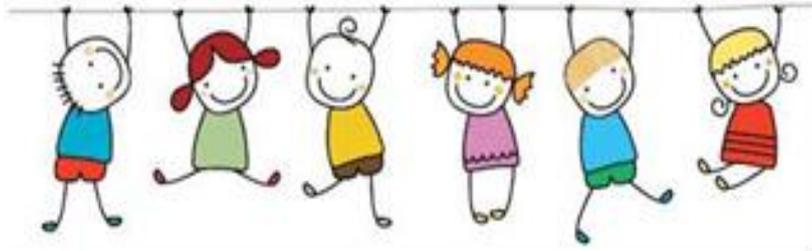


Clwb Penmorfa



Parent/Guardian Agreement 2023-2024

FOR OFFICE USE ONLY

Name:

D.O.B.

Start date:

Allergies:

Trips: Y / N

Password:

Sunblock: Own / Clwb

Consent for Media: Y / N

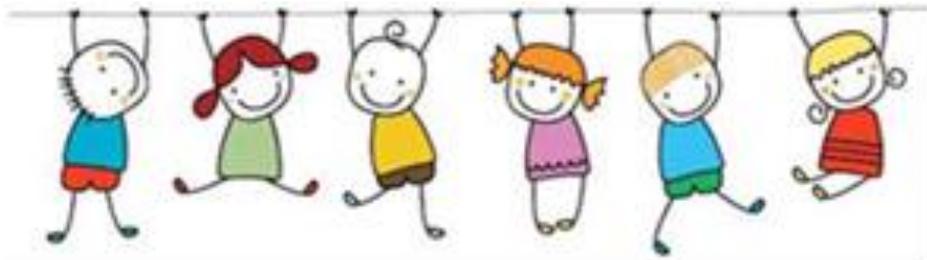
Consent to apply sunblock Y /N

Consent for info sharing: Y / N

Checked and signed by:

Please complete all of the details throughout this booklet and return to setting before your child starts.

1. Sessions and fees
2. Medical Information (including medication and sunscreen)
3. Policies and Procedures
4. Off site visits
5. Permissions
6. Booking forms
 - 6a Playgroup
 - 6b After School Club
 - 6c Holiday Club
7. Seesaw
8. All About Me



Agreement

Between the following parties and effective from the date of the signatures until you no longer use the facility or until this agreement is amended and replaced by either party.

Clwb Penmorfa
Ysgol Penmorfa
Dawson Drive
Prestatyn
Denbighshire
LL19 8SY

Parent/Carers name.....

Address.....

.....

Postcode:

Home telephone number:

Mobile number:

Work number.....

Email address.....

Signed by parent/guardian

Date

.....

.....

Child's Name

Sex Date of birth

Home address (if different from above)

.....
.....

Emergency contact numbers

..... Relationship to child

Who will be collecting your child

Please list below the names of parents/guardians/family who you nominate to collect your child.

(No person under the age of 16 years is allowed to collect a child)

1. Tel no

2. Tel no

3. Tel no

4. Tel no

5. Tel no

Password: (for emergency collections)

1. Sessions and Fees

Morning sessions	9am - 11.30am 9am-12:30pm	(Wrap around School)
Afternoon sessions	11:30-3pm 12.30pm - 3pm	(Wrap around School)
School day	9am -3pm	
Afterschool Club	3.05pm/3.15pm - 4.15pm 3.05pm/3.15pm - 5.15pm 3.05pm/3.15pm - 6pm	
Holiday club	8am - 1pm (Morning) 1pm - 6pm (Afternoon) 8am - 6pm (Full Day)	

Session Fees (includes the cost of snack and school transfer)

School day

9 - 3pm £26.00

2.5 hours

9am - 11.30am £12.00

12.30pm - 3pm £12.00

3.5 hours and Wrap around

9am - 12:30pm

11:30 - 3pm £16.00

Afterschool Club

3.05/3.15pm - 4.15pm £4.00

3.05/3.15pm - 5.15pm £8.00

3.05/3.15pm - 6pm £10.00

Breakfast Club

Part time pupils and under 3s

7.45am - 9.00am £3.50

Holiday Club

Morning £17.50

Afternoon £17.50

Full Day £35.00

Fees

Fees are paid via ParentPay. I/we agree fees are to be paid at the beginning of the week or first session attended. I/we agree fees are still payable if my child is absent because of illness or holiday.

Lateness

I/we agree to pick up my/our child at the agreed time.

I agree that if I/we am/are late at the end of an afternoon session we will follow our Uncollected Child policy (see excerpt in the text box below).

I/we agree late fee of £5 per 15 minutes will be charged to cover emergency staffing.

