

Membership Application Form 2019/2020

for individual
Out of School Childcare Clubs

Annual Membership: £48

Clybiau
Plant
Cymru



KIDS' CLUBS

Why become a member?

For £48.00, your membership to 31.03.2020 will save you:

- £20.00 per person booking onto Training courses (there is a £20.00pp fee for non-members)
- £50.00 if you buy an in-club workshop
- Up to 15% discount on your insurance with Morton Michel (previously 10%)
- Up to 5% discount on your DBS Checks (processing fees) with U-Check
- 10% off toys and equipment from Stepping Stones
- 10% off toys and equipment with EYP Direct

YOU will also have access to:

- Free advertising on www.clybiauplantcymru.org for your Club – so that parents/carers can find your setting
- Free recruitment advertising on www.clybiauplantcymru.org and social media
- Free monthly Funding E-News
- Free quarterly newsletter with activity and fundraising ideas
- Free publications, including Stepping Out (full of sample policies and procedures to help you meet National Minimum Standards).
- Free expert guidance from a team of Childcare Business Development Officers and updated for 2019 on business planning, expansion, registration, quality assurance and all other aspects of Out of School Childcare Club provision. Support from your regional office, which provides guidance on childcare & business issues.
- Opportunity to be part of our Board of Trustees and shape the future for Out of School Childcare in Wales.

Did you know you could manage your Club's data online? Go to www.clybiauplantcymru.org and log into the Members Area.

Coming Soon!

Updated Stepping Out with new Policies and Procedures.

