



Pre-School Registration Form

Date Completed.....

Start Date.....

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	

Attendance Details

Please tick days and times

	Am 8:30-12	Lunch Club 12-1	Pm 12-3:30
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			



FFurflen Gofrestru Cyn-ysgol

Dyddiad cwblhau.....

Dyddiad cychwyn.....

Manylion Personol

Enw llawn y plnetyn	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	

Manylion Presenoldeb

Ticiwch y dyddiau a'r amserau

	Y.B 8:30-12	Clwb Cinio 12-1	Y.P 12-3:30
Llun			
Mawrth			
Mercher			
Iau			
Gwener			

Security Collection Details

We will 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 assumes that you give consent for collection of your child from the named persons below.

Collectors Name	Relationship to the child	Contact Telephone No:	Password

Health Declaration and Emergency Contact Details

In any case of an emergency, do you give us your permission to seek medical advice for your child?

Please Tick

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

YES	NO
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Parent/Carers Work details

Mother's/Carer's Work address	Phone Number
Father's/Carer's Work address	Phone Number

Other emergency contacts

Name	Relationship to child	Contact telephone 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 caniatad casglu eich plentyn gan y dirprwyon a enwir isod.

Enw'r Casglwr	Perthynas a'r plentyn	Rhif ffôn Cyswllt:	Cyfrinair

Manylion Datganiad Iechyd a Chysyllt mewn argyfwng

Mewn unrhyw argyfwng, a oes gennym ganiatad 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 Gwith y Rhiant/Gofalwr

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

Cyswlltiadau Argyfwng Eraill

Enw	Perthynas a'r Plentyn	Rhifau Cyswllt

Doctors Contact details

Doctor's Name		Telephone No:	
Doctors Address			
Health Visitor Name	Postcode:		

Medical Conditions

Does your child have any known medical conditions? Please state.	
Is your child on any long-term medication? Please state	

Allergies & Dietary requirements

Does your child have any know allergies? Please State.	
Does your child require any emergency medication? E.g. EpiPen	
Does your child have any dietary requirements? Please state.	

Immunisations

Please confirm that your child has received the following immunisations:

Vaccination	Date received
Diphtheria	
HIB	
MMR	
Polio	
Tetanus	
Whooping cough	
Other...	

Other

Any other information you wish to add about your child	
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Manylion Cyswilt y Meddyg

Enw'r Meddyg		Rhif Ffôn:	
Cyfeiriad y Meddyg	Côd post:		
Enw'r Ymwelydd Iechyd			

Cyflyrau Iechyd

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

Alergeddau a Gofynion Deiategol

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

Imiwneiddiadau

Cadarnhewch fod eich plentyn wedi cael yr imiwneiddiadau canlynol:

Brechiad	Dyddiad ei Roi
Difftheria	
HIB	
Polio	
Tetanws	
Y Frech Goch, Clwy'r Pennau a Rubella (MMR)	
Y Pâs	
Arall...	

Arall

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

- 1) Mes Bach expects parents/carers to notify the Setting of any change in registration details, including contact addresses and telephone numbers, and to provide all necessary information requested concerning their child's care.
- 2) Mes Bach has 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) Mes Bach will NOT use physical punishment in the discipline of a child but will follow our Behaviour Management policy and procedure.
- 4) Parents/Carers are requested to notify the Setting of any accident or injury their child suffered since the last time he/she attended a session with us. This information will be recorded.
- 5) By agreeing to these terms and conditions, Mes-Bach assumes consent to seek medical advice/treatment for your child in an emergency.
- 6) A written consent will be required each time medication is to be administered to your child by staff.
- 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 the registration form.
- 8) If this registration form is signed, Mes Bach assumes consent to take your child on routine outings from the Setting e.g. play park, walk in the woods, Library etc. On each occasion, letters will be sent to all parents/carers, in advance, to seek specific consent for specified organised trips.
- 9) The Setting will NOT accept children while they are suffering from any contagious disease (see policies) or have had diarrhoea or vomiting within the preceding 48 hours.
- 10) All fees are invoiced one calendar month in advance, payment to be made by cheque payable to Mes Bach Childcare, cash or bank transfer and will be collected on 1st of every month. If the cheques are returned unpaid, Mes Bach will pass on all relevant return cheque charges to the parents/carers.
- 11) Children must be booked into a permanent booking pattern. A minimum of 1 months notice must be given to decrease the sessions in your booking pattern. Increases and changes of days will be considered sooner subject to availability.
- 12) Sessions in your Booking pattern cannot be swapped. Extra sessions can be requested but are subject to availability.
- 13) Any extra sessions will be added to the next months invoice.
- 14) 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 owed to Mes Bach..
- 15) Late collection of children from the provision will attract a surcharge of £10 for every minute up to the first 15 minutes after the end of the respective session. Subsequently, a surcharge of £10 will be incurred for every 15 minutes of lateness and with no exceptions, charges will be added to the next invoice. We may contact the relevant organisation if we cannot contact the parents/carers after 30 minutes. (Please see out Admission and Collection policy).
- 16) If there are any absences, due to child or parent/carer illnesses or missed sessions, then the full contracted fee is still payable.
- 17) The Nursery is closed during School Holidays and all the 8 bank holidays. You will not be charged during School Holidays or for Bank Holidays that fall in School Holidays.
- 18) This agreement is subject to change in part or whole by Mes Bach with one month's notice. All parents will be notified in writing within two weeks of any change. Mes Bach will not be held liable for any unread notifications

