

BOUGHTON MONCHELSEA PLAYGROUP

Please complete this form and return to Jane Clarke, Playgroup Administrator, 14 Carmans Close, Loose, Maidstone, Kent ME15 0DR.

Name of child

Name known asMale or Female

Date of Birth Birth Certificate Supplied

Email address

Name of parent(s) with whom the child lives

.....
.

Names/ages of any siblings

Does this parent have parental responsibility YES/NO (please delete as appropriate)

Address

.....
.

..... Postcode

Home telephone

Mobile telephone

Alternative telephone

Name of person with whom the child does not live?

Does this parent have parental responsibility? YES/NO (please delete as appropriate)

Address

.....

..... Postcode

Home telephone

Mobile telephone

Alternative telephone

How did you hear about us?

Word of mouth/Recommendation

Facebook

Website

Other

Emergency Contact Details

Parent 1 - Daytime contact details

Parent 2 - Daytime contact details

Persons authorized to collect the child: (must be over 18 years of age)

Name

Telephone/Mobile

Relationship to child

Name

Telephone/Mobile

Relationship to child

Is there anyone who should NOT be allowed to collect your child? YES/NO

.....

PASSWORD FOR COLLECTION

Allergies/Dietary Needs:

Does your child have any special dietary needs or allergies? Yes/No

.....

.....

Medical Information:

Name of GP

Address

Telephone

Name of Health Visitor

Telephone

Immunisations:

Has he/she had the following immunizations?

Diphtheria/Tetanus/Whooping Cough/Polio/Hib x 3 YES/NO

Measles, Mumps, Rubella? YES/NO

Meningitis C? YES/NO

Is he/she taking any medication? YES/NO

Details
.....

Is there any other medical information that you think that Playgroup should know about him/her? YES/NO

Medical consent:

I agree to the person in charge at the time to give consent on my behalf for an anaesthetic to be administered or for any other medical treatment to be given.

Signed Dated

Name

Relationship to child

Ethnicity/Religion:

What is the main religion in your family?

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated whilst he/she is in our setting?
.....

What language is spoken at home?

If English is not the main language spoken at home, will this be your child's first experience of being in an English speaking environment? YES/NO

Special Educational Needs/Disabilities:

Does your child have any special needs or disabilities? YES/NO

Details
.....

Are any of the following in place for your child?

Early Support?	YES/NO
Early Help?	YES/NO
Education Health Care Plan	YES/NO

What special support will he/she need in our setting?
.....

What other information is it important for us to know about your child? e.g. what they like/dislike, special words they use, a comforter they may need and when etc.

.....

Names of Professionals involved with child:

Name Role

Agency Telephone

Does your family have a social care worker for any reason? YES/NO

Name

Based at

Telephone

What is the reason for the involvement of the social care department for your family?

.....

.....

Playgroup Policies:

Under the Pre-School Learning Alliance's Constitution you become a family member of the Playgroup when your child starts. The Playgroup's aims and policies are readily available to any member for inspection at any time.

I confirm that I am aware of the Playgroup's policies and know that they are readily available for inspection at any time.

Signed

Parental Consent:

Do you give your permission for Playgroup Staff to take the child on occasional visits during Playgroup sessions? YES/NO

Data Protection Act 1998/General Data Protection Regulations 2018:

Parental consent is required for staff (and occasionally other photographers such as the local press) to take photographs of your child whilst he/she is at Playgroup. Photographs are taken for training purposes, for a child's profile and as a record of what we have done at Playgroup. These photos may also be used for internal displays and may be kept after the child has left. All photographs are deleted from any memory card/sticks once printed for the above purposes.

I give consent for (child's name) to be photographed for the purposes outlined above.

Signed Dated

Fees and Money:

All fees are payable in advance at the beginning of each term. If the fees are not paid within the first 2 weeks of the term they are due there is a fine of £10 and then £10 per week for each week they remain outstanding. Details of the current fees per session can be obtained from the Playgroup Administrator. There is a charge towards the cost of consumables which is added to your invoice. Playgroup requires that a term's notice is given if a child has to be withdrawn. Where this is not complied with for any reason a term's fees will be charged in lieu. If a funded child is withdrawn from Playgroup before KCC Headcount Week then we have the right to charge for any sessions attended by the child during that time.

If (child's name) has to be withdrawn from Playgroup I will give a term's notice in writing or pay a term's fees in lieu.

Signed Dated

Name Relationship to child

Playgroup Sessions and Times:

The Playgroup is open every day of the week for a morning and afternoon session except Wednesday afternoon when there is only a morning session. The morning sessions are from 9.00 am to 12.00 pm and the afternoon sessions are from 12.45 pm to 3.45 pm. Children begin in the morning sessions and from the age of approximately 3 years move to more structured afternoon sessions.

Which sessions would you prefer?

When would you like your child to start?

There is a £20.00 non-refundable administration fee payable when the application form is completed. This includes a Playgroup t-shirt once the child starts. The bank details are: Sort Code: 53 81 51 Account: 13954938

Signed Dated

Please note that any sessions requested cannot be guaranteed at any stage.

Please attach a copy of your child's birth certificate - we require a copy of this to be able to claim KCC funding which your child may be eligible for.

Does he/she already attend or has attended another setting?
YES/NO

Details:

Overall Consent:

I consent to Boughton Monchelsea Playgroup holding the information contained in this application form securely and note that this information will not be shared with third parties without additional consent from myself.

Signed Dated

NOTE:

Our waiting list is maintained in age order and we are registered to take children from the age of 2 (space permitting). Preference will be given to children from the Boughton Monchelsea Parish.

In order for your application form to be considered at an appropriate time, please ensure that it is returned by the following times.

- September admission - return form by middle of term 5 - mid May
- January admission - return form by middle of term 1 - mid October
- April admission (spaces permitting) - return form by middle of term 3 - beginning of Feb

These cut off dates should be adhered to if at all possible to help the administration process.

ETHNICITY FORM: (please complete)

White – British

Irish

Traveller of 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

Chinese

Any other ethnic background

Please state

Child’s learning difficulties and disabilities status should be recorded according to the following categories:

Early Support

Early Help

Targeted Plan

Education Health Care Plan