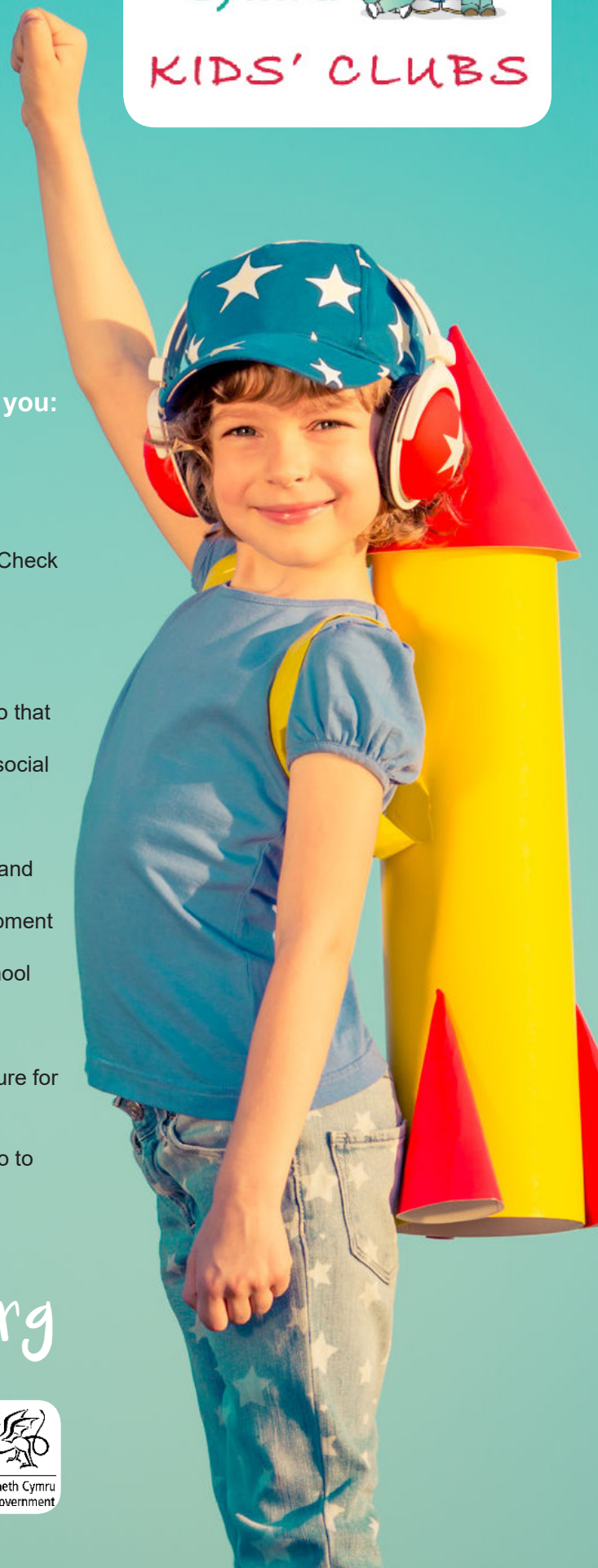
www.clybiauplantcymru.org

Return your membership form and payment by 31st March for your chance to win a free activity session for your Club with one of our Training Officers.

Registered Charity 1093260.
A company limited by guarantee 4926436.
Working in partnership with:



Llywodraeth Cymru
Welsh Government



Contact Us!

We would love to hear from you.
Please contact us using the details below.

www.clybiauplantcymru.org

General Enquiries

National/Registered Office & South East Wales Team
Clybiau Plant Cymru Kids' Clubs, Bridge House,
Station Road, Llanishen, Cardiff CF14 5UW
T: 029 2074 1000. E: info@clybiauplantcymru.org

North Wales Team
Clybiau Plant Cymru Kids' Clubs,
19 Princes Drive, Colwyn Bay, Conwy, LL29 8HT
T: 01492 536318. E: info-nw@clybiauplantcymru.org

West Wales Team
Clybiau Plant Cymru Kids' Clubs,
Unit 2, Clos Gelliwerdd, Cross Hands Business Park,
Cross Hands, Carmarthenshire. SA14 6RX
T: 01269 831010. E: info-ww@clybiauplantcymru.org

For Membership Queries
T: 029 2074 1000.
E: membership@clybiauplantcymru.org

To Advertise Vacancies
T: 029 2074 1000.
E: recruitment@clybiauplantcymru.org

For Complaints / Compliments
T: 029 2074 1000. E: contact@clybiauplantcymru.org



Other Useful Contacts

Morton Michel – Childcare Insurance Specialists
Alhambra House, 9 St Michael's Road, Croydon, CR9 3DD
T: 0845 2570118. E: playsafe@mortonmichel.com
W: www.mortonmichel.com

Stepping Stones
Unit 36, Main Avenue,
Treforest Industrial Estate, Nr. Cardiff. CF37 5UR
T: 029 2002 9724. E: info@steppingstonesonline.co.uk
W: www.steppingstonesonline.co.uk

EYP Direct Ltd.
Alhambra House, 9 St Michael's Road, Croydon, CR9 3DD
T: 202 3370 0885. E: info@eypdirect.co.uk
W: www.eypdirect.co.uk

*Please retain this page for future reference.
Tear off app form and return with cheque
or noting payment method to the address on the form.*

Privacy Statement: Clybiau Plant Cymru Kids' Clubs takes your privacy seriously and will use the information to process your application for membership, and to enable us to offer tailored support to your Out of School Childcare Club/s, and to contact you regarding training, grants, legislation and other support that will be relevant to your Club.

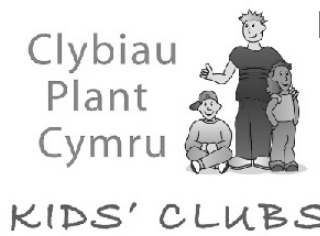
We will retain data for the duration of our relationship with your Club, and for a period of no more than 24 months after the end of our relationship with you unless required by law.

Data provided on this form will be collated on an internal database and on our website, www.clybiauplantcymru.org, and will be handled in line with current data protection legislation and GDPR Regulations.

Statistical data will be collected to provide Welsh Government and other funders with sector specific information, but such data will be anonymised prior to being shared, and will not be attributed to your specific Out of School Club.

You have the right to access to any personal data collected by this membership application. Please contact the Administration Manager on 029 2074 1000 or by email to info@clybiauplantcymru.org to request a copy of the data you have submitted. You may also request that data be removed from our records using the same contact details.