IMPORTANT: A minimum of one month's notice is required, in writing, if you wish to withdraw your child from the nursery.

I hereby agree to the above terms and conditions of my child's admission the Mes Bach-Little acorns

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

Mes Bach Childcare, Brongwinau, Comins Coch, SY23 3BQ
01970626284
mesbachchildcare@gmail.com

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 ynglŷn â gofal eu plentyn.
- 2) Mae Mês Bach wedi hysbysu imi leoliad - ger y fynedfa - eu dogfennau Polisiau 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 caniatad i geisio cyngor/triniaeth feddygol ar gyfer eich plentyn mewn sefyllfa o Argyfwng.
- 6) Bydd angen caniatâd 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 â'ch plentyn am dro 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. Polisiau) neu sydd wedi cael pwl o ddolur rydd neu chwydu o fewn y 48 awr flaenorol.
- 10) **Anfonebir pob ffi un mis calendar o flaen llaw, a thelir â siec i Ofal Plant Mês Bach, arian parod neu drosglwyddiad banc, ac fe'i cesglir ar y 1af o bob mis.** Os dychwelir y sieciau inni o'r banc heb eu talu, yna bydd raid i rieni/gofalwyr dalu'r costau banc perthnasol.
- 11) Rhaid archebu sesiynau i blant yn unol a phatrwm parhaol. Rhaid rhoi rhybydd o un mis o leiaf er mwyn lleihau nifer y sesiynau yn eich patrwm archebu. Bydd cynyddu nifer y sesiynau a newid y dyddiau yn cael ystyriaeth yn gynt os byddant ar gael.
- 12) **Ni ellir** newid sesiynau yn eich patrwm archebu. Gellir archebu sesiynau ychwanegol ond dim ond os ydynt ar gael.
- 13) Bydd unrhyw sesiynau ychwanegol yn cael eu nodi yn anfoneb y mis dilynol
- 14) Bydd ailadrodd methiant i dalu ffioedd gorddyledus yn arwain at derfynu cofrestriad yn ddirybudd, a chymerir camau gan asiantaeth casglu dyledion er mwyn adennill unrhyw ffioedd sy'n ddyledus i'r feithrinfa.
- 15) Os cesglir plant o'r feithrin yn hwyr, codir tâl ychwanegol o £10 am bob 15 munud dros yr amser, heb ddim eithriadau, ac fe'i hychwanegir at yr anfoneb nesaf.
- 16) Os bydd unrhyw absenoldebau, oherwydd salwch ar ran y plantyn neu riant/gofalwr neu oherwydd sesiynau a gollwyd, bydd ffi'r contract yn dal i fod yn daladwy.
- 17) Byddwn yn cau yn ystod Gwyliau Ysgol ac ar bob o'r 8 gwyl fanc. Ni chodir arnoch yn ystod Gwyliau Ysgol nac ar Wyliau Banc sy'n digwydd yn y Gwyliau Ysgol.
- 18) 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 feithrinfa

