



Llangyfelach Primary Wraparound
Pengors Road, Llangyfelach, Swansea SA5 7JE

Headteacher/Registered Person: Mr Lee Burnell
Person in Charge: Miss Jessica Williams



Play, Learn & Grow Together

☎: 01792 771497

e-mail: Llangyfelachprimary@llangyfelach.swansea.sch.uk

e-mail: BurnellL10@hwbcymru.net

Web: www.llangyfelachprimaryschool.co.uk

Contract and Registration

Information recorded here is kept confidential – see confidentiality policy

Child's personal details:

Full name of child:	
Gender:	Date of birth (day/month/year):
Child's home address:	
Postcode:	
Telephone :	

Parents'/carers' details:

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



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

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

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	<input type="checkbox"/> Yes <input type="checkbox"/> No

health needs:	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.

Child's preferred language:

<input type="checkbox"/> Welsh	<input type="checkbox"/> British Sign Language
<input type="checkbox"/> English	<input type="checkbox"/> Makaton
<input type="checkbox"/> Bi-lingual Welsh - English	<input type="checkbox"/> Other communication
<input type="checkbox"/> Other spoken language

Child's ethnicity:

<input type="checkbox"/> White	<input type="checkbox"/> Black/Black British
<input type="checkbox"/> Mixed/multiple ethnic groups	<input type="checkbox"/> Other ethnic group
<input type="checkbox"/> Asian/Asian British

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

Llangyfelach Primary Wraparound 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 Llangyfelach Primary Wraparound have undertaken appropriate training to deal with an emergency. **(Please also refer to our health and hygiene, admissions and medication policies.)**



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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 (*name of provision*) taking such action in your absence:

I (*print name*) give my consent to LPW administering basic first aid (of which a written record will be kept).

Signature of parent/carer:

Date:

I (*print name*) give my consent to LPW 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 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: Llangyfelach Primary Wraparound works with parents/carers 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:



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Llangyfelach Primary Wraparound 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.)

Fees:

- ✚ Llangyfelach Primary Wraparound charges are:-
 - £3.50 Breakfast session
 - £6.00 per hour for After School Club and After School Extra
 - £1.00 additional fee for Cooking Club Thursday
 - £22.50 Nursery Morning Session
 - £17.50 Nursery Afternoon Sessionand are paid weekly in advance.
- ✚ Fees are payable if a child is absent without notice, although in certain circumstances this can be used as credit for future bookings.
- ✚ Parents/carers are advised to speak to Lee Burnell/Lynda Phillips/Jessica Williams about payment of fees in cases of prolonged absence.
- ✚ A child's continued place at Llangyfelach Primary Wraparound is dependent on continued payment of fees.

Notice: Llangyfelach Primary Wraparound requires one week notice in writing of a child leaving the provision.

Please note that:

- ✚ Parents/carers are expected to read all policies and procedures. The pack is available from Llangyfelach Primary School.
- ✚ Specific exemption clauses may apply to the insurance cover provided by Llangyfelach Primary Wraparound. A copy of insurance policies is available from Lee Burnell 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 Llangyfelach Primary Wraparound 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 Llangyfelach Primary Wraparound welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to Lee Burnell and/or read the complaints policy and procedure. If you remain unhappy about the service you receive please contact the relevant CSSIW office - www.cssiw.org.uk.

Agreement between parent(s)/carer(s) and Llangyfelach Primary School.

- I understand that by completing and signing this contract and registration form
- I agree to meet the terms and conditions of Llangyfelach Primary School.



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- 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 Llangyfelach Primary School:

Signature on behalf of Llangyfelach Primary School:

Date:

- ✓ A copy of the statement of purpose and the operational plan accompanies the 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.
- ✓ Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for Llangyfelach Primary Wraparound



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