Clybiau Plant Cymru Kids' Clubs will not pass on your contact details to third parties or marketing or trading companies.



Membership Application Form 2019-20

Annual Membership:

£48

This form is for individual Out of School Childcare Clubs ONLY. Out of School Childcare Clubs include Breakfast Clubs (which run before the school day starts), After School Clubs (which run at the end of the school day – normally from 15.00 onwards), and Holiday Clubs which run during school holidays. If you do not fall into this category, or if you are a multi provider with multiple settings in a county, please email membership@clybiauplantcymru.org for details on Associate Membership. **Please print on this form in black or blue ink.**

1 Club Details

Please indicate below the site address of your Out of School Childcare Club. This is the address that will be used if you have agreed to being added to our club search facility. These are also the details that will be used if a parent or interested person telephones one of our offices asking for details of clubs in their area. **Please complete ALL of this information IN FULL.**

| | | | | | |
|---|---|--|--|---|--|
| First Name: | | | | Surname: | |
| Club / Organisation Name: | | | | | |
| Previous Club Name/s (if any): | | | | | |
| Existing Membership No.: | | | | | |
| Do you have (tick all that apply): | Breakfast Childcare Club <input type="checkbox"/> | After School Childcare Club <input type="checkbox"/> | Holiday Childcare Club <input type="checkbox"/> | FREE Breakfast Initiative Club <input type="checkbox"/> | |
| Club Address: | | | | | |
| Club County: | | | | Club Postcode: | |
| Club Phone Number: | | | | Mobile Number: | |
| <p>Members can access additional benefits through our website at www.clybiauplantcymru.org. In order to be able to do this you will need to provide us with an email address. Once we have this information, you will automatically be sent a password, which will allow you to access information and resources available only to members. This email address can be a Club email address or a personal email address, as we will not share it without your permission. Clybiau Plant Cymru Kids' Clubs will also use your email address to stay in touch with you, send you E-News and reduce our impact on the environment. If you prefer for us not to contact you by email in this way, please tick here. <input type="checkbox"/></p> | | | | | |
| Email Address: | | | | | |
| <small>(Your certificate will be emailed to this address, and this will be the email address you need to login to the Member's area of the website)</small> | | | | | |
| Website address: | | | | | |
| <p>As an additional benefit of becoming a member of Clybiau Plant Cymru Kids' Clubs, your club will be added to a 'search' facility on our website, www.clybiauplantcymru.org. Please indicate in the box below that you agree for your information to be used in this way.</p> | | | | | |
| Yes, please list our club <input type="checkbox"/> | | | No thank you, we do not wish to be listed <input type="checkbox"/> | | |
| List email address / website with the club information on the 'club search' facility? | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Registered Person / Responsible Individual: | | | | | |
| CIW Registered: | Yes <input type="checkbox"/> | No <input type="checkbox"/> | CIW Registration No: | | |
| Is there anything you would like to tell us about your club – e.g. that you specialise in working with special needs etc? | | | | | |

2 Correspondence Details

If you would prefer correspondence such as 'Y Bont,' our quarterly newsletter, and information about training courses etc to be sent to a different address – i.e. not to the Club, please indicate below. Please note that this information will NOT be added to the website, and will not be shared with any other party. **You will ONLY receive mailings to ONE address.**

| | | |
|--------------------------------|---------------------------------------|---|
| Please send correspondence to: | Club address <input type="checkbox"/> | Correspondence address <input type="checkbox"/> |
| Contact First Name: | Contact Surname: | |
| Correspondence Address: | | |
| Correspondence County: | Correspondence Postcode: | |
| Contact Phone Number: | Contact Mobile Number: | |

3 Other Important Club Information

The information below will also be used to advise parents / interested parties about the childcare that your club offers. It will also be added to our website (if you have given permission for your club to be added to the website. You can amend this data on the website at any time by logging into the Member's Area - www.clybiauplantcymru.org) for those people who are searching for a club in your area. Please complete this information **IN FULL**, for each of the provisions you have. (Fees will not be listed on the website.)

