



Out Of School Registration Form

Date Completed.....

Personal Details

Child's Full Name	Date of Birth
Known as	Male/Female

Parent/Carer Name		Mobile Number	
Parent/Carer Name		Mobile Number	
Email Address:			
Home Address			
Postcode			
Home Telephone Number			
Child's Religion		Ethnic Group	
School			

Attendance Details

Only applicable if you wish your child to attend Regular **After school sessions**.

	Please tick
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	



FFurflen Gofrestru Wedi Ysgol

Dyddiad cwblhau.....

Manylion Personol

Enw llawn y Plentyn	Dyddiad Geni
Gelwir yn	Gwryw/Benyw

Enw y Rhiant/Gofalwr		Rhif ffôn symudol	
Enw y Rhiant/Gofalwr		Rhif ffôn symudol	
Cyfeiriad E-bost:			
Cyfeiriad Cartref			
Côd Post			
Rhif Ffôn Cartref			
Crefydd y Plentyn		Grŵp Ethnig	
Ysgol			

Manylion Presenoldeb

Dim ond os mae eich plentyn yn dod i'r Clwb wedi Ysgol yn gyson.

	Ticiwch
Llun	
Mawrth	
Mercher	
Iau	
Gwener	

Security Collection Details

We only allow authorised adults to collect your child with prior notice from you on the day in question. By giving us the details below Mes Bach Nursery assume that you give consent for collection of your child from the named substitutes below.

Collector's Name	Relationship to the child	Contact Telephone No:	Password

Health Declaration and Emergency Contact Details

In any case of emergency do we have permission to seek medical advice for your child?

Please Tick

YES	NO
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Do we have permission to disclose the nursery setting name when contacted at your workplace?

YES	NO
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Parent/Carers Work details

Mothers/Carers Work address	Phone Number
Fathers/Carers Work address	Phone Number

Other emergency contacts

Name	Relation to child	Contact numbers

Manylion Casglu'n Ddiogel

Rydym yn caniatáu i oedolion awdurdodedig gasglu eich plentyn dim ond os rhoddwch rybudd o flaen llaw ar y diwrnod perthnasol. Trwy roi inni y manylion isod mae Meithrinfa Mês Bach yn cymryd eich bod yn rhoi caniatâd casglu eich plentyn gan y dirprwyon a enwir isod.

Enw'r Casglwr	Perthynas â'r Plentyn	Rhif ffôn Cyswllt	Cyfrinair

Manylion Datganiad Iechyd a Chysylltu mewn argyfwng

Mewn unrhyw argyfwng, a oes gennym ganiatâd i geisio cyngor meddygol ar gyfer eich plentyn?

OES	NAC OES
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A oes gennym ganiatâd i ddatgelu enw lleoliad y feithrinfa pan gysylltir â chi yn eich man gweithio?

OES	NAC OES
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Manylion Gwaith y Rhiant/Gofalwr

Cyfeiriad y Fam/y Gofalwr	Rhif Ffôn
Cyfeiriad y Tad/y Gofalwr	Rhif Ffôn

Cysylltiadau Argyfwng Eraill

Enw	Perthynas a'r Plentyn	Rhifau Cyswllt

Doctors Contact details

Doctors Name		Telephone No:	
Doctors Address			
	Postcode:		

Medical Conditions

Does Your Child have any known medical conditions? Please state.	
Is your child on any long term medicines? Please state	

Allergies & Dietary requirements

Does your child have any know Allergies? Please State.	
Does you child have emergency medication? e.g. EpiPen	
Does your child have any Dietary Requirement? Please state.	

Other

Any other Information you wish to add about your child	
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Manylion Cyswllt y Meddyg

Enw'r Meddyg		Rhif Ffôn:	
Cyfeiriad y Meddyg	Côd Post:		

Cyflyrau Iechyd

A oes ar eich plentyn unrhyw problemau meddygol hysbys? Nodwch nhw	
Ayw eich plentyn ar unrhyw foddion hirdymor? Nodwch nhw	

Alergeddau a Gofynion Deietegol

A oes gan eich plentyn unrhyw Alergeddau hysbys? Nodwch nhw	
A oes gan eich plentyn unrhyw feddyginiaeth argyfwng? E.e. Beiro epi	
A oes gan eich plentyn unrhyw Anghenion Deietegol? Nodwch nhw	