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

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

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

01970 626284

mesbachchildcare@gmail.com

Permissions	Yes	No
<p style="text-align: center;">Consent for taking your child's photo</p> <p>We hereby give permission for Mes Bach Staff to take photos of our child to use within the nursery for displays and for collecting evidence for their learning portfolio.</p> <p>*Please note this may result in your child appearing in another child's portfolio. All portfolios are sent home when children leave Mes Bach.</p>		
<p style="text-align: center;">Consent to give Emergency fever reducing Medication</p> <p>We hereby give consent for staff of Mes Bach to administer fever reducing medication such as Calpol.</p>		
<p style="text-align: center;">Consent for your child's photo to be used in advertising</p> <p>We hereby give permission for our child's photo to be used in advertising such as Mes Bach's website, social media, local newspapers etc.</p>		
<p style="text-align: center;">Consent for applying sun cream</p> <p>We hereby give permission for Mes Bach staff to apply sun cream to our child.</p>		
<p style="text-align: center;">Consent to apply nappy cream</p> <p>We hereby give permission for Mes Bach staff to apply nappy cream to our child if necessary</p>		
<p style="text-align: center;">Consent for taking your child out of Nursery</p> <p>We hereby give permission for Mes Bach staff to take our child off the premises to go for walks in the woods, to the shops, to the play parks or the library etc.</p>		
<p style="text-align: center;">Consent for your child using the computer and internet (supervised)</p> <p>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 staff. 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.....

Rhoi caniatâd	Ie	Nage
<p>Caniatâd i gymrud ffoto o'ch plentyn 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>* Sylwch, o ganlyniad i hyn, y gallai'ch plentyn ymddangos ym mortffolio plentyn arall. Anfonir pob portffolio adref pan fydd plant yn gadael Mês Bach.</p>		
<p>Caniatad i roi Meddeginaeth Argyfwng i leddfu Twymyn Rydym trwy hyn yn rhoi caniatâd i staff Mês Bach roi meddyginaeth, fel Calopl, sy'n lleddfu twymyn.</p>		
<p>Caniatâd i ddefnuddio Ffotograff Eich Plentyn i Hysbysebion 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>Caniatâd i ddefnyddio eli haul Rydym trwy hyn yn rhoi caniatâd i staff Mês Bach roi eli haul ar ein plantyn.</p>		
<p>Caniatâd i ddefnyddio eli cewynnau Rydym trwy hyn yn rhoi caniatâd i staff Mês Bach gymryd ein plentyn</p>		
<p>Caniatad i fynd a'ch plentyn allan o'r Feithrinfa 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>Caniatâd i'ch plentyn ddefnyddio'r cyfrifiadur a'r rhyngwyd (dan oruchwyliaeth) Rydym trwy hyn yn rhoi caniatâd i staff Mês Bach adael i'r plentyn ddefnyddio cyfrifiadur y feithrinfa a'r cyfleusterau rhyngwyd, dan oruchwyliaeth staff y feithrinfa. Deallaf y bydd pob safle rhyngwyd 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 toy/item does your child enjoy playing with?

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

- 3) Are there things your child particular likes or dislike ?

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

- 5) Does your child use nappies? If so what size? If toilet trained, how does your child let you know if they need to use the toilet?

- 6) Does your child have any known allergies?

- 7) Any other relevant information you wish to provide to us?

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

Cwestiynau i helpu ni adnabod eich plentyn (Rhoddir hwn i'r arweinydd ystafell)

Enw'r Plentyn:

Dyddiad Geni:

- 1) Beth y mae eich plentyn yn hoffi chwarae fo?

- 2) A oes gan eich plentyn unrhyw enwau ar gyfer pobl arwyddocaol (e.e. neiniau a theidiau) neu anifeiliaid anwes yr hoffech inni eu defnyddio?

- 3) A oes unrhyw bethau neilltuol y mae eich plentyn yn eu hoffi neu'n eu drwghoffi?

- 4) A oes unrhyw help / cefnogaeth neilltuol y gallai eich plentyn fod ei hangen gan aelod o'r staff?

- 5) A yw eich plentyn yn gwisgo cawen? Os ydyw, pa faint? Os yw wedi ei hyfforddi i fynd i'r toiled, sut mae eich plentyn yn rhoi gwybod ichi pan fydd angen mynd?

- 6) A oes gan eich plentyn unrhyw alergeddau iechy?

- 7) Unrhyw wybodaeth berthnasol arall?

Diolch ichi am rannu'r wybodaeth hon gyda ni i'n helpu i ddod i adnabod eich plentyn.