



Birdlip & Brimpsfield Playgroup  
Registration Form (Sept 2024)

For Staff use

Start Date \_\_\_\_\_

Birth cert \_\_\_\_\_

Child's Name

DOB

Gender M / F

Home Language

Please bring child's birth certificate to their first session

Mother's Details

Name \_\_\_\_\_

Address

Tel No

Mobile Number

Email Address

Place of work details

Company Name

Work Address

Tel no

Father's Details

Name \_\_\_\_\_

Address

Tel No

Mobile Number

Email Address

Place of work details

Company Name

Work Address

Tel no

Which parent/s have parental responsibility? \_\_\_\_\_

Please list here any Siblings

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

Which Sessions would you like your child to attend? Sessions run from 8.45am - 12.45pm

Mondays ☐

Tuesdays ☐

Thursdays ☐

Starting on .....

Subject to availability (Term time only)

**Please list all persons authorised to collect your child, should we be unable to contact you.**

**Persons authorised to collect the child must be over 16 years of age.**

1. Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Telephone number \_\_\_\_\_

2. Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Telephone number \_\_\_\_\_

Should at any time, you ask someone other than who is on this to collect your child, we will use a password system. Please enter the password you would like to use below.

Password \_\_\_\_\_

Please let a member of staff if someone else is collecting your child for you.

## Personal details of child

Please indicate which of the following immunisations your child has received.

5 in 1 vac (diphtheria, tetanus, whooping cough (pertussis), polio, and Hib (Haemophilus influenzae type b).

Pneumococcal (PCV) vaccine ☐ Rotavirus vaccine ☐ Meningitis C ☐

Measles, mumps and rubella (MMR) vaccine ☐ Children's flu vaccine ☐

Others (please list) \_\_\_\_\_

Any health problems/allergies

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(Please speak to your child's allocated key worker for medical permission and administration forms if required)

I agree to provide and give permission for Nappy rash cream to be applied by staff Yes / No

I agree to provide and give permission for sun protection to be applied by staff Yes / No

Special dietary requirements - Milk or water is offered at each snack time unless there is a special dietary requirement.

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Ethnic origin and religion \_\_\_\_\_

Does your child have any special needs or disabilities Yes/No  
Details

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Name, address and telephone of health visitor

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Name, address and telephone of doctor

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Please provide any other information you may think would be relevant to us, to meet your child's needs.

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Which other settings does your child attend (Part of the EYFS includes sharing information with other settings)

Name of Setting \_\_\_\_\_

Address

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Telephone Number

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Email address

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## Terms & Conditions

Do we have your consent that if required, your child will be taken by staff to, the nearest Accident and Emergency unit to be examined, treated, or admitted, as necessary, on the understanding that you have been informed and are on your way to the hospital. Yes / No

Should there be a delay in you giving consent for treatment, the medical professional in charge, will make any decisions necessary in order that your child's health safety is not compromised. Do you consent to any emergency treatment necessary by the medical professional in charge Yes/ No

Have we your consent for local outings/walks etc. outside the playgroup including the school playground and Field, Birdlip village and nearby woods? Yes / No

Have we your consent to take photos of your child and display them within the Setting and other children's learning journeys? Yes / No  
(Learning journeys are given to the Parents when the child leaves the setting to keep)

Have we your consent to take photographs of your child and use them on our own website? Yes/ No  
(Please remember these images can be seen worldwide, no names will appear on the site)

Are you happy for your child to appear in the Media (newspapers, (From time to time we are visited by the media to capture a special moment) Yes / No

I promise that if I, or members of my family, take photos or video recordings of any Playgroup event, these will be kept for family use only, and not used on any media/Internet sites. (Including Facebook, Twitter, Instagram etc) Yes / No

Do we have your consent to take your child's learning journey home to update and plan for their interests? Yes/No

Do you give consent for information about your child to be shared with other settings? and their school reception teacher (as stated in the EYFS statutory requirement) Yes/No

Are you able to/willing to join the committee Yes/ No

ClassDojo - We use ClassDojo to bring our playgroup community together in one place for the Playleaders and families to connect, communicate and share learning experiences. Each child will be issued with a unique code, for the Parents to register ClassDojo and join our class. The playleaders will post regular updates of what the children have been learning.

I/we understand that my/our child's records will be held on a computerised database and that this is kept in accordance with the Data Protection Act 1998, and that they will be used for no other purposes than Playgroup Business and will never be passed onto third parties. I/we also agree to the registration form and any others, related to the child, being kept by the Playgroup for the period the child attends the Playgroup and a further 4 years this is for public liability reasons.

I/we confirm that to the best of our knowledge the information provided on the registration form is accurate, and that I/we will inform the Playgroup of any changes to it, including any changes in parent/carer status, e.g., in the event of parental separation.

I/we agree to pay a non-refundable registration fee of £25. This secures your Playgroup place.

This will be deducted from your first term's fee. (Bacs - sort code 30-93-48 Account number 01968342 (please reference your child's name))

Please note, there is a yearly contribution towards Snacks for the children.  
(This will be added to your first term's invoice)

Where possible, sessions will be made available to meet your needs subject to the requirements on this form, however, you should confirm with the Playgroup staff that the sessions are available prior to completion of the form.

#### Playgroup Fees:

1. Playgroup invoices will be calculated on termly basis. Payment should be made within 7 working days of receipt of the invoice.
2. A late payment fee of £20 will be charged if payment is not received within 30 working days, and thereafter every subsequent period of 30 working days, until payment is received.
3. I/We agree to reimburse any bank charges incurred due to cheques being returned unpaid and to pay any and all legal costs for recovery of outstanding monies.
4. I/We understand that persistent late or non-payment may result in the immediate loss of my/our child's place.
5. I/We understand that fees are due in cases of illness or other absences from Playgroup except for any planned Playgroup closure (e.g., School holidays, Playgroup only operate term times as specified by Gloucestershire County Council).
6. I/We agree to give a minimum of one term six weeks' notice in writing to the Playgroup manager, or one terms fees in lieu of notice, if, for any reason the child leaves Playgroup.
7. I/We understand that the Government Nursery Education Grant will be taken off my/our invoice, as it is paid directly to the Playgroup. There may be occasions where this is not possible, and the Playgroup will inform me of this.
8. Government Nursery education grants are available from the term after the child's 3<sup>rd</sup> birthday,  
<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>  
<https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

Two-year-old funding may be available due to personal circumstances.

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

**Playgroup fees per session are as follows.**

2-year-olds	TBC
3- and 4-year-olds	TBC
Snack fee (Paid Annually)	TBC

As at 01/09/2025

There will be a fee's increase in September - tbc

**Duty of Care/Illness:**

I/We will notify the Playgroup when my/our child is absent and the reason why they are absent.  
(This is a legal requirement)

I/We understand that my/our child will not be admitted to Playgroup if she/he is unwell, and I/We will keep them out of playgroup as required, according to the exclusion periods as advised by the medical practitioners or Play leaders. These periods are displayed in the information for Parents folder at Playgroup and on the playgroup website.

I/We agree to collect my/our child if they become ill whilst at the Playgroup,

I/We understand that the playgroup is only able to administer prescribed medicines.

In the event of my/our child requiring medication, as laid out above, I/we shall complete a Medication Form consenting to the Playgroup staff administering the child's medication as instructed by myself/ourselves, in accordance with the prescription. Medication will be given by a Play leader or Assistant, and a further witness will be present. Parents must sign this form prior to medication been given.

I/We understand that in the event of my/our child being prescribed antibiotics, which my/our child will not be allowed into Playgroup for a period of 48 hours after their first dosage. This is to ensure that the risk of side-effects has already been eliminated. If a child is on antibiotics more than once for the same type of medication, then they may be let into playgroup after 24 hours but only if it is the same antibiotic.

Infant Paracetamol (i.e., Calpol) - Infant Paracetamol can be very effective at reducing children's temperature; however, it may mask symptoms when there could be something more seriously wrong with a child. Because of this it is Playgroup policy not to administer Infant Paracetamol. The Playgroup will only administer Infant Paracetamol to treat the specific problem for which it has been prescribed.

I/We agree to the use of individually wrapped sterile adhesives (plasters) unless I/we have already indicated that the child has allergy to these.

**Personal Belongings:**

I/We agree that no responsibility will be held for any loss or damage to my/our child's property. Every reasonable effort will be made by the Playgroup and its staff to ensure the children's belongings are not lost or damaged. Please do not send anything of sentimental value.

**Agreement:**

The Playgroup policies & procedures and these terms and conditions represent the entire agreement and understanding between yourselves and the playgroup. These can be viewed on the Playgroup website. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are fully excluded, permitted by law.

To comply with a new data protection standard. We will only use your (including your child's) personal information to provide a childcare service to you. We'd like to keep sending you information about your child / our Playgroup (as relevant) by email/Facebook/phone/other (as applicable) but we need to be sure we have your permission to do so. We keep your information so you can receive important updates about your child / our Playgroup. We will keep your information secure and will never share it except if required to do so by law.

By ticking this box, you are consenting to us continuing to hold and processing your data and sending you information.

☐

You can of course unsubscribe

Birdlip & Brimpsfield playgroup has the right to update or amend these Policies & procedures and Terms and Conditions at any time.

**I have read, understood and will adhere to the policies & Procedures and the terms and conditions of the playgroup and, in signing this form, accept the conditions for my child to attend Birdlip & Brimpsfield Playgroup**

Signature of Parent/Carer.....Date.....

Please print name.....

Please return this form with a £25 non-returnable deposit to Birdlip & Brimpsfield Playgroup

Cheques (made payable to Birdlip & Brimpsfield Playgroup please)

Bacs - sort code 30-93-48 Account number 01968342

(Please reference your child's name)

Please note a copy of the settings policies can be viewed at the setting or on the website.

Please return Registration form to Playgroup

Or c/o 47 Lilliesfield Avenue, Barnwood, Gloucester GL3 3AQ (during school holidays)

Email [bbplaygroup@btinternet.com](mailto:bbplaygroup@btinternet.com)

Phone 07914091427 Check out our website

[birdlipandbrimpsfieldplaygroup.btck.co.uk](http://birdlipandbrimpsfieldplaygroup.btck.co.uk)

**We look forward to seeing you and your child ☺**