Arall

Unrhyw gwybodaeth arall y dymunwch ei hychwanegu am eich plentyn	
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GENERAL TERMS AND CONDITIONS OF REGISTRATION

- 1) Mês Bach expect parents/carers to notify the Nursery of any change in registration details, including telephone numbers, and provide necessary information requested concerning their child’s care.
- 2) Mes Bach have made me aware of the location, at the entrance, of their Policies and Procedures. I understand I can request a copy at any-time.
- 3) Parents/Carers are asked to accept that Mês Bach will NOT use physical punishment in the discipline of their child but will follow our Behaviour Management policy and procedure.
- 4) Parents/Carers are requested to notify us of any accident or injury suffered by the child since the last attended session which will then be recorded.
- 5) Written consent will be required each time prescribed medication is to be administered by staff.
- 6) By agreeing to these Terms and conditions Mês Bach assumes consent to seek medical advice/treatment for your child in an Emergency situation
- 7) Any parent/carer who is listed on the child’s birth certificate will be allowed to collect their child from Mes Bach unless we have confirmation of an injunction by the courts. Regardless of parental responsibility we will need to be informed if someone apart from the main carer is collecting a child. If we do not have confirmation of this we will ask the person collecting to wait in the lobby until we have informed the main carer on our registration form.
- 8) The Registration Form gives Mês Bach consent, if signed, to take your child on routine outings from the Nursery e.g. Park, Walk in the woods, Library etc. but a specific letter will be sent out to all parents/carers, in advance, to give specific consent for organised trips.
- 9) The nursery will NOT accept children who are suffering from any contagious disease (see policies) or who have had diarrhoea or vomiting within the previous 48 hours.
- 10) All fees are due on the day of booking. Manager discretion can be used to allow parents reasonable time to pay due fees. Parents will be invoiced monthly for any unpaid fees.
- 11) Once a session has been booked you must give at least 24hrs notice to cancel the session. Missed sessions will be charged at the full rate if this notice period is not given.
- 12) If cheques are returned from the bank to us unpaid then parents/carers will incur relevant bank charges.
- 13) Recurring overdue fees will result in the termination of registration without prior notice and action will be taken through a debt collection agency to recover any outstanding fees to the nursery.
- 14) For late collection of children from the provision a surcharge of £10 for up to every 15 minutes late will be incurred, with no exceptions, and added to the next invoice.
- 15) Should demand for any Out of School care be insufficient we reserve the right to withdraw our service with 24 hours notice.
- 16) We are Closed for the 2 week Christmas holiday period.
- 17) This agreement is subject to change in part or whole by Mês Bach with one months notice. All parents will be notified via letter within two weeks. Mês Bach will not be held liable for any unread notifications

IMPORTANT: One month’s notice is required, in writing, if you wish to withdraw your child from the After School or Holiday Club.

Child’s Name.....	Date.....
Parents/Carers Name (Print).....	Signature.....
Parents/Carers Name (Print).....	Signature.....

TELERAU AC AMODAU CYFFREDINOL COFRESTRU

- 1) Mae Mês Bach yn disgwyl i rieni/gofalwyr hysbyu'r Feithrin am unrhyw newid mewn manylion cofrestru, gan gynnwys rhifau ffôn, a rhoi'r wybodaeth angenrheidiol ofynnol ynglyn a gofal eu plentyn.
- 2) Mae Mês Bach wedi hysbysu imi leoliad - ger y fynedfa - eu dogfennau Polisiâu a Gweithdrefnau. Deallaf y caf ofyn am gopi unrhyw adeg.
- 3) Gofynnir i Rieni/Gofalwyr dderbyn na fydd Mês bach DDIM yn cosbi'n gorfforol wrth ddisgyblu eich plentyn ond y bydd yn dilyn ein polisi a gweithdrefn ar gyfer Rheoli Ymddygiad.
- 4) Gofynnir i Rieni/Gofalwyr roi gwybod inni am unrhyw ddamwain neu anaf a gafodd y plentyn wedi ei sesiwn diwethaf, a chofnodir hyn.
- 5) Trwy ichi gydsynio â'r Telerau a'r Amodau hyn, mae Mês Bach yn cymryd eich caniatâd geisio cyngor/triniaeth feddygol ar gyfer eich plentyn mewn sefyllfa o Argyfwng.
- 6) Bydd angen caniatad ysgrifenedig bob tro y rhoddir meddyginiaeth gan aelod staff.
- 7) Caniateir i unrhyw riant/gofalwr a restrwyd ar dystysgrif eni y plentyn gasglu eu plentyn a Mês Bach oni bai ein bod wedi derbyn gorchymyn gan y llysoedd. Ni waeth beth fo cyfrifoldeb y rhieni, bydd angen rhoi gwybod inni os bydd rhywun heblaw'r prif ofalwr yn casglu plentyn. Os na fydd gennym gadarnhad o hyd, byddwn yn gofyn i'r person casglu aros yn y cyntedd nes ein bod wedi hysbysu'r prif ofalwr ar ein ffurflen gofrestru.
- 8) Mae'r Ffurflen Gofrestru yn rhoi caniatâd i Mês Bach, os arwyddir hi, i fynd a'ch plentyn am droeon rheolaidd o'r Feithrinfa e.e. y parc, tro yn y coed, y llyfrgell ac acti, ond anfonir llythys penodol allan at bob rhiant/gofalwr o flaen llaw i caniatâd penodol ar gyfer teithiau wedi eu trefnu.
- 9) Ni fydd y feithrinfa yn derbyn plant sy'n dioddef gan unrhyw glefyd heintus (gw. Polisiâu) neu sydd wedi cael pwl o ddolur rydd neu chwydu o fewn y 48 awr flaenorol.
- 10) Mae pob ffi yn ddyledus ar y diwrnod yr archebir sesiwn. Gall rheolwr/rheolwraig ddefnyddio ei ddoethineb/doethineb i ganiatau digon o amser i rieni i dalu eu ffioedd dyledus. Anfonebir rhieni yn fisol am unrhyw ffioedd na thalwyd.
- 11) Unwaith y bydd sesiwn wedi ei archebu, rhaid ichi roi o leiaf 24 awr o rybudd i'w ganslo. Codir y tâl llawn am sesiynau a gollwyd os na roddir y cyfnod rhybudd hwn.
- 12) Os bydd sieciau'n cael eu dychwelyd o'r banc i ni heb eu talu, yna bydd rhieni/gofalwyr yn talu costau banc perthnasol.
- 13) Bydd ailadrodd methiant i dalu ffioedd gorddyledus yn arwain at derfynu cofrestiad yn ddirybudd, a chymerir camau gan asiantaeth casglu dyledion er mwyn adennill unrhyw ffioedd sy'n ddyledus i'r feithrinfa.
- 14) Os cesglir plant o'r feithrin yn hwyr, codir tâl ychwanegol o £10 amd bob 15 munud dros yr amser, heb ddim eithriadau, ac fe'i hychwanegir at yr anfoneb nesaf.
- 15) Pe bai'r gofyn am unrhyw ofal y tu allan i'r ysgol yn annigonol, rydym yn neilltuo'r hawl i atal ein gwasanaeth os rhoddir rhybudd o 24 awr..
- 16) Rydym ar gau dros 2 wythnos gwyliau'r Nadolig.
- 17) Gellir newid y cytundeb hwn, mewn rhan neu'n gyfan, gan Mês Bach os rhoddir mis o rybudd. Hysbysir pob rhiant trwy lythyr o fewn dwy wythnos. Ni ddelir Mês Bach yn atebol am unrhyw hysbysiadau na ddarllenwyd.

RHUBYDD: Mae angen un mis o rybudd, mewn ysfrifen, os dymunwch dynnu eich plentyn o'r Clwb Wedi Ysgol neu Clwb Gwyliau.

Yr wyf trwy hyn yn cydsynio i'r telerau a'r amodau uchod ar gyfer derbyniad fy mhientyn i Mês Bach-Little Acorns

Enw'r Plentyn.....
Enw'r Rhinat/Gofalwr (Printiwch).....
Enw'r Rhiant/Gofalwr (Printiwch).....

Dyddiad.....
Llofnod.....
Llofnod.....

