

St Paul's Church Hall, Chigwell Road, Woodford Bridge, Essex IG8 8BT

St. Paul's

Christian

Playgroup

Email: stpauls.playgroup@btconnect.com

020 8504 5465

Enrolment Pack

Please note, the RED sections of this pack are mandatory to be fully completed, whereas the GREEN sections are optional.

1. Enrolment & Registration Form

Please complete all parts of the form below.

Child's Full Name		Date of Birth		First Language		
Preferred Name for the purpose of addressing the Child				Gender (Male/Female)		
Child's residential address				Child's ethnicity (optional)		
Mother or Legal Guardian Full Name (Female)	Home No		Carer's Full Name <i>if applicable</i>	Home No		
	Work No			Work No		
	Mobile No			Mobile No		
	EEmail			EEmail		
Father or Legal Guardian Full Name (Male)	Home No		Additional Contact <i>for emergencies only</i>	Relationship	Home No	
	Work No				Work No	
	Mobile No		EEmail	Mobile No		
	EEmail			EEmail		
Who has legal contact with your child			Who has parental responsibility for your child			
Doctor/GP Name	Contact No		GP Address			
Health Visitor Name	Contact No		Address			
Emergency Contact 1:			Emergency Contact 2:			
Full Name:			Full Name:			
Relationship to child:			Relationship to child:			
Address/Postcode:			Address/Postcode:			
Tel No: Home:			Tel No: Home:			
Work:			Work:			
Mobile:			Mobile:			

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Please give details below of any regular medication, medical problems or other matters you feel we should be aware of (e.g. asthma, diabetes, etc)

Does your child have any allergies? If Yes, please state below

Does your child have any specific dietary requirement (eg food they must not have)? If Yes, please state below

Does your child have any special educational needs? If Yes, please state below

Please state below name(s) of all individuals who are authorised by the parent or legal guardian (detailed above) who may collect the child from Playgroup. **Please note all people authorised to collect must be over the age of 16.**

Previous settings attended:

Child's position in family (ie 3 of 5)

Name of Siblings

Age of Siblings

Settings attended by Siblings

Family's religion of faith (optional)

Main language spoken at home

Child's first language

When my child leaves I give permission for my child's assessment/records to be passed onto my child's chosen school or nursery

Yes

No

I give permission for photographs/videos to be taken of my child for use within the Playgroup setting

Yes

No

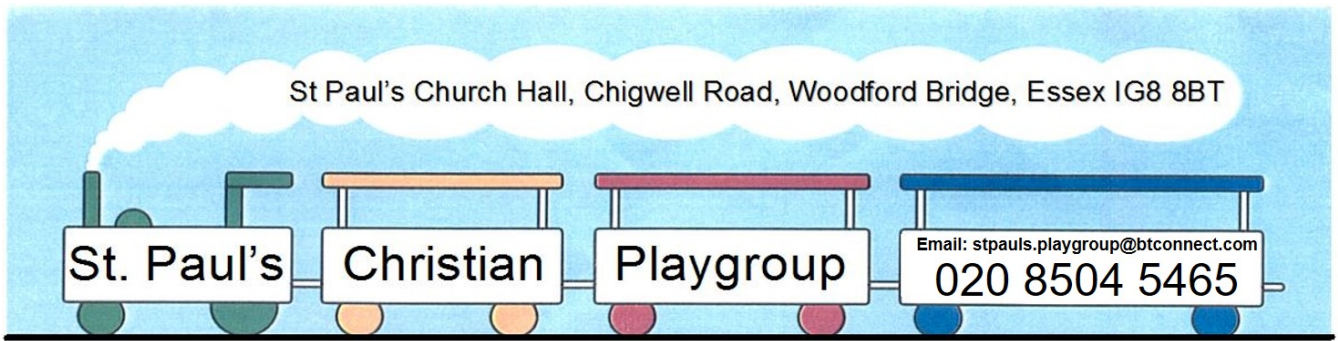
I give permission for my child to leave the Playgroup setting for visits to the local shops under supervision by a member of Playgroup staff

Yes

No

Signature of parent or guardian

Date



2. Confidentiality Agreement Form

Your child will be given a profile folder, charting their progress during their time at Playgroup. This will be available for you to look at before and after each morning session and will be located in the small hall. We hope you will enjoy sharing these with your child but would request that you respect the confidentiality of the other families in our setting and do not look at another child's folder. We ask that you sign below to confirm that you will uphold our confidentiality policy. We would also request that you do not remove the folders without prior permission from the manager. The folders will be available for you to take home and share with your families each term and will be given to you to keep when your child leaves the setting.

Signature of parent or guardian

Date

3. Childhood Vaccination Information

Confidential request for childhood vaccinations information. This section is optional.