- No child is left unattended because a parent/carer fails to collect them and two members of staff remain to supervise the child.
- Every effort is made to contact the parent/carer or emergency contacts.
- A late fee of £5 per 15 minutes will be charged to cover emergency staffing.
- A child is not released into the care of any person without the written permission of the parent/carer. However, in an emergency situation, a telephone call from the parent/carer stating that another adult will collect the child may be accepted provided that the password given by this adult is correct.
- Clwb Penmorfa reserves the right to make additional checks on persons arriving to collect a child if considered appropriate in exceptional circumstances.
- If all attempts to contact relevant adults fail, the Social Services duty officer is contacted who will be asked to advise what action to take. The registered person/responsible individual is informed.
- If at any time when a child is collected there are concerns that to hand over the child may be placing them at some risk, the member of staff seeks advice from the manager who will speak to the parent/carer, and do what is reasonable in the circumstances to safeguard the child's welfare. In certain circumstances, the manager may advise the parent/carer that following handover, they will call the social services duty officer or police or relevant agency, and that the Clwb Penmorfa's Child Protection policy may be put into action. A record of the circumstances is made.
- A record of events when a child is not collected on time is kept. This records the date, time of collection, the name and address of any non-authorized person collecting the child, and any additional relevant information. A copy is given to the parents/carers.

Notice

I/we agree to give one months' paid notice prior to my child leaving the playgroup sessions. I/we accept there will be a full charge for this period.

Signed by parent/guardian

Date

.....

.....

2. Medical Information

Child's doctor

Address

Telephone number

Health visitor

Telephone number.....

Health Needs

.....

.....

Allergies

.....

.....

.....

Other Dietary needs and preferences

.....

.....

.....

Medication (if your child requires medication during their session please indicate here and complete the appropriate forms along with clearly labelled in date medication). Please note all antibiotics must be given at home for the first 24 hours.

.....

Immunisations

Please tick to indicate which vaccinations the child has had

- The 6-in-1 vaccine
- Pneumococcal (PCV) vaccine
- Rotavirus vaccine
- MenB vaccine
- Measles, mumps and rubella (MMR) vaccine
- Hib/MenC vaccine
- Children's flu vaccine (annual)
- 4-in-1 pre-school booster

Other vaccinations (please list)

.....

Infectious illnesses e.g. chicken pox

.....

If your child has experienced sickness or diarrhea, they must wait 48hrs after the last episode before returning to Clwb.

Sunblock (please tick one)

- I agree to provide clearly labelled sunblock for my child and consent for the staff to apply this.

Or

- I agree to pay £3 towards the costs of providing 'Lacura SPF30 Moisturising Sun Lotion' and consent for the staff to apply this.

Signed by parent/guardian

Date

.....

.....

2. Policies and procedures

I/we understand that the policies are available in the foyer area and website.

I/we understand the procedures for administering medicine

I/we understand the procedure for complaints

I/we have read and accept the Parent/Guardian Information Booklet
(Statement of Purpose)

I/we agree with Clwb Penmorfa's discipline and behavior policy

Signed by parent/guardian..... Date.....

Bullying

- Bullying is defined as a deliberate action that is persistent, violent, humiliating, intimidating, shaming, ridiculing, threatening or leave a child feeling undervalued.
- Children who appear to be bullying other children will be dealt with appropriately

Behaviour Policy

- Behaviour management is essential to ensure the smooth and safe running of our provision.
- Adults involved in the group are to be made aware of their role in promoting acceptable behavior and will:
- Understand age/stage appropriate behavior.
- Provide a social environment where activities are stimulating and appropriate for them.
- Development stage of the children.
- Act as a good role model by showing consideration, respect and good manners to and for others.
- Work with parents and carers to promote and encourage acceptable behaviour.
- Be positive, constructive and fair, by rewarding and praising acceptable behavior.
- Encourage children to develop self-discipline.
- Be able to differentiate between deliberate and accidental occurrences.
- Be aware there may be underlying problems when unacceptable behavior occurs and always respond appropriately respecting confidentially.
- Use appropriate language and establish eye contact when talking to the children.
- Adults will never use any form of physical intervention e.g. holding, unless it is necessary to prevent personal injury to the child, other children, an adult or serious damage to property.
- Record serious incidents and inform parents on the day.
- Intervene as soon as possible after incident.
- If behavior is ongoing (daily) the behavior will be monitored, recorded and shared with parents. Where appropriate the information will be shared with relevant professionals after permission has been given from the child's parents.

Complaints Policy

If you have any concerns or complaints regarding our service, please, in the first instance, arrange to have a chat with the Person in Charge. If you are not satisfied with the outcome of this informal chat you can then put your complaint in writing to:

Clwb Penmorfa
Ysgol Penmorfa
Dawson Drive
Prestatyn
LL19 8SY

The complainant will be notified, in writing, of the outcome of the investigation within 14 days of receiving the complaint. With the agreement of the complainant the period for resolution may be extended by up to a further 14 days if necessary. Please see our Complaints policy for further details.

The role of CIW in the complaints process: CIW is happy to receive information about any social care service but is not a complaints agency and has no statutory powers to investigate individual complaints between people and their service providers. They cannot make judgments on behalf of people or decide who is right or wrong. When CSSIW receives information about a service they will consider it, inform the complainant and take the actions outlined in our complaints policy.

