

Rhostyllen Playgroup Registration contract

Start date for your child(Supervisor) _____ Male or Female _____

Child's full name _____ Date of Birth _____

Parents/carers name _____

Address _____

Home Tel. no _____ Work Tel. no _____

Mobile Tel. no _____

Ethnic origin _____ Religion _____

In case of emergency, if we are unable to find you, please give name, relationship and telephone number of who we can contact:

MEDICAL INFORMATION – This information will be kept confidential.

Doctor's name _____ Tel no _____

Address _____

Has your child been immunised against the following, beside each immunization, please give last date of last vaccination.

Polio date: _____ Whooping cough date: _____

Diphtheria date: _____ Hib date: _____

M.M.R date: _____ Meningitis C date: _____

Tetanus date: _____

Does your child suffer from any allergies or diet restrictions? _____

Does your child have any special needs? _____

EMERGENCY TREATMENT

If my child needs emergency treatment, while in playgroup care and no contact can be made to any contact numbers, I give consent for Playgroup staff to take my child to the hospital and give consent for any necessary or emergency treatment including **anaesthetic or blood transfusion**.

Signature of parent or Guardian _____ Date _____

Child's full name _____

I confirm that I have been given an information booklet and agree that my child and I will abide by the policies and rules of Rhostyllen Playgroup.

Signature _____ Date _____

CHILD PROTECTION POLICY

If you have any problems you wish to discuss, please see the supervisor in confidence, we will try to support and help you. We are here to protect your child and if we have cause for concern we will discuss it with you, but we may have to refer it to other agencies.

Please list people, that are authorised to collect your child and remember to advise supervisor each day if someone other than the parents are collecting your child.

If there are any changes to the collecting of your child, please put this in writing to the supervisor. Also if during the session, you arrange for someone to collect your child that isn't listed on this form, please ring the group to inform us (do not send a text as we may not see it)

SESSIONS

	Start Time	Finish Time
Monday	9.15am	11.40am
Tuesday	11.30am playgroup plus 12.30pm playgroup (open's Dec approx)	2.40pm 2.40pm
Wednesday	9.15am	11.40am
Thursday	11.30am playgroup plus 12.30pm playgroup (open's when enough interested)	2.40pm 2.40pm
Friday	9.15am	11.40am

Children are not insured before or after these times. Please collect your child promptly at the end of the session.

FEES

Playgroup Sessions - £6.00

Playgroup Plus Sessions - £7.00

Fees are to be paid at the beginning of the week, this helps us balance the books at the end of each week. Fees are to be placed in an **envelope** with your child's name, days attending that week and the amount you have placed inside. If your child attends the group and no fees are paid for, at the end of the week, they will no longer be allowed in the session until the fees are paid in full. Your child's place may be offered to another child.

If you choose to withdraw your child from the group, you will be required to pay two weeks fees.

Fees remain payable during periods of absence due to illness (remember you are paying for your child's place to remain open, not for their attendance)

If you are going on holiday, you do not have to pay fees (for two weeks). Please fill in a holiday form **before you go** to retain your child's place. For any extra holidays taken over the two weeks per year, full fees will be charged.

If you wish your child to change sessions, this can be discussed if there are spaces available. If you decide to leave the playgroup, please give the staff at least two weeks notice and fees are still due to be paid for these two weeks.

Please advise the staff if there are any family circumstances that may effect or upset your child e.g. recent move, loss of close relative. Also confirm in writing whether there are any custody, access or contact arrangements.

During busier periods at the group, each parent will be required to take a turn in doing a parent rota duty at the group. (Usually once or twice each half term)
This is extremely important to enable us to remain open and it also gives you, the parent a chance to see your child interacting with the other children at the group.

If you have any complaints about the setting, in the first instance please discuss it with the playgroup supervisor or a committee member. Alternatively you can also contact the CSSIW.

PHOTOGRAPHS

Do you object to photographs being taken of your child within the group for display purposes or for our photo album for that year? These photographs may also be used for Wales Pre School Playgroup Association and their magazine small talk.

The photos from activities will be displayed around the play room if you wish to see them. They may also be used in the Quality assurance.

I do/do not object to photos being taken during playgroup time.

Parent _____ Date _____

I do/do not object to photos taken of my child being used by Wales pre-school playgroups association and small talk magazine.

Parent _____ Date _____

I do/do not object to photos taken of my child being used in the playgroups quality assurance.

Parent _____ Date _____

I do/do not object to photos being used on the Rhostyllen playgroup website.
I do/do not object to photos being used on Rhostyllen playgroup's Facebook page.

Parent _____ Date _____

Please sign below to agree that you have read and understood this form. It is vital that you inform staff, preferably in writing of any changes to any of the information given on this contract.

Parent _____ Date _____