



Bwlchgwyn Cabin Crew

CHILD REGISTRATION AND PARENT/CARER CONTRACT Terms and Conditions

The 'parent/carer', 'I' and 'my' refers to parent/carers who are bound by these terms and conditions.

Opening Times	Fees (per child per session)	Payment Terms
After-School club (3:15pm - 6:00pm)	3:15 to 4:15 - £4.00 3:15 to 5:15 - £6.50 3:15 to 6:00 - £8.00 (a discount of 50p per child will be applied if 2 or more siblings attend any session)	Monthly - invoices will be issued on the last Friday of each month, payment is required within 2 wks
Late payments will incur a £10 penalty and further bookings will not be accepted until payment is received in full.		
Holiday club: (8:15am - 5:30pm)	Full Day(not pre-booked) - £22 Full Day(pre-book 2+ wks in advance) - £20 Half Day(5 hour session pre - booked) - £15 Half Day(5 hour session not pre - booked) - £18	All fees to be paid in advance, at time of booking - places need to be booked by the pre-advised deadline, before start of school holiday, to benefit from pre-booked rates)
Nursery Plus: (11:30am - 3:15pm)	Nursery Permanent Booking - £13.50 Nursery Ad-hoc bookings - £15.50	All fees to be paid in advance, at beginning of each half term for permanent bookings or at time of booking for ad-hoc bookings
Canin Crew is registered to provide the 30 hr Childcare Offer Wales - bookings for childcare offer funded places must be made via email or directly with a member of staff		
Playgroup Mondays & Thursdays 1:10pm - 3:10pm	Playgroup Permanent Booking - £5.00 Playgroup Ad-hoc bookings - £6.00	All fees to be paid in advance, at beginning of each half term for permanent bookings or at time of booking for ad-hoc bookings

Please note:

- Payment can be made via online banking (A/C No: 02507439 Sort Code: 40-47-26), pay a contact(mobile banking app) or childcare vouchers - please speak to Senior Playworker for further information.
- Non-attendance of booked places will not be refunded under any circumstances.
- Working parents may be entitled to Working Tax Credit and be able to claim up to 70% of childcare costs back through the childcare element. For more information about this telephone FREE on 0845 300 3900. For further information about support with the costs of childcare contact the Family Information Service.

Arrival and collection of children

- I will notify the Club regarding any unexpected attendance / non-attendance of my child in accordance with the Club's arrival and collection policy.
- Infant children will be collected by staff from their classroom and safely escorted to the Club premises until a named adult as detailed in the registration form collects them.
- Junior children will make their own way to The Cabin & will be met by a member of staff.
- I or other persons named on the child registration form will collect my child by the times specified. I will pay any fines charged for lateness.



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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.
- 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 provide the Club with full details my child's specific dietary needs so my child can be appropriately catered for.

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.

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).

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.
- The Club implements clear emergency procedures – evacuation in case of fire or another 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.



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Nappy Changing

- We respectfully request that children arrive at playgroup freshly changed
- Children are to have their own nappies, etc. supplied by parents
- Staff will wash their hands before and after nappy changing
- Staff will wear gloves to protect children and themselves
- Changing mats will be cleaned before and after nappy changing with Dettol
- Children will not be left unattended
- Parents will be asked to dispose of nappies

Potty Training

- Staff will encourage the children with their potty training in accordance with parent's wishes
- Staff will always wear rubber gloves to protect the children and themselves
- If there are multiple issues with a child's potty-training staff may request the parents provide pull-ups
- Staff will wash their own hands and the children's after each potty-training session

AGREEMENT

- I agree to pay the fees as detailed above.
- The Club will notify me of any changes in fees in writing at least one month before they are implemented.
- After School club places must be cancelled in accordance with our Admissions Policy
- Non-attendance: If a Nursery Plus or Holiday club place has been booked and the child does not attend, for any reason or only attends part of a session, then fees are non-refundable.
- Non-receipt/overdue fees will result in a child's place being cancelled.
- The Club reserves the right to make charges for late collection in accordance with the Club's Arrival and Collection policy.
- 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.
- One month's written notice to terminate the contract must be given by the Club and the parent/carer. One weeks' notice is required to vary an after-school permanent booking as per the Admissions Policy.
- 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 and the Club's Policies and Procedures.
- In accordance with GDPR Regulations information will be shared on a need to know basis as appropriate and records stored in a lockable cupboard/storage with restricted access. If you wish to see our privacy notice or retention policy these are available upon request.