The following are 'routine' vaccinations that are offered free of charge on the NHS to all babies and children in the UK. In order for our playgroup health & safety records to be up-to-date with children's information, could you please confirm that your child has had the following vaccinations:

Age	Vaccination	Yes	No
2 months	<ul style="list-style-type: none"> • 1st Diphtheria, Tetanus, Pertussis, Polio, Hib (5-in-1) • 1st Pneumococcal Infection 		
3 months	<ul style="list-style-type: none"> • 2nd Diphtheria, Tetanus, Pertussis, Polio, Hib (5-in-1) • 1st Meningitis C 		
4 months	<ul style="list-style-type: none"> • 3rd Diphtheria, Tetanus, Pertussis, Polio, Hib (5-in-1) • 2nd Meningitis C • 2nd Pneumococcal Infection 		
12-13 months	<ul style="list-style-type: none"> • 1st Measles, Mumps, Rubella • 3rd Pneumococcal Infection • Booster Hib, Meningitis C 		
40 months	<ul style="list-style-type: none"> • Booster 		

Signature of parent or guardian

Date

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4. Ethnicity Data Collection Form

This section is optional. A child's ethnicity will only be recorded where parents have identified the ethnicity themselves.

Categorisation	Please Tick	For Office Use
White		
British		WBRI
Irish		WIRI
Traveller of Irish heritage		WIRT
Gypsy/Roma		WROM
Any other white background		WOTW
Mixed background		
White & Black Caribbean		MWBC
White & Black African		WMBA
White & Asian		MWAS
Any other mixed background		MOTM
Asian or Asian British		
Indian		AIND
Pakistani		AOPK
Bangladeshi		ABAN
Any other Asian background		AOTA
Black or Black British		
Caribbean		BCRB
African		BAOF
Any other Black background		BOTH
Chinese		
Chinese		CHNE
Any other ethnic background		
Any other ethnic background		OOTH
Refused		
Refused		REFU

SureStart



The Early Years
Pedagogy
Advisory Team



London Borough of
Redbridge



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5. Policy & Terms of Registration Agreement

I the undersigned have read understood and accept the current policies of St Paul's Christian Playgroup as outlined below.

- I give permission for my child to take part in the normal activities of the Playgroup.
- I give permission for emergency medical treatment to be carried out should it prove necessary, whilst every attempt will be made to contact me or one of the individuals identified above.
- I give permission for my child to go on short outdoor trips. I fully understand that I will not always be informed, in advance, when they are being taken out on a short trip but providing they are wearing suitable clothing for the weather, I am happy for them to go.
- I have been given, or have downloaded a Playgroup Prospectus and reviewed its contents.
- I have reviewed Playgroup Policies & Procedures and accept the conditions stated therein.
- I agree to the use of all photography/video within, & for display at, the Playgroup and understand that displays including photographs of my child remain on the walls when the Playgroup is not in session, when the Church Halls may be used by other community groups.
- I agree to provide parental support & encourage my child to take part in Playgroup activities.
- I accept & acknowledge that I must collect my child within 10 minutes of the advertised closing time, and that I will abide by instructions given with regards waiting area and queuing as requested by Playgroup Leaders to ensure safe & registered exit of all children.
- I agree to forewarn the Playgroup of any change in people who may be authorised to collect my child.
- I agree to not request any minor or person under the age of 16 to collect my child.
- I agree to not send my child to the Playgroup if they are unwell, or have been vomiting or suffering from diarrhoea in the last 48 hours or have a contagious disease.
- I agree to follow the dress code to ensure my child can enjoy all Playgroup activities safely.
- I agree to not park or attempt to use the Church Hall driveway at any time surrounding or during Playgroup sessions.
- I understand that St Paul's Christian Playgroup is a non-profit making organisation, and as such I must provide at least two full weeks notice if my child will be leaving the Playgroup, and agree to pay the remaining fees due until the end of the half term during which notice has been given. I understand all deposits or registration fees are non-refundable.
- I agree to inform the Playgroup if my child commences at another playgroup or nursery setting.
- I understand that if my child is absent for any reason, temporary or otherwise, that all fees must still be paid during such period of absence.
- I understand fees are due on a half term basis and should be paid by the end of the second week of each half term. I agree to pay all fees in good time and that failure to pay such fees may cause my child to lose their place at the Playgroup.
- I agree to raise any complaint I may have with the Playgroup, which includes but is not limited to, any member of staff, child, visitor, activity or parent/guardian, with the Playgroup Manager in good time and within a designated private surrounding after the Playgroup session has been completed and that such conversation or disclosure will remain confidential.
- I agree to treat all children, visitors, parents and staff with appropriate respect and the care that should be afforded to all people.
- I understand that in the course of play, children will occasionally hurt each other by hitting, pushing, scratching or even biting. I accept that the staff will try to prevent these incidents but acknowledge problems such as these may occur.
- I agree that I will respect the privacy of the other families attending St Paul's Christian Playgroup and will only look at my child's records.
- I agree to inform the Playgroup if my child has been involved in an accident or suffered injuries outside of the Playgroup.
- I understand that if I breach any of these terms my child may lose their place at Playgroup.