Gofal Plant Mes Bach, Brongwinau, Comins Coch, SY23 3BQ

01970 626284

mesbachchildcare@gmail.com

<u>Permissions</u>	Yes	No
<p><u>Consent for taking your child's photo</u> We hereby give permission for Mes Bach Staff to take photos of our child to use within the nursery for displays, art work etc...</p>		
<p><u>Consent to give Emergency fever reducing Medication</u> We hereby give consent for staff of Mes Bach to administer fever reducing medication such as Calpol.</p>		
<p><u>Consent for Your Child's Photo to be used in Advertising</u> We hereby give permission for our child's photo to be used in advertising such as Mes Bach's Website, local newspapers etc.</p>		
<p><u>Consent for applying sun cream</u> We hereby give permission for Mes Bach staff to apply sun cream to our child.</p>		
<p><u>Permission to use nappy cream</u> We hereby give permission to the staff of Mês Bach to apply nappy cream to our child</p>		
<p><u>Consent for taking your child out of Nursery</u> We hereby give permission for Mes Bach staff to take our child off the premises to go for a walk in the woods, to the shops, to the park or library etc</p>		
<p><u>Consent for your child using the computer and internet (supervised)</u> We hereby give permission for Mes Bach staff to allow our child access to the nursery's computer and internet facilities, with supervision from nursery practitioners. I understand that all internet sites will be suitable for the age range of the children in the room.</p>		

Child's Name..... Date.....

Mothers/Carers Name (Print)..... Signature.....

Fathers/Carers Name (Print)..... Signature.....

<u>Rhoi caniatâd</u>	Ie	Nage
<p><u>Caniatad i gymrud ffoto o'ch plentyn</u> Rydym trwy hyn yn rhoi caniatâd i staff Mês Bach gymryd ffotograffau o'n plentyn i'w defnyddio yn y feithrinfa i'w harddangos ac i gasglu tystiolaeth ar gyfer eu portffolio dysgu.</p>		
<p><u>Caniatâd i roi Meddeginaeth Argyfwng i leddfu Twymyn</u> Rydym trwy hyn yn rhoi caniatâd i staff Mês Bach roi meddeginaeth, fel Calopl, sy'n lleddfu twymyn.</p>		
<p><u>Caniatâd i ddefnuddio Ffotograff Eich Plentyn i Hysbysebion</u> Rydym trwy hyn yn rhoi caniatâd i ffotograff ein plentyn gael ei ddefnyddio i hysbysebu, megis ar wefan Mês Bach, Mewn papurau newyddion lleol ac ati.</p>		
<p><u>Caniatâd i ddefnyddio eli haul</u> Rydym trwy hyn yn rhoi caniatâd i staff Mês Bach roi eli haul ar ein plantyn.</p>		
<p><u>Caniatâd i ddefnyddio eli cewynnau</u> Rhoddwn ganiatâd drwy hyn i staff Mês Bach roi eli cewyn ar ein plentyn</p>		
<p><u>Caniatâd i fynd a'ch plentyn allan o'r Feithrinfa</u> Rydym trwy hyn yn rhoi caniatâd i staff Mês Bach gymryd ein plentyn o'r adeilad i fynd am dro i'r coed, y siopau, y parc neu'r llyfrgell ac ati.</p>		
<p><u>Caniatâd i'ch plentyn ddefnyddio'r cyfrifiadur a'r rhyngwrdd (dan oruchwyliaeth)</u> Rydym trwy hyn yn rhoi caniatâd i staff Mês Bach adael i'r plentyn ddefnyddio cyfrifiadur y feithrinfa a'r cyfleusterau rhyngwrdd, dan oruchwyliaeth staff y feithrinfa. Deallaf y bydd pob safle rhyngwrdd yn addas i ystod oedran y plant yn yr ystafell.</p>		

Enw'r Plentyn.....

Dyddiad.....

Enw'r Fam/Gofalwr (Printiwch).....

Llofnod.....

Enw Tad/Gofalwr (Printiwch).....

Llofnod.....

Questions to help us get to know your child
(This will be given to the room leaders)

Child's Name: _____ **D.O.B:** _____

- 1) What does your child enjoy playing with?

- 2) Does your child have any names for significant people (e.g. grandparents) or pets which you would like us to use?

- 3) Is there any particular likes or dislike that your child has?

- 4) Are there any ways in which your child might need particular help/ support from a member of staff?

- 5) Does your child wear a nappy? If so, how much? Is your child potty trained, how does your child let you know when they need to go?

- 6) Does your child have any known allergies?

- 7) Any other relevant information?

Thank you for sharing this information with us to help us get to know your child

