

Clybiau  
Plant  
Cymru



KIDS' CLUBS

# Membership Application Form 2018/2019

for individual Out of School Childcare Clubs

Coming Soon

Brand new website and enhanced functionality!  
Advertise your vacancies, update your own membership data.  
Details of the launch of the new website will be sent to you in due course.

## Why become a member?

**For £45.00, your membership to 31.03.2019 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

Annual Membership:

£45

**YOU will also have access to:**

- Free advertising on [www.clybiauplantcymru.org](http://www.clybiauplantcymru.org) for your Club – so that parents/carers can find your setting
- Free recruitment advertising on [www.clybiauplantcymru.org](http://www.clybiauplantcymru.org)
- 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 publications National Minimum Standards)
- Free expert guidance from a team of Childcare Business Development Officers 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.

Chance to win an Amazon Fire tablet and case if you return your form and payment prior to 31.03.2018 and all this for just £45.00 if you are a single site Out Of School Club, £70.00 if you are a provider with up to 5 settings or £150.00 if you are a provider with up to 20 settings.

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.

## 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](mailto: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](mailto:info-nw@clybiauplantcymru.org)

### West Wales Team

Unit 2, Clos Gelliwerdd, Cross Hands Business Park, Cross Hands,  
Carmarthenshire. SA14 6RX

T: 01269 831010. E: [info-ww@clybiauplantcymru.org](mailto:info-ww@clybiauplantcymru.org)

### For Membership Queries

T: 029 2074 1000.

E: [membership@clybiauplantcymru.org](mailto:membership@clybiauplantcymru.org)

### To Advertise Vacancies

T: 029 2074 1000.

E: [recruitment@clybiauplantcymru.org](mailto:recruitment@clybiauplantcymru.org)

### For Complaints / Compliments

T: 029 2074 1000. E: [contact@clybiauplantcymru.org](mailto: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](mailto:playsafe@mortonmichel.com)

W: [www.mortonmichel.com](http://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](mailto:info@steppingstonesonline.co.uk)

W: [www.steppingstonesonline.co.uk](http://www.steppingstonesonline.co.uk)

### EYP Direct Ltd.

Alhambra House, 9 St Michael's Road, Croydon, CR9 3DD

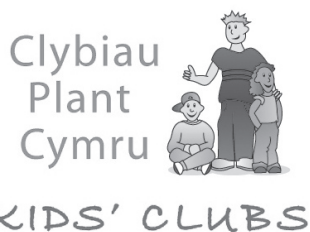
T: 202 3370 0885. E: [info@eypdirect.co.uk](mailto:info@eypdirect.co.uk) W: [www.eypdirect.co.uk](http://www.eypdirect.co.uk)

*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.*

[www.clybiauplantcymru.org](http://www.clybiauplantcymru.org)

**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.**



# Membership Application Form 2018-19

Annual Membership:  
**£45**

## 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:		
Members can access additional benefits through our website at <a href="http://www.clybiauplantcymru.org">www.clybiauplantcymru.org</a> . In order to be able to do this you will need to provide us with an <b>email address</b> . 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"/>					
Email Address:					
Website address:					
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, <a href="http://www.clybiauplantcymru.org">www.clybiauplantcymru.org</a> . Please indicate in the box below that you agree for your information to be used in this way.					
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:					
CSSIW Registered:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	CSSIW 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:	
<p><b>Data Protection Act 1998</b> The information given will be entered into a database and held by Clybiau Plant Cymru Kids' Clubs on computer. Personal data is limited to names, titles and contact details. This information will be used by Clybiau Plant Cymru Kids' Clubs for monitoring and for mailing information which may be of benefit or interest to Out of School Clubs.</p> <p>From time to time, information that may be of interest to Out of School Clubs, may be shared with other organisations / members of the public. If you are <b>not willing</b> for us to pass on this information, please tick the box. <input type="checkbox"/></p>				

# 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) 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 CSSIW, 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 01.04.2018-31.03.2019. All membership expires on 31.03.2019.**

<b>Please return this completed form, along with payment to: Clybiau Plant Cymru Kids' Clubs, Bridge House, Station Road, Llanishen, Cardiff, CF14 5UW.</b>			
<b>How would you like to pay? (please tick) Price: £45.00.</b>			
<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:			
_____@_____			
<b>Please note that membership will not be processed until payment is received. Please DO NOT send cash.</b>			

<b>For Office Use:</b>	Date form received:	Membership No:
Cheque Number:	Date BACS payment Received:	Date Paypal Received:
Date certificate sent:	Renewal date: 31.03.2019	