

Admissions Policy

The Club is open to any child aged 3 - 11 years attending Ysgol Maes y Felin. The parent/carer must complete and sign the child registration form and parent/Club contract confirming that they have read and understood the policies and procedures outlined in the parent/carer handbook and agree to abide by the terms and conditions of the Club prior to the child attending. Parents/carers must inform the Club of any changes to the information provided.

Parent/carers must give one month's notice in writing to management when they wish to terminate their contract with the Club.

All children and adults are treated with equal concern and respect. No child will be discriminated against on the grounds of race, colour, ethnic or national origin, religious beliefs, disability or in any other matter to do with the Club.

In order to ensure fairness in the allocation of places, the following criteria will be taken into consideration:

1. While available places exist these will be allocated on a first come - first offer basis.
2. Then, first priority will be given to children of working parents/single working parents, parents who are studying, or training to re-enter the workforce.
3. Then places will be given to children who are booking for every day of the week.
4. Then siblings of children already at the Club will have priority over others.
5. Provision will be made for social services, employer or other sponsored places.

Places can be reserved in advance in order to secure placements and payment is required on booking.

Fees must be paid one week in advance when booking your child's place. This is not refundable. Parents/carers must give 1 weeks notification to cancel their child/rens place in After School Club and Holiday Club . Parents must give 1 months notice to cancel their child/rens place in Wraparound Care. In exceptional circumstances, which will be determined by management, credits maybe offered or places transferred to an alternative day.

If the Club is over-subscribed a waiting list will be kept and administered by the Senior Playworker.

Management reserves the right to refuse admission to, or terminate a contract with the parents of any child whose behaviour is, in our opinion, not in the best interest of the other children's health and safety. (This course of action would only be implemented once our agreed procedures for addressing unacceptable behaviour have been exhausted).

Polisi Mynediad

Mae'r Clwb yn agored i unrhyw blentyn oed [3]-[14] sy'n mynychu [**Enw'r Ysgol**]. Rhaid i'r rhiant/Gofalwr lenwi ac arwyddo'r ffurflen i gofrestru'r plentyn a'r cytundeb rhiant/Clwb yn cadarnhau eu bod wedi darllen, a deall, y polisïau a'r gweithdrefnau a amlinellir yn y llawlyfr rhiant/Gofalwr, a'u bod yn cytuno i weithredu'n unol â thelerau ac amodau'r Clwb cyn i'r plentyn ddechrau ei fynychu. Rhaid i rieni/ofalwyr hysbysu'r Clwb o unrhyw newidiadau i'r wybodaeth a roddir.

Rhaid i rieni/gofalwyr roi rhybudd ysgrifenedig o fis i'r rheolwyr pan fyddant am ddod â'u cytundeb gyda'r Clwb i ben.

Trinnir pob plentyn ac oedolyn yn gyfartal o ran consyrn a pharch. Ni cham-wahaniaethir yn erbyn unrhyw blentyn ar sail hil, lliw, cefndir ethnig neu genedlaethol, credoau crefyddol, anabledd, nac unrhyw fater arall sy'n ymwneud â'r Clwb.

Er mwyn sicrhau tegwch wrth ddyrannu lleoedd, ystyrir y meini prawf canlynol:

1. Cyhyd ag y bo llefydd ar gael, fe'u dyrennir ar sail y cyntaf i'r felin.
2. Yna, rhoddir y flaenoriaeth i blant rhieni / rhieni sengl sy'n gweithio, rhieni sy'n astudio, neu sy'n hyfforddi er mwyn ail-ymuno â'r gweithlu.
3. Yna rhoddir lleoedd i blant sydd am archebu lle bob diwrnod o'r wythnos.
4. Yna, rhoddir blaenoriaeth i frodyr/chwiorydd plant sydd eisoes yn y Clwb.
5. Darperir ar gyfer lleoedd a noddir gan y gwasanaethau cymdeithasol, cyflogwyr neu rywrai eraill.

Gellir cadw lleoedd ymlaen llaw er mwyn sicrhau gosodiadau, ac mae tâl yn ofynnol wrth archebu.

Rhaid talu ffioedd [**rhowch fanylion, e.e. wythnos**] ymlaen llaw wrth archebu lle i'ch plentyn. Ni fydd modd eu had-dalu. Rhaid i rieni/gofalwyr roi [**rhoddwch y raddfa amser yma e.e. 24 awr**] o rybudd i ganslo lle eu plentyn/plant. Mewn amgylchiadau eithriadol, a benderfynir gan y rheolwyr, gellir cynnig credydau neu drosglwyddo'r lleoedd i ddiwrnod arall.

Os gor-danysgrifir y Clwb, cedwir, a gweinyddir, rhestr aros gan yr Uwch Weithiwr Chwarae.

Cedwir yr hawl gan y rheolwyr i wrthod mynediad, neu derfynu cytundeb â rhieni unrhyw blentyn y barnwn nad yw ei bresenoldeb, yn y pen draw, o les i iechyd a diogelwch y plant eraill. (Byddai'r camau hyn yn cael eu gweithredu ddim ond ar ôl dilyn yr oll o'n gweithdrefnau y cytunwyd arnynt i ymdrin ag ymddygiad annerbyniol.)