| | | | | |
|--|---|---|------------------------------------|--------------------------------|
| Does your club have Insurance? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | |
| Is your club sited in a school? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | |
| If not, where are you based? (e.g. Community Centre, Church Hall etc.) | | | | |
| What is the legal structure of your club? | Company limited by guarantee <input type="checkbox"/> | Unincorporated Association <input type="checkbox"/> | | |
| Registered Charity <input type="checkbox"/> (state number) _____ | School <input type="checkbox"/> | Sole Trader <input type="checkbox"/> | | |
| Limited company (private) <input type="checkbox"/> | Partnership <input type="checkbox"/> | Other (please state) _____ | | |
| How many staff do you currently employ? | | | | |
| How many parents of children in your club are currently working or training? | | | | |
| How many parents of children in your club are claiming Working Families Tax Credits? | | | | |
| How many children in your club have additional needs? | | | | |
| Main language of your club: | English <input type="checkbox"/> | Welsh <input type="checkbox"/> | Bilingual <input type="checkbox"/> | Other <input type="checkbox"/> |

| | Breakfast Childcare Club | | | | | After School Childcare Club | | | | | Holiday Childcare Club | | | | | Free Breakfast Initiative Club | | | | |
|---|--------------------------|----------------|-----|----|---|-----------------------------|----------------|-----|----|---|------------------------|----------------|-----|----|---|--------------------------------|----------------|-----|----|---|
| Please tell us what times your club is open | From: | | To: | | | From: | | To: | | | From: | | To: | | | From: | | To: | | |
| Please circle each day your club is OPEN: | M | Tu | W | Th | F | M | Tu | W | Th | F | M | Tu | W | Th | F | M | Tu | W | Th | F |
| *Please tell us how many places you provide | | | | | | | | | | | | | | | | | | | | |
| *If registered with CIW, this should be the number of places you are registered for | | | | | | | | | | | | | | | | | | | | |
| How many children, on average, attend each day? | | | | | | | | | | | | | | | | | | | | |
| How many names do you have on your register? | | | | | | | | | | | | | | | | | | | | |
| What are your fees per session for 1 child? *delete as appropriate | £ | * per hour/day | | | | £ | * per hour/day | | | | £ | * per hour/day | | | | £ | * per hour/day | | | |
| What are your fees per session for siblings? *delete as appropriate | £ | * per hour/day | | | | £ | * per hour/day | | | | £ | * per hour/day | | | | £ | * per hour/day | | | |

Please tell us the hourly rate for:

| | | | | | |
|-----------|-----|--------------------------|-------|------------|-----|
| Manager | p/h | Playleader | p/h | Playworker | p/h |
| Assistant | p/h | Other (tell us the role) | Role: | | p/h |

Thank you for your continued support.

The membership year runs from 01.04.2019-31.03.2020. All membership expires on 31.03.2020.

| | | |
|---|---|--|
| Please return this completed form, along with payment to: Clybiau Plant Cymru Kids' Clubs, Bridge House, Station Road, Llanishen, Cardiff, CF14 5UW. | | |
| How would you like to pay? (please tick) Price: £48.00. | | |
| <input type="checkbox"/> By cheque (made payable to Clybiau Plant Cymru Kids' Clubs). Please ensure the cheque is attached to this form. | | |
| <input type="checkbox"/> By bank transfer: | Account name: Clybiau Plant Cymru Kids' Clubs | Bank Name: Natwest Bank |
| | Sort code: 54-30-01 | Account Number: 23438053 Ref: <i>[Insert your Club Name]</i> |
| <input type="checkbox"/> By Paypal using credit/debit card. Please provide email address for invoice to be sent: | | |
| _____@_____ | | |
| Please note that membership will not be processed until payment is received. Please DO NOT send cash. | | |

| | | |
|------------------------|-----------------------------|-----------------------|
| For Office Use: | Date form received: | Membership No: |
| Cheque Number: | Date BACS payment Received: | Date Paypal Received: |
| Date certificate sent: | Renewal date: 31.03.2020 | |