Contact details: C.I.W.
North Wales Region Government Offices Sarn Mynach
Llandudno Junction LL31 9RZ

Telephone: 03000625609

4. Off site visits

Please tick

- I agree for my child to be taken on short walks and visits to the local community

5. Permissions

Please tick

- I agree for photographs of my child being used within the setting (wall displays).
- I agree with photographs of my child being used for the school newsletter.
- I agree with photographs of my child being used in local media.
- I agree with photographs of my child being used for social media.

Playgroup only

I/we agree that during the playgroup sessions, my child's development can be recorded and passed on to the:

Please circle

Nursery school	Yes / No
Local authority	Yes / No
Family Link Team	Yes / No

(Family Link ask us to provide a Nutshell for each child going into school, which is a snap shot of your child including information such as their date of birth)

I/we understand that my child needs to come dressed to play in play clothes

I/we agree to label all clothes/hats and wellies

Signed by parent/guardian

Date

.....

.....

6a. Booking Form for Playgroup

Name of child:

Date of Birth:

Days and sessions required (Please circle):

Beginning week commencing

Monday	AM	PM	AM Wraparound	PM Wraparound	Full day
Tuesday	AM	PM	AM Wraparound	PM Wraparound	Full day
Wednesday	AM	PM	AM Wraparound	PM Wraparound	Full day
Thursday	AM	PM	AM Wraparound	PM Wraparound	Full day
Friday	AM	PM	AM Wraparound	PM Wraparound	Full day

All sessions booked will be permanent and term time only. If you require any changes please see a member of staff.

Please note any funding your child is entitled to:

Early Education Flying Start Childcare Offer Supported Funding

If you have selected any of the above, have you registered and selected Clwb Penmorfa?

Yes No

(Please note if you haven't registered you will be charged the full amount)

Please pay directly via ParentPay. You will be issued with a username and password once we receive this form.

6b. Booking Form for Afterschool Club

Name of child:

Date of Birth:

Days and sessions required (Please circle):

Beginning week commencing

Monday	3.15 - 4.15pm	3.15 - 5.15pm	3.15 - 6pm
Tuesday	3.15 - 4.15pm	3.15 - 5.15pm	3.15 - 6pm
Wednesday	3.15 - 4.15pm	3.15 - 5.15pm	3.15 - 6pm
Thursday	3.15 - 4.15pm	3.15 - 5.15pm	3.15 - 6pm
Friday	3.15 - 4.15pm	3.15 - 5.15pm	3.15 - 6pm

If sessions will vary from week to week please provide us with an email address so that we can send you a form to book in on a weekly basis.

Email

Please note any funding your child is entitled to:

Childcare Offer

Other - please give details:

If you have selected any of the above, have you registered and selected Clwb Penmorfa?

Yes

No

(Please note if you haven't registered you will be charged the full amount)

Please pay directly via ParentPay. You will be issued with a username and password once we receive this form.

6c. Booking Form for Holiday Club

Name of child:

Date of Birth:

Days and sessions required (Please circle):

Beginning week commencing :.....

Monday	8:00am-1:00pm	1:00pm-6:00pm	9:00am-6:00pm
Tuesday	8:00am-1:00pm	1:00pm-6:00pm	8:00am-6:00pm
Wednesday	8:00am-1:00pm	1:00pm-6:00pm	8:00am-6:00pm
Thursday	8:00am-1:00pm	1:00pm-6:00pm	8:00am-6:00pm
Friday	8:00am-1:00pm	1:00pm-6:00pm	8:00am-6:00pm

Please note any funding your child is entitled to:

Childcare Offer National Savings Scheme Other - please give details

If you have selected any of the above, have you registered and selected Clwb Penmorfa?

Yes No

(Please note if you haven't registered you will be charged the full amount)

Please pay via ParentPay. Children who are not yet on role at school will be given log in details and information on how to pay and access the account once we receive this form.

Thank you so much for choosing Clwb Penmorfa.



Seesaw

We need your parents consent in order for their child to use Seesaw. Seesaw is privet GDPR compliant where parents and carers are able to view posts from their child and Clwb Penmorfa.

I give consent for my child to use seesaw for Clwb Penmorfa. I understand that photos and videos of my child may be viewed by other parents from the setting.

Childs name.....

Parent name printed

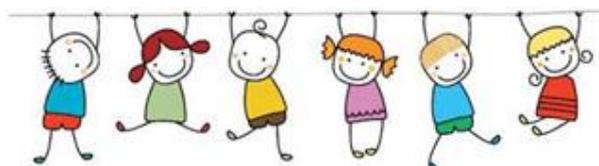
Parents name signed.....

Date.....

Two parents/carers will be allowed to connect to seesaw. Please give the emails of each below.

1.....

2.....



Contact details

Registered Person Sharon Davies

Person in charge: Lisa Oldroyd

Telephone number: 01745 852757

Address: Clwb Penmorfa
Ysgol Penmorfa
Dawson Drive
Prestatyn
LL19 8SY

Email:

OldroydL5@hwbcymru.net

Sharon.A.Davies@denbighshire.gov.uk

Website:

www.clwbpenmorfa.co.uk





7. All about me

A picture of me

My name _____

My date of birth _____

How old am I _____

Who is in my family

Language/s spoken at home _____

Religion _____

Things I like to do _____

Things I don't like _____
