Clwb Gwyliau Maelor Children’s Holiday Club

Admissions Policy

 Statement of Purpose

* The Clwb Gwyliau Maelor Children’s Holiday Club is open to any child aged 3 – 12 years attending one of the following Welsh-medium schools, Bryn Tabor, Bro Alun, Bodhyfryd, Plas Coch, Myn y Ddol, I.D Hooson, Ysgol Morgan Llwyd. The club can cater for 46 children on a daily basis allowing the children to have the opportunity to hear and speak Welsh whilst having fun in the holidays.
* No child will be less favourably treated on the grounds of race, ethnic or national origin, political beliefs, disability or the ability to pay.
* Children with special needs can attend however advance notice is required in order to ensure safe staffing levels.
* In order to ensure fairness in the allocation of places, the following criteria will be taken into consideration:
* Places will be allocated to the children booked in for every day of the week.
* If places are limited, siblings of children who are already enrolled in the club will be given priority over others.
* Where places are available they will be allocated on a first come, first served basis.
* Admission forms recording the registration details of children must be returned prior to each holiday to secure a place.
* Fees must be paid in advance on booking. Fees are not repayable except in exceptional circumstances e.g. illness as decided by the Management committee.
* If the club is full a waiting list will be kept and maintained by the senior play worker.
* The club will be open from 8.30 – 5.30 for full day sessions with half day sessions from 8.30 – 1pm and 1pm – 5.30pm.
* Any child collected later than the agreed pick – up time (i.e. after 1pm for a morning session or after 5.30 for an afternoon session / full day) will incur an additional late charge of £5.00 per child. We are committed to ensuring that the club remains financially viable and more importantly, abides by the Health and Safety guidelines that apply to the club in relation to the child to carer ratios. It is for this reason that we hope to retain your continued support if requesting any additional charges.
* If a child becomes unwell after he/she has been left by parents / carer, contact will be made immediately with the parents / carer on the emergency number noted on the Registration Form, with the aim of the child being collected as soon as possible.
* If the child requires medication to be administered it is the responsibility of the child’s parent / carer to arrange to visit the club and administer this accordingly.
* The management Committee reserves the right to refuse admission to any child whose conduct in the opinion of the Committee is not in the best interest of the Health and Safety of the other children. (This course of action will be followed only if all the guidelines agreed to deal with the behavioural problems have been exhausted.)
* We have a large amount of different board games, jigsaw’s, home corner items, dolls, Lego, craft materials, paints, a snooker table, table tennis table, bikes scooters outside equipment such as footballs, an x box and a Wii available to the children to play with, we also visit the local park on a regular basis and attend sessions run locally by the play association.

Emergency Procedure

In the event of any emergency either medical or otherwise e.g. power cuts or central heating breakdown; you will be contacted by phone on the numbers you have provided on your child’s registration forms it is therefore essential that staff are made aware of any changes in these details.

Parents and carers are asked to note the following important points:

Lunchtime is generally around 12 0 clock therefore children attending morning and full day sessions must bring a packed lunch.

Food hygiene regulations mean that we require you to include an ice pack in your child’s lunch pack.

Snacks are provided at a daily charge of 20p.

Children may bring bikes and scooters however helmets and locks must be brought in on a daily basis.

Outdoor play is encouraged weather permitting. Please can children be sent with suitable clothing for outdoor play e.g. hats/scarves/gloves, sun hats and sun cream.

* Children may bring their own toys / dvd’s to the club provided that they are clearly labelled for ease of identification. The club cannot take responsibility for damage or losses.
* Electronic games from home may only be played on the club’s equipment with the permission of the senior play worker.
* Trips to the cinema / play areas e.g Wacky Warehouse may be arranged with notice to parents one week prior. This will incur an additional cost to cover entrance and transport.

The current committee of Clwb Gwyliau is:

Chairperson: Keith Boardman 07949475253

Secretary: Helen Gunn 01978 757048

Treasurer: Cathy Boardman 07903645347

Play Leader Alison White 07837016013 / 07883424327