



HUMPTY DUMPTY PLAYGROUP

(Early Years Pre-school)

Kesgrave Community Centre, Twelve Ace Approach

Bell Lane, Kesgrave, IP5 1JF

Tel: 07837 154081 (during playgroup hours only)

E: humptydumptykesgrave@gmail.com

W: humptydumptykesgrave.co.uk

ENROLMENT FORM

Name of child

Date of birth

 / / 20

Address

Postcode

Ethnicity Details

Home Country

Religion

Home Language

First Language

Emergency Contact 1

Name

Relationship to child

Address

Postcode

Mobile:

Email (please print)

Emergency Contact 2

Name

Relationship to child

Address

Postcode

Mobile:

Email (please print)

Name/s of any other person/s who has your permission to collect your child:

Persons other than parent(s) authorised to collect the child Must be over 16 years of age. Please note that if the authorised person is not the person indicated in the daily diary, staff will check before releasing the child.

Parent's full names

Who has parental responsibility?

Any person who does **NOT** have legal access to child

Doctors Name

Address

Tel.no

Emergency Treatment: All staff at Humpty Dumpty Playgroup are trained in Paediatric First Aid.

In the event of illness or accident to my child, I give permission for any medical treatment to be given by the setting staff. In an emergency, if I cannot be contacted, I am willing for my child to receive any hospital treatment which becomes necessary. I understand that every effort will be made to contact me as soon as possible.

Signature

Date

Print Name

Does your child suffer from any illness, medication requirements (eg epi-pen), special educational needs or disability, which may affect him/her at playgroup?

Yes ☐

No ☐

If yes, please complete an additional Health Care Plan.

PLEASE LIST ANY KNOWN ALLERGIES TO FOOD, DRINK, ANIMALS, OR ANY SPECIAL DIETRY REQUIREMENTS; eg. Vegetarian or religion

Has your child had Chickenpox?

Yes

☐

No

☐

Are there any other multi-agency professionals working with your child and family?

Name of lead professional/social worker?

Previous educational experiences for child

Name and date of birth of other children in family

HEALTH AND SAFETY

During the spring/summer months when the sun is hot, children must be wearing Factor 50 sunscreen, and a hat. These must be in a named bottle. Staff can only support your child putting on sunscreen with your permission.

Signature

Print Name

Date

Information Sharing: To ensure continuity between settings, and when your child moves on to reception, we would like to share your child's learning journey assessments with the other setting. For us to do this, we need your permission. If you are happy for this to happen, please sign and print.

Name of any other playgroup/nursery child attends:

Signature

Print name

Date:

Policies and Procedures

I have been provided with a Handbook, Privacy Notice and Prospectus.

The policies and procedures are all available on request.

*I **understand** that there may be circumstances where information is shared with other professionals or agencies without my consent.*

HM Government Information Sharing: Guidance for Practitioners and Managers (DCSF, 2008), instructs the playgroup, that through our 'Information Sharing Policy', parents/carers are asked to sign the registration form to say that they understand the circumstances in which information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult. Humpty Dumpty Playgroup is registered with the Information Commissioners Office (ICO). This is a requirement enforced by the General Data Protection Regulations (2018) (Please refer to Privacy Notice).

Please sign to give your consent for us to hold your child's details on the premises.

Signature:

Print Name:

Date:

Outings

On occasions we may take the children for walks in the local area, we need your permission to take children out of the setting. Please sign to give your permission below. Advance notification will be given.

Signature:

Print Name:

Date:

Photograph Permission

In addition to holding yours/your child's details, we must also ask for your consent when taking photographs of your child.

☐

Your child's Learning Journey/Tapestry (only you/your child's key-person and manager can see these photographs. Learning Journey on Tapestry will be sent via secure email on child's transition to school)

☐

Humpty Dumpty Facebook
(no child's names visible, will be on Facebook for up to 1 year)

☐

Humpty Dumpty website
(no child's names visible, photo will be on website for up to 1 year)

☐

Profile pictures of your child on the wall in the setting
(no name visible, will be on wall up to 1 year)

☐

Promotional: Local magazine/newspaper (no child's name visible)

Please sign below, to give permission/not give permission to boxes marked of photographs of your child being taken for these purposes

Signature:

Print Name:

Date:

PLEASE SIGN BELOW TO INDICATE THAT THE INFORMATION GIVEN ON THIS FORM IS ACCURATE AND CORRECT, AND THAT YOU WILL NOTIFY US OF ANY CHANGES AS THEY ARISE.

Print Name:

Signature:

Date:

Fees

Our fees are **£16.00** per 3-hour session

£2.75 for lunch sitting.

Morning session's 9:00am to 12:00noon

Afternoon sessions 12:30pm to 3:30pm

Lunch is available 12:00noon to 12:30pm

Would you prefer:

	Morning	Lunch	Afternoon
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Parents claiming funding have the flexible option of either paying £2.50 for lunch on a full day or collecting their child at 3pm instead of 3:30pm.

If a parent is only able to access 15 hours of funding for their child, but require their child to attend more sessions, this is possible, however all additional sessions will be charged for via invoice.

Parents/carers are notified of the required fees at the beginning of each term by means of an invoice.

Fees MUST be paid 14 days from the date of invoice

Fees are payable by means of cash or BACS.

Additional Information

At the beginning of each term, you will receive our newsletter informing you of setting information and topics we will be implementing to support your child's learning through the Early Years Foundation Stage. Please let us know how you would like to receive the newsletter

Email: ☐

Paper copy: ☐

Email address:

(PLEASE PRINT)

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'

As a parent I will...

Not publish any of my child's observations or photographs on any social media site.

Keep the login details within my trusted family.

Accept that my child's photograph may appear on their friends learning journal account and I may see pictures of my child's friends on my child's personal account.

Speak to a member of staff if I experience any difficulties accessing my child's learning journey.

I agree to the above guidelines and have read accompanying information sheets.

Name of child

Name Parent/Carer

(Please Print)

Signature

Date

Email: (Please Print)

**By signing and returning this form and providing us with an email address,
you agree to Humpty Dumpty Playgroup creating a tapestry online learning journey for your child.**