



# Registration Form

Child's Full Name:	Date of Birth:
Child's Main Address:	Expected Start Date:
Parent 1 Name: Address: (If different from above)	Parent 2 Name: Address: (If different from above)
Phone No:	Phone No:
Email address:	Email address:
Occupation:	Occupation:

Apart from those named above does anyone else have parental responsibility for this child?

Please bring proof of your child's identity to their first session, either birth certificate or passport.

Please supply two **alternative** emergency contacts in the event we are unable to contact you.

Contact name:

Telephone number:

Relationship to your child:

1.

2.

If your child has any medical condition or allergy, please give full details including medication details:

**EMERGENCY / OPERATIVE TREATMENT AND FIRST AID.** In an emergency, when a parent/guardian's attendance cannot be immediate, it is sometimes necessary to obtain treatment for your child from a Doctor or at the Accident and Emergency department of a hospital. A delay in these circumstances is highly undesirable, and so we require your consent should such an emergency arise. In these circumstances we will either call an ambulance or arrange for your child to be transported immediately to the nearest hospital or Doctors surgery by car. A member of staff will accompany your child at all times. Please inform us of any medical history, which will assist medical staff in an emergency. In the event that your child becomes unconscious or requires first aid whilst at playgroup or on a supervised trip (e.g., forest school) and a parent/carer are not present, we require consent that a qualified first aider may administer the necessary treatment.

Permission to share child detail with other relevant agencies e.g., Health visitor, local authority, school, Ofsted.

Intimate care permission - Due to the age of the children in our care we are often required to offer intimate care. All staff are DBS checked.

Photographing of children - We take photographs and videos of the children for parents and for observation purposes only. These photos and videos may be sent via WhatsApp to parents of the playgroup only. We post photos of children to Facebook and Instagram but do not include children's faces unless express permission has been obtained from the parents.

<u>Fees per session and session times for 2022/23:</u>	Non-Funded Fee	Funded Fee*
AM/PM inc. Forest school (8.30-12.30 & 12.30-4.30)	£47.88	£11.97
Breakfast club (8am to 8.30am)	£7.00	£7.00

Ad hoc sessions are sometime available and are charged at £12.50 per hour.

\*For parents claiming funding, 3 hours out of each 4 hour session are **FREE**. Please see: <https://www.surreycc.gov.uk/people-and-community/families/childcare/paying/funded-early-education-for-3-and-4-year-olds>

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club					
Morning session					
Afternoon session (Inc Forest School)					

Please note: Fees will still be payable if sessions are reduced or cancelled with less than one terms notice

**To secure your child's place a non-refundable registration fee of £175 is required. Please transfer to: Santander, Sort code 090666 Account no 43689229.**

**Please sign and print your name below to agree to our terms and conditions. Our full policies and procedures are available on our website.**

Signature:

Print Name

Date:

Please help us by telling us how you heard about West End Playgroup:

Thank you for choosing West End Playgroup.



Website: [westendplaygroup.com](http://westendplaygroup.com) Email: [westendplaygroup@gmail.com](mailto:westendplaygroup@gmail.com)  
 Telephone: 07395 901584  
 Registered No: 4738921 - Registered Charity No: 1100523  
 Registered Office: West End Village Hall, West End Lane, West End, Esher, KT10 8LF

