



Registration Form

September 2024

Child's Full Name:	Date of Birth:
Child's Main Address:	Expected Start Date: Funding Code if applicable:
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:

Website: westendplaygroup.com Email: 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



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.

Session times 2024-25: Please circle your preferred sessions below and we will contact you to confirm availability:

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club 7.30am to 8.30am	Breakfast club 7.30am to 8.30am	Breakfast club 7.30am to 8.30am	Breakfast club 7.30am to 8.30am	Breakfast club 7.30am to 8.30am
Morning session 8.30am to 12pm	Morning session 8.30am-12pm	Morning session 8.30am-12pm	Morning session 8.30am-12pm	Morning session 8.30am-12pm
Lunch club 12pm to 12.30pm	Lunch club 12pm- 12.30pm	Lunch club 12pm- 12.30pm	Lunch club 12pm- 12.30pm	Lunch club 12pm- 12.30pm
Afternoon session 12pm to 3.30pm	No Current Availability Waiting list.	Afternoon session 12pm-3.30pm	Afternoon session 12pm-3.30pm	No Current Availability Waiting list.
Forest School 12pm to 3.30pm	No Current Availability Waiting list.	Forest School 12pm-3.30pm	Forest School 12pm-3.30pm	No Current Availability Waiting list.
Teatime 3.30pm to 5pm	No Current Availability Waiting list.	Teatime 3.30pm to 5pm	Teatime 3.30pm to 5pm	No Current Availability Waiting list.

15 hours Free for all children the term following 3rd birthday, 30 hours with code. 15 hours for 2 year olds with code.

Breakfast club £3. Teatime club £4.50. Forest school £6 per hour supplement.

Non funded hours £12 per hour.

Ad hoc sessions are charged as follows:

Morning or afternoon session 3. 5 hours: £42. Breakfast club: £12. Teatime club: £18

To secure your child's place a refundable deposit of £175 is required. This will be returned when your child goes to school or subject to one full term's notice in writing. 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.