



**Child Registration
Information**

Please complete and return this book

Child's Name

.....

Registered Charity No 299419

Member of Pre-school Learning Alliance 28088

Registration Form

Please print clearly as we need the following information for our Playgroup records

1. Personal Details

Child's full name _____ Known As _____

Date of Birth ____/____/____ NH Number _____

Names of both parents/Legal Guardians _____

Address (including postcode) _____

Contact Numbers (home) _____ (Mobile/Work) _____

Email Address _____

Address where child is resident (if different) _____

Details of parental responsibility, legal contact and residence arrangements _____

2. Emergency Information

Please indicate below whom we should contact in an emergency (please tick)

() Parent at home (details as above) () Parent at work (specify contact details) _____

() A N Other (specify relationship and provide contact details) _____

3. Collection Details

Please let Pre School know if somebody else is collecting your child from us on your behalf. We have a collection book which must be filled in when this happens on an occasional basis.

Please provide details of anyone else who may be collecting your child from Pre School on a regular basis:

.....

4. Your Child's Pre School/Nursery Requirements

Is your child attending any other Pre School or Nursery? **Yes/No** If so, please provide details:

.....

Has your child attended any other setting previously? **Yes/No** If so please provide details:

.....

Have you applied for a school nursery place? **Yes/No** When do you anticipate your child starting nursery?

.....

Please indicate if you have any preferred sessions: Tues Wed Thurs Fri

5. Parental Involvement

Parents are very welcome to help during a session. If you are interested then please speak with the Play Leader or Deputy to make an arrangement. We often benefit from parents who are able to help us with "odd jobs" such as washing toys or cutting craft. If you feel able to contribute in this way please let us know.

Please could you detail the names and ages of any other children in the family.

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The overall management of the Pre School is the responsibility of the Parent Committee. Without parental involvement the Pre School cannot legally operate.

Please indicate if you would be willing to help on the committee or with its fundraising efforts?

Committee **Yes/No**

Fundraising **Yes/No**

6. Personal Circumstances

- *All children are entitled to Government funded places in the term after they are 3 years old, regardless of financial circumstances. The Grant will currently cover up to a maximum of 15 hours each week.*
- *Please inform the Play leader directly of any significant circumstances which may help us to help your child e.g. a recent move, loss of a relative, a family break up or the arrival of a sibling. This information will be kept confidential.*

7. Home Information

Language(s) spoken at home:

My Child (tick appropriate boxes)

- Enjoys playing with other children / Prefers to play alone
- Needs help to go to the toilet / Manages the toilet independently / Needs help to put on their coat & shoes
- Manages their coat or shoes independently
- Communicates clearly with adults and other children/ Sometimes finds it difficult to make themselves understood by others
- Is happy to be left by me / May find it hard to settle without me

My Child's Health (tick appropriate boxes)

- Is usually good
- Has had hearing/vision/speech difficulties (indicate which)
- Has specific allergies (indicate details on separate medical form)

Things I like to do (*please fill in this section with your child*)

| | |
|---------------------------------|--------------------------------------|
| Friends I like to play with... | Stories and rhymes I like to hear... |
| Clubs and activities I go to... | What I like doing best... |
| I am happy when... | I am sad when... |

8. Policies & Procedures

Our Policies and Procedures can be found on our website (www.sunnysideplaygroup.org.uk) or on the parent information desk. Please sign here to show that you have read, understood and agree to abide by them.

Signed.....**Dated**.....

The following are particular policies that we would wish to draw particular attention to before your child starts at Sunnyside. Thank you.

▪ **Payment of Fees Policy**

- All parents must pay the **non- refundable Registration Fee** when requested to do so. Failure to pay this may result in your child's offer of a space at Sunnyside being withdrawn.
- All fees are payable half term in advance.
- If fees have not been paid the half term prior to when the child starts playgroup then a letter will be sent out reminding the parent/carer of their obligation to pay.
- If fees are not forthcoming by the end of each half term, the child will be excluded from playgroup until the matter is resolved. Parents/carers will be informed of our intention to do this with an appropriate letter.
- If there are particular circumstances where the payment of fees in full in advance is not possible, then, with the approval of the Committee, an alternative arrangement can sometimes be made
- If there are any sessions unattended due to illness of family holidays these cannot be refunded
- If there are any sessions cancelled by Sunnyside Community Playgroup a refund will be given.
- **Half a Terms Notice** is to be given in writing to the Playgroup Administrator or Leader, if a child is to be withdrawn from the playgroup. Full fees are payable during this period, even if the child no longer attends. The playgroup committee will give consideration to a waiver of these fees in special circumstances upon request.