Signature of parent or guardian

Date

Full name

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6. Uniform Order Form

Item	Size	Price	Quantity Required	Total £
White Polo Shirt 	22 – 2/3 yrs	£8.00		
	24 – 3/4 yrs	£8.00		
	26 – 5/6 yrs	£8.00		
Royal Blue Sweatshirt 	2/3 yrs	£12.00		
	3/4 yrs	£12.00		
	5/6 yrs	£12.00		
Royal Blue Cardigan 	2/3 yrs	£12.00		
	3/4 yrs	£12.00		
	5/6 yrs	£12.00		
Royal Blue Joggers 	2/3 yrs	£12.00		
	3/4 yrs	£12.00		
	5/6 yrs	£12.00		
TOTAL				£

The uniform for St Paul's Christian Playgroup is supplied exclusively by Forest Casuals and is only available from the Playgroup. The purchase & wearing of uniform by your child is recommended, but is not mandatory. Please make cheques payable to **St Paul's Playgroup PCC**. Please allow 28 working days for fulfilment of your order. Payment must be received prior to an order being placed by St Paul's Christian Playgroup on our suppliers. All items ordered are non-refundable.

Name of child _____

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Home Visits – for information only

At St Paul's Christian Playgroup, we aim to make the transition from home to playgroup a positive experience that focuses on the individual needs of the child and their family. We put a strong emphasis on settling-in and aim to settle a child at their own pace – when they are ready to move away from their parents/carers – as we have found, that in the long run, this means more settled and happier children (and families!).

What is a home visit? *As part of our settling-in procedure, the Playgroup Manager and your child's Key Person will visit your home prior to your child starting playgroup. This will be followed up with 'settling-in' sessions at playgroup.*

How long does a home visit last? *A home visit lasts approximately 1 hour.*

Why do we need a home visit? *A home visit provides the opportunity for your child to be seen in their natural home surroundings where they feel confident and at ease. We can gain lots of information to inform our planning from observing your child where he or she feels settled and in control. A home visit also gives us the chance to talk with you about your child on a 1:1 basis and for you to pass on any relevant information that may help your child to settle into playgroup. Your child's Key Person will use the information gathered during the home visit to plan for your child's needs when they begin their settling-in sessions at playgroup.*

What will happen on a home visit? *A home visit is carried out in pairs - allowing the Playgroup Manager to speak with you and go through the necessary paperwork so your child's Key Person can interact with your child. This enables you to talk without worrying about your child, as well as providing your child's Key Person with the opportunity to observe your child at play in a familiar environment. Your child's Key Person will bring along a selection of playgroup toys and photographic books of the activities and resources on offer at playgroup (one of which has your child's name on and is theirs to keep!). The time is taken to find out about your child's likes, dislikes and interests. A home visit is not to judge your parenting skills, but to offer you the opportunity to ask questions and gather any information that you may require.*

What are the benefits of a home visit? *A home visit has many benefits for you, your child and your child's Key Person. For you and your child, a visit gives you the opportunity to meet your child's Key Person in a safe environment where you feel confident and at ease. The visit provides the opportunity to:*

- *Establish early, positive contact*
- *See your child in their own familiar setting*
- *Meet other family members, people and pets who are important to your child*
- *Understand the anxieties your child may feel about starting playgroup and also understand the wealth of learning that goes on at home*

This all helps your child's Key Person to obtain a 'fuller' picture of your child.

Finally...

A home visit can be very special for your child – often children remember it for a long time – and it helps them to form an attachment with their Key Person on their 'home territory'. Starting playgroup is an exciting step but can also be a difficult time and we hope to make it work for you and your child. We want to be sure that your child feels confident about starting playgroup. We also want you to be confident about what we offer. If you are finding it difficult to settle your child in please talk to their Key Person or the Playgroup Manager.

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For office use only

DOB verified with proof. <i>Birth certificate must be seen to confirm parental responsibility.</i>	Yes		No	
Section 1 completed & signed	Yes		No	
Section 2 completed & signed	Yes		No	
Section 3 completed & signed	Yes		No	
Section 4 completed			Code	
Section 5 completed & signed	Yes		No	
Uniform requested & Order Form completed	Yes		No	
ALL ABOUT ME form requested for completion	Yes		No	