

# Trottscliffe Playgroup

## REGISTRATION FORM

All children who attend Trottscliffe Playgroup must be registered. Children will remain at the setting until collected by an authorised adult

Trottscliffe Playgroup respects confidentiality and all information held conforms to our obligation under

The Data Protection Act and Playgroup Confidentiality Policy

Child's Name (Full) : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Date of Birth : \_\_\_\_\_ (please attach copy of Birth Certificate)

Name of Parent / Carer : \_\_\_\_\_

Address : \_\_\_\_\_

*(if different from above)*

\_\_\_\_\_

Who has legal contact & parental responsibility : \_\_\_\_\_

Telephone Numbers : \_\_\_\_\_

*(give both parent numbers*

*If appropriate)* : \_\_\_\_\_

Email contact : \_\_\_\_\_

Does your child have any known medical problems / additional needs? Please indicate signs and symptoms which staff should be aware of and medication which requires administration:

\_\_\_\_\_

\_\_\_\_\_

Language spoken at home \_\_\_\_\_

Does your child have any known allergies / intolerances or major dislikes (e.g. certain foods or materials i.e. plasters)?

\_\_\_\_\_

Does your child have any special dietary requirements?

\_\_\_\_\_

Name and address of person collecting the child from the playgroup if different from above (child will only be allowed to leave with the named adult)

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Details of second adult other than collector who may be able to collect the child in an emergency

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

If my child is collected by anyone else my Password is \_\_\_\_\_

Details of child's doctor

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Are your child's inoculations up to date?  Yes  No

I agree to my child taking part in activities in the outside play area  Yes  No

I consent to any emergency medical treatment necessary whilst my child attends the group  Yes  No

I consent to my child being photographed within the group.  
*I understand photographs will never be used outside of the group without my express permission*  Yes  No

I consent to my child having face paints applied when appropriate  Yes  No

I consent to my child using anti-bacterial hand wash  Yes  No

I am aware that Playgroup Policy documents are available for me to see at any time  Yes  No

I agree to update Trottscliffe Playgroup with any changes to this registration as necessary  Yes  No

I have read and agree to abide by the regulations as attached and have retained a copy  Yes  No

Any other information which you would like to share with us

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Signatures required from both parents' if appropriate)*

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# TROTTSCLIFFE PLAYGROUP

## REGULATIONS TO REGISTRATION

This document is to be given / read in conjunction with the registration form. It is to be retained by the parent / carer

- Registration: only children for whom Registration Forms have been filled in may attend Trottiscliffe Playgroup.
- Opening times: 9am – 12 noon Monday–Thursday during term time (except bank holidays).
- Places are offered on a first come first serve basis and are secured with payment in-advance of required sessions along with completed booking form.
- To allow us to make the arrangements to accommodate any changes you may have i.e. increase / decrease the number of sessions required we would appreciate two weeks' notice. Some changes may be subject to availability.
- Payment of fees: £7.50 per child per session. Children over 3years are entitled to funding for up to 15 hours per week. Trottiscliffe Playgroup is only able to offer 12 hours care per week.
- Parent / carers are reminded that they are paying for the place at the playgroup, so if your child cannot attend a session you will still be required to pay for it
- Collecting your child: Children need to be collected from the playgroup by 12.00. If you or the nominated adult to collect are delayed in collecting your child you are requested to contact 01732 822281 to ensure that arrangements can be made for the safety and wellbeing of your child. Trottiscliffe Playgroup will record the late collections and address any concerns directly with the parent / carer.
- Trottiscliffe Playgroup requires written details of who will be collecting your child other than yourself. We will not allow your child to leave the club with someone who is unknown to us. Any regular collection arrangements you may have must be recorded on the registration form.
- Trottiscliffe Playgroup must be notified of any changes to registration form as soon as conveniently possible.
- Absences: Please telephone Trottiscliffe Playgroup 01732 822281 if your child is going to be absent.
- Notice: Trottiscliffe Playgroup would appreciate half a term's notice if you no longer wish a place for your child.

# Trottscliffe Playgoup

## ETHNIC DATA COLLECTION

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history

Ethnic background is not the same as nationality or country of birth

Data collected will only be used when requested for local and national statistics

Please ✓ tick one box only

### White

- British
- Irish
- Traveller or Irish Heritage
- Gypsy / Roma
- Any other white background

### Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

### Black or Black British

- Caribbean
- African
- Any other black background

Chinese

Any other ethnic background

I do not wish an ethnic background category to be recorded

# Trottiscliffe Playgroup

## APPLICATION FORM

Places are available on a first come, first served basis

This document is to be given / read in conjunction with the registration form and regulations

DATE : \_\_\_\_\_

NAME : \_\_\_\_\_

PLACE REQUIRED FROM (DATE) : \_\_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	
9-12 noon	9-12 noon	9-12 noon	9-12 noon	

Please ✓ which days you require

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_



# TROTTISCLIFFE PLAYGROUP

## BOOKING FORM (Parent / Carer copy)

Places are available on a first come, first served basis

This document is to be given / read in conjunction with the registration form and regulations

DATE : \_\_\_\_\_

NAME : \_\_\_\_\_

PLACE REQUIRED FROM (DATE) : \_\_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	
9-12 noon	9-12 noon	9-12noon	9-12noon	

Please ✓ which days you require

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_