Dear Parent/Carer,

 We are pleased you like Georges Playgroup and wish to send your child to our setting. We hold two sets of sessions, Preschool in the morning and

Toddlers in the afternoon. We are a term time only setting all our inset days reflect the same as the school. All of our sessions are £17.50 per child, unless covered by government funding or childcare vouchers. There is also a £1 voluntary Consumables charge per session, this covers snack, cooking activities.

 Your child can start from the age of 2 years old, where they can join Toddlers. For the year before they go to school they will transition to our Preschool sessions.



If you wish to reserve a place for your child please complete the details below, along with the application form attached. These need to be returned to the playgroup with the non-refundable £25 Start Up fee to reserve a space. This fee includes a Georges Playgroup T-shirt and Bookbag, which you will receive on your child’s first session.

If you need to contact us before your child starts, feel free to email or phone us on:

Email: georgesplaygroup@eygloucestershire.co.uk

Mobile: 07851721542

Facebook: Georges Playgroup

Visit: www.georgesplaygroup.co.uk

Thank you again and we look forward to your child’s first session!

Georges Playgroup



**Child’s Name** ……………………………………………………………………

**Sessions Requested (Please tick):**

**Preschool** **Toddlers**

Monday 8.45 – 11.45 Monday 12.15 – 2.45

Tuesday 8.45 – 11.45 Tuesday 12.15 – 2.45

Wednesday 8.45 – 11.45 Wednesday 12.15 – 2.45

Thursday 8.45 – 11.45

Friday 8.45 – 11.45

Friday 8.45 – 2.45

**T-shirt Size:** 2-3 yrs 3-4 yrs5-6 yrs

**Start Up fee:**

Cash Bank Transfer Sort Code: 30-93-48

 Account Number: 01054960

 Account Name: St Georges Playgroup

How did you hear about Georges Playgroup: ……………………………………………………………



**George’s Playgroup Child Details Form**

**Full Name of Child**: ……………………………………………..…………………………………………..………………

**Date of Birth:** ………..……………………………

Legal Guardian/s of Child: ……………………………………………………………………………………………………………

|  |
| --- |
| **Contact Details** |
| Parent 1’s name, association and address: | Parent 2’s name, association and address: |
| Post Code: | Post Code: |
| Home Telephone Number: | Home Telephone Number: |
| Mobile Telephone Number: | Mobile Telephone Number: |
| Email Address: | Email Address: |
| Address of child (if different from parental address): |
| **Emergency Contact Details (Excluding Parents)** |
| Name: | Name: |
| Address: | Address |
| Home/Work Telephone Number: | Home/Work Telephone Number: |
| Mobile Telephone Number: | Mobile Telephone Number: |

|  |
| --- |
| **Details of any other person authorised to collect (Including Childminders)** |
| Name:Telephone Number: | Description and association:  |
| Name:Telephone Number: | Description and association:  |
| **Password for collection of child:**  |
| **Other Settings Attended** |
| Name and address of any other setting attending (Childminder or Nursery): |

|  |
| --- |
| **Home Environment** |
| Siblings Name(s): | Other people living at home: |
| Home Language(s): | Family Religion: |
| **Medical and Social Information** |
| Name of GP/Doctor: | Address of GP/Doctor: |
| GP Telephone Number: |
| Details of any Allergies, Medical Conditions, Dietary Restrictions or Preferences: |
| Current Medication: |
| History of any Infectious Diseases and Immunisations (Including Tetanus): |
| Other Professionals Involved with Family e.g. Health Visitor/Social Worker:(Name, Job Title and Telephone Number) |
| Any other relevant information, including any Special Education Needs: |
| **Permission given by legal guardians** |
| I give permission for my child to be photographed by Playgroup staff for **learning journeys and display boards**  |  **YES NO** |
| I give permission for my child to be taken to the **local library, park or school**  |  **YES NO** |
| