



## WYLAM PRE-SCHOOL PLAYGROUP

The following registration form should be completed and returned to the playgroup leader or the registration secretary as soon as possible following your child's playgroup visit. Please complete ALL information. We are required by social services to record this information for all members.

Please indicate which sessions you would like your child to attend. Playgroup sessions are run every morning. Please refer to the playgroup notice board in the falcon centre for term dates and holidays, which correspond to school terms.

### REGISTRATION FORM

Full name of child

Family name \_\_\_\_\_ First name(s) \_\_\_\_\_

Name, they are known by if different \_\_\_\_\_

Date of birth \_\_\_\_\_ sex \_\_\_\_\_ home language \_\_\_\_\_

Name of parent(s)/guardian \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ postcode \_\_\_\_\_

Telephone number \_\_\_\_\_ mobile \_\_\_\_\_

Email address \_\_\_\_\_

Ethnicity \_\_\_\_\_

Religion \_\_\_\_\_

Please give all details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Please place them in order you wish them to be contacted.

Name/relationship	home address/phone/mobile	day address/phone
1.		
2.		

3.

Name of doctor \_\_\_\_\_

Name of surgery \_\_\_\_\_

Doctors telephone number \_\_\_\_\_

Name of health visitor \_\_\_\_\_

Telephone number for health visitor \_\_\_\_\_

Name of dentist \_\_\_\_\_

Name of practice \_\_\_\_\_

Dentist's telephone number \_\_\_\_\_

Name(s) of persons authorised to collect from pre-school:

\_\_\_\_\_

In the event someone collecting your child who is unknown to the playgroup staff we ask for you to provide a password for your child to be collected. Please provide password below:

\_\_\_\_\_

Any further information that may be useful i.e. custodial rights, access etc

\_\_\_\_\_

If your child suffers from any allergies or medical conditions, please give details below:

\_\_\_\_\_

Playgroup staff can administer medicine if they receive written authority with instructions regarding the medicine, the quantity, and the conditions it should be give from parents/ guardian

Has your child been immunised against (please tick)

- Diphtheria       Whooping cough       Tetanus       Polio       Hib  
 Meningitis 'C'       Measles       Mumps       Rubella       Pneumococcal

If your child has had any major illness / operations, been in hospital recently or has any ongoing health problems, please give details below:

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Our group has an inclusion policy. Does your child have any issues which you would like to discuss with the staff? (If yes please give details)

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Any other comments/requirements/special requests or background information on your child or any special words/fears or recent family events which may have affected your child which you would like us to observe in our pre-school.

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I would like my child to attend playgroup from \_\_\_\_\_ on the following days  
MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY  
(Please circle as appropriate)

As a playgroup we encourage trips around the village for the children to explore their outdoor environment and we make regular trips to the first school ready for the children's transition into nursery. For this we required permission to take them from the playgroup setting.

I hereby authorise my child detailed above to participate in outings organised by Wylam pre-school playgroup within the parish of Wylam. Further details will be given before any outings and further permission will be obtained for outings outside of Wylam.

Signature of parent / guardian \_\_\_\_\_ Date \_\_\_\_\_

If a child needs medical treatment or needs to see a dentist during playgroup hours, parents will be contacted, should we be unable to make contact with a parent or guardian, and then playgroup staff will seek emergency treatment.

I, \_\_\_\_\_ give my permission for the leader of Wylam pre-school playgroup to seek emergency medical treatment for my child \_\_\_\_\_, in the event of it being necessary.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_ give my permission for the leader of Wylam pre-school playgroup to seek emergency dental treatment for my child \_\_\_\_\_, in the event of it being necessary.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_ give my permission for any member of Wylam pre-school playgroup to apply a plaster to my child in the event of it being necessary.

Signed \_\_\_\_\_ Date \_\_\_\_\_

During the course of playgroup, staff may take photographs of the children. We need your constant for them to be able to do this. Photographs may be taken for personal development files, the daily record file, wall displays and staff training files, occasionally photographs are taken for the local paper.

I, \_\_\_\_\_ give / do not give my Permission for my child \_\_\_\_\_ to Be photographed for playgroup purposes.

Signed \_\_\_\_\_ Date \_\_\_\_\_

During certain topics we ask some parents to come in and discuss with the children what they do in their jobs.

It would be useful; to the playgroup if you could provide us with your occupation and whether or not you would be able and will to come into playgroup.

Parent(s)/guardian occupation

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I / we would / not be able to come into playgroup to do a discussion on my / our occupation

Signed \_\_\_\_\_ Date \_\_\_\_\_

All staff must have a child qualification, this entails written observations of the children to be used, no names or photographs will be used (letters or false names will be substituted)

Other staff members are also doing further education which also entails written observations of the children.

All observations will be treated on the strictest of confidence, however these observations will need to leave the setting with staff members and will be sent away to be marked by an approved training personnel.

If you have any concerns or queries please speak to a member of staff

I, \_\_\_\_\_ give / do not give my consent  
for my child \_\_\_\_\_ to be used in staff  
training observations

Signed \_\_\_\_\_ Date \_\_\_\_\_

## This is me

My name is.....

I am usually called.....

I live in my house at....

I live with.....

My brothers and sisters are...

Our pets are...

My favourite toy is...

I like...

I don't like...

When I'm upset I like to...

When I go to the toilet I like to say...

I have a special name for particular body parts...

Is there anything else you would like us to know about your child?

# Uniform Order Form

Whilst the staff take every effort to ensure that the children wear protective clothing during messy play it is inevitable that the children get paint, glue etc on their clothing.

We have a uniform available to purchase of easy to care for Polo Shirts and Jumpers. The uniform incorporates our playgroup logo on a pale blue Polo shirt or a dark blue jumper. The uniform is not compulsory.

Please order any items below and enclose a cheque payable to "Wylam preschool playgroup"

Childs Name: \_\_\_\_\_

	Size	Quantity	Price Each	Total Price
Polo shirt			£6.50	
Jumper			£7.50	
Grand total				

Orders take about a couple of weeks to process although on occasions we do have a small number in stock. Further items can be ordered throughout the year.

## Key Points To Note

Your child attending this playgroup means you have agreed to become a member of the charity. This will entitle you to vote at meetings. Membership ceases on 31<sup>st</sup> August or with 4 weeks notice of termination

You need to give us 4 weeks (28 days) notice to terminate or amend your child's sessions at playgroup - where there is an increase in sessions we will try to accommodate the child as early as possible however we are restricted to staff and child ratios therefore places will be allocated on a first come first served basis.

We will give you at least 28 days notice of any increase in fees

You may attend up to 3 free settling in sessions with your child - where you stay with your child. We can stagger your leaving times after this to help settle your child in. You may visit at any point to see your child.

Sessions must be paid for even if the child is away on vacation as we have to recruit and pay staff to cover the sessions anyway.

Fees are due by the date on the invoice - if a reminder is sent a £10 administration fee will be charged.

Non payment of playgroup fees will result in withdrawal of the playgroup place and further legal action will be taken to collect the outstanding payment.

Children collected late from playgroup will be charged a late collection fee of £10 per time.

I have read and understand the key points above

Signed.....

Date.....

What do you think about this form and how may it be improved?



## Summary for Parents to Retain

You are now a member of the charity as such you will be entitled to a vote at meetings .

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Please ring on 01661 852174 if your child is sick and unable to attend their session at Wylam pre-school playgroup.

Any complaints or problems should be directed to either the Play Group Manager (Karen) or Deputy Manager (Lyndsay). If you are not satisfied or would prefer you can contact a committee member (a full list and contact details is provided in the lobby).