

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

Application Form

1. Registration of Interest

Please complete this part of the form to register your interest for enrolment of your child at St Paul's Christian Playgroup.

The Registration of Interest part of the Application Form must be completed prior to full admission being granted to St Paul's Christian Playgroup. The Playgroup does all that it can to protect the safety of your child. In accordance with our Child Protection Policy, we need to know that we have your support and consent for the normal activities that we run. This form will remain confidential within the Playgroup.

Child's Name		Date of Birth		First Language	
Child's residential address				Child's ethnicity (optional)	
Mother or Legal Guardian Name	Home No		Carer's Name <i>if applicable</i>	Home No	
	Work No			Work No	
	Mobile No			Mobile No	
	EEmail			EEmail	
Father or Legal Guardian Name	Home No		Additional Contact <i>for emergencies only</i>	Relationship	Home No
	Work No				Work No
	Mobile No				Mobile No
	EEmail				EEmail
Doctor/GP Name	Contact No		GP Address		
Please give details below of any regular medication, medical problems or other matters you feel we should be aware of (e.g. asthma, diabetes, allergies, dietary needs etc)					
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.					

Please state how many mornings a week you would like your child to attend. Please note the minimum is 2 mornings a week.

I would like to send my child for

mornings a week

Places will be allocated as they become vacant in accordance with our admissions policy on prioritisation. Please, however, indicate with a tick which days would be your preference.

Monday

Tuesday

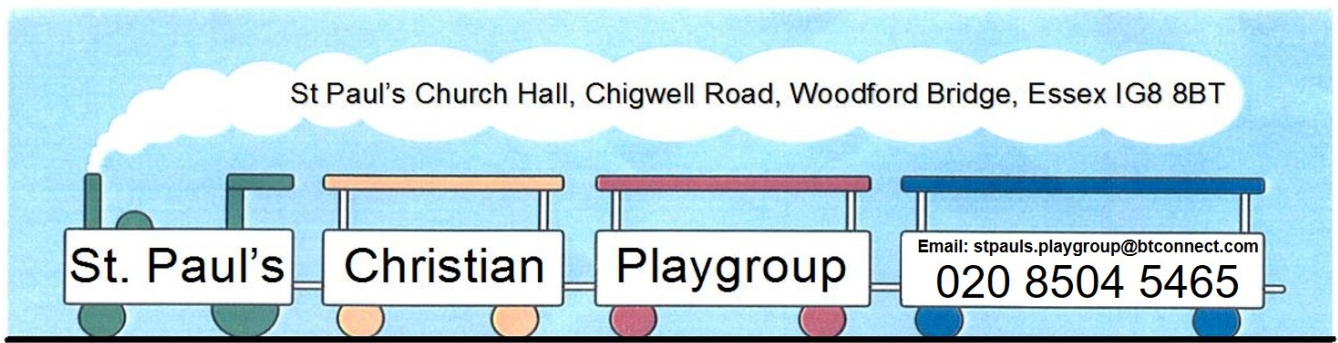
Wednesday

Thursday

Friday

Signature of parent or guardian

Date



2. Policy & Terms of Registration Agreement

This part of the Application Form is only for information at this stage, but will need to be signed and agreed to after you have been notified that your child has been provided with a place at St Paul's Christian Playgroup, that you intend to accept the place provided and have visited the Playgroup and met with a senior member of staff who has been through the Policies of the Playgroup as laid out in the current Playgroup Prospectus.

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 _____

Date _____

Full name – *please print* _____