care)* administering basic first aid (of which a written record will be kept).

Signature of parent/carer: _____Date:_____

- give my consent to *Faenol Playgroup CIC (wraparound care)* 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/carer: _____Date:_____

Photographs and videos:

From time to time 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/carer: _____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/carer:_____ Date:_____

Settling in:

Faenol Playgroup CIC works with parents/carers to help their child settle happily. Please tell us at the induction meeting and/or in the All About Me form 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:

Faenol Playgroup CIC welcomes requests from parents/carers 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.)

Registration For

Playgroup Wraparound Care

Name of Child _____to start on: ……..

for _____ sessions per week.

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

Fees & Charges for Absence:

Fees are:

£14.85 for the 9 a.m. - 1.00 a.m. session

£14.85 for 11.15 a.m. – 3.15 a.m. session

Fees are to be paid *weekly in advance by:*

- Credit or debit card through Parentpay
- BACS transfer
- Childcare Vouchers
- **We are also registered for the Childcare Offer Scheme**.

Fees are payable in full if a child is absent without notice or for a short period of sickness/family holiday.

Parents/carers are advised to speak to the Playgroup Manager about payment of fees in cases of prolonged absence.

A child's continued place at Faenol Playgroup CIC is dependent on continued payment of fees.

Charges are as follows for absence :

Sickness: Full payment
Occasional days off: Full fee payable
Parents' holiday: Full fee payable
Provision closed due to unforeseen event: No fee payable
Outings: Full fee payable

Notice

Faenol Playgroup CIC requires one month notice in writing of a child leaving the provision.

Please note that:

- **Parents/carers are encouraged to read all policies and procedures.** The pack is available from the playgroup page at www.ysgolyfaenol.co.uk or from the parents area at the playgroup entrance.
- **Specific exemption clauses** may apply to the insurance cover provided by Faenol Playgroup CIC. A copy of insurance policy is available from the Playgroup Manager for parents/carers to ensure that their needs and those of their child are met.
- **It is our policy that everyone who attends, works in or visits Faenol Playgroup CIC 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.

In the event of a compliment, concern or complaint Faenol Playgroup CIC welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to the playgroup manager (Mrs. Catherine Lloyd) and/or read the complaints policy and procedure. If you remain unhappy about the service you receive please contact the relevant CIW office at:

CIW North Wales Region

Welsh Government office,

Sarn Mynach,

Llandudno Junction,

LL13 9RZ

TEL: 0300 7900126

Agreement between parent(s)/carer(s) and Faenol Playgroup CIC (wraparound care)

- I understand that by completing and signing this contract and registration form I agree to meet the terms and conditions of *Faenol Playgroup CIC.*
- 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.

Name of parent/carer 1:_____

Signature of parent/carer:_____

Date:_____

Name of parent/carer 2:_____

Signature of parent/carer:_____

Date:_____

Name of person in charge/registered person/responsible individual on behalf of Faenol Playgroup CIC : _____

Signature on behalf of Faenol Playgroup CIC: _____

Date:_____

Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for Faenol Playgroup CIC,

under the General Data Regulation Requirements 2018 and the Human Rights Act 1998.

This **contract and registration form** was passed for use in *Faenol Playgroup CIC*

On:

By: Position:

Date of planned review: Autumn 2020