Please note that there is a notice period of one half term when withdrawing your child, it is therefore important that you inform us of any changes you wish to make to your child's sessions as soon as possible. If you withdraw your child without giving appropriate notice you will still be liable for the half terms fees.

Signed..... **Dated**

▪ **Use of the Outside Areas**

When the weather permits, we would like to obtain permission for your children to make use of the outside area at Sunnyside Church. This will occasionally include taking children into the grounds and onto the allotments. Appropriate supervision will be in place at all times and children will not be taken onto the roads at any point.

On a more regular basis we have the ability to offer a secure gated play area just outside the main entrance. This will enable your children to ride the trikes and scooters, get involved in sand and water play and generally enjoy the experience of supervised outdoor play. On particularly sunny days we ask that you provide a labelled sun hat and to apply sunscreen before your child arrives at Pre School, as we are unable to do this for you due to the possibility of allergic reactions. In cooler weather appropriate outdoor clothing should be provided.

I hereby give my permission for Sunnyside Community Playgroup to supervise my child outside, in the Church grounds, the Play area and on organised trips to the allotments.

Signed **Date**

8. Policies & Procedures cont.

▪ Policy on Continence

We comply with the Equality Act 2010 in providing accessible toilet facilities.

Our admission policy does not exclude anyone with a delay in achieving continence; however we shall discuss each case with the parents/carers prior to admission to agree ways in which to assist the child whilst at Sunnyside. We request that parents/carers confirm that they have read this policy prior to their child attending Sunnyside Playgroup and that they agree to the Playgroup/Home agreement on working towards Continence.

Our Infection Control Policy, within the Health and Safety Policy, will apply when a child soils a nappy or wets or soils himself or is sick on the premises. The same will apply for nappy changing.

Procedure

- Any member of staff may change a soiled nappy. An additional member of staff may be present or assist when necessary, or if there is a risk that the child may make a false allegation (see Child Protection Policy).
- The child will be changed in the area around the disabled toilet and a screen will be used to prevent others entering the area and ensuring privacy.
- Staff will wear disposable gloves and aprons while dealing with the incident.
- Disposable paper will be placed on the changing mat and the mat will be cleaned before and after use with diluted anti-bacterial washing up liquid.
- Soiled nappies and disposable paper are double wrapped and placed, in a location which is not accessible to the children, and are taken away by the parent/carer at the end of the session.
- Hot water and liquid soap is available to wash hands as soon as the task is completed & hot air dryer and paper towels are available for drying hands.

Sunnyside Playgroup/Home Continence Agreement

The Parent/Carer will:

- Ensure that the child is changed at the latest possible time before being brought to the playgroup.
- Provide the playgroup with nappies, nappy bags and carrier bags, wipes, cream if required, and spare clothes, all placed in a named bag.
- Understand and agree to the Policy and procedures that will be followed when their child is changed, including the use of cream.
- Agree to inform the playgroup if the child has any marks or rash.
- Agree to a “minimum change” policy i.e. the playgroup will not change the child more frequently than s/he would be at home.
- Agree to review arrangements if necessary.

The Playgroup will:

- Agree to change the child should s/he soil themselves or become uncomfortably wet, with leaking through clothing, so long as staff are aware the child has become soiled.
- Provide disposable bags and aprons.
- Agree to report should the child be distressed or if marks/rashes are seen. If the child is extremely distressed the parents/carer will be notified immediately and further action will be agreed with the parent /carer.
- Agree to review arrangements when necessary.

Signed by Parent/carer**Date**

Behaviour Management Policy

The aim of Sunnyside Playgroup is to provide a happy, safe and stimulating environment for all children to develop their needs through play.

In order to achieve this, children need to:

- Be kind
- Play nicely by sharing and taking turns
- Respect the toys and equipment
- Respect others, both adults and children

The roles of the adult to help children achieve these are to:

- Be consistent
- Be positive
- Talk to children at their level of understanding and maturity
- Maintain boundaries and goals for behaviour
- Be a positive role model
- Treat all children in the same manner with regard, where appropriate, to any cultural expectations

When children behave in unacceptable ways:

- Adults will not shout or raise their voices in a threatening way
 - A period of 'time out' with an adult may be used
 - Physical punishment, such as smacking or shaking will not be used
 - Techniques intended to single out and humiliate individual children will not be used
 - Continual misbehaviour will result in the playgroup leader arranging a meeting with the parents to discuss the child's behaviour
- (Endorsed on behalf of Sunnyside Playgroup Hilary Drew)*

Signed and accepted by **Date**

Permission to Maintain Confidential Records

For us to maintain records on your child's progress we must have your permission. We are sure you can appreciate that the maintaining of these records is a useful tool for both yourself and the staff at Sunnyside in giving a clearer picture of your child's development whilst at Pre School.

- All records kept on an individual are confidential and will be made available to their parent/carer and staff only.
- All records of progress kept on an individual will be handed over to their parent/carer when they leave Pre School.
- All records of progress not handed on will be destroyed after 6 months.

(If you have any concerns regarding this then please discuss them with Hilary.)

Please sign below so we have a record of your consent.

I give permission for confidential records relating to my child to be kept whilst they are attending Sunnyside Community Playgroup.

Signed **Date**

9. Health and Safety & Medical Information

- *Please ensure that your child had suitable footwear. (No Wellingtons are allowed inside the hall and no open toed sandals on the climbing frame.) Children should be dressed sensibly; they will be involved in messy play and outdoor activities all year round.*
- *Anyone attending Pre School, who brings with them children apart from those registered to attend during the session, does so at their own risk. We cannot be responsible for additional children as this contravenes our Insurance Policy and our registration with Ofsted.*

Doctor's Name..... **Contact Number**.....

Doctor Surgery Address

Does your child have any specific dietary requirements of which we should be aware including allergies to certain foods?

(Please state)

Has your child had their childhood immunisations? **Yes/No**

Are there any medical details that would be useful for the Pre School to know? (e.g. illnesses or spells in hospital)

Does your child use an Epi pen? **Yes/No**

I give my permission for you to list and display my child's allergy/allergies

Signed **Allergy**

I give my permission for staff to apply hypoallergenic plasters should the need arise

Signed.....

I give my permission for my child to be taken to hospital via ambulance in the case of an emergency. I understand that a member of staff will accompany my child.

Signed.....

I consent to any emergency medical treatment including the use of anaesthetics, the transfusion of blood and blood components and the administration of non-blood volume expanders (such as saline necessary during the course of a journey)

*** Please delete any part of this paragraph as required**

Signed **Date**

Photograph Consent Form

Sunnyside Community Playgroup needs to seek your permission to take photographs of your child.

We use photographs to add to our portfolio, which is used to show Ofsted and prospective parents some of the activities that are undertaken at the Pre School. Those children who currently attend, like looking through the portfolio and seeing themselves and their friend's.

We do not label any photographs with any child's name or personal details.

The portfolio is only available during pre- school hours and is then locked away securely. We do not use any photographs for promotional purposes (ie in the press, in our brochures or on our website) unless we obtain your permission. This permission would be sought at the time should the situation arise.

NB: We allow parents/carers to take photographs and video footage of their children at Pre School events (i.e. at the Christmas concert) with the undertaking that they are for your own personal use, will not be published on any web page and will, as much as is reasonably possible, be of your child only. We cannot guarantee that your child will not be included in another parent's footage. Please talk to the Pre School Leader, Hilary, should you wish for further information on this issue.

(Please sign below)

I do not give/ do give permission for photographs to be taken of my child and used in the portfolio. (Please delete as appropriate)

Signed**Date**

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Gift Aid Declaration

Using Gift Aid means that for every pound you give we get an extra 28 pence from the Inland Revenue, helping your donation go further.

This means that £100.00 can be turned into £128.00 just so long as donations are made through Gift Aid. Imagine what a difference that could make and it doesn't cost you a thing.

So if you want your donation to go further, Gift Aid it. Just complete this form and send it back to us

First Name **Surname**

Address.....

.....

.....

I would like all donations I've made since 6th April 2000 and all donations in the future to be Gift Aid until I notify you otherwise.

To qualify for Gift Aid, what you pay in income tax or capital gains tax must at least equal the amount we will claim in the tax year

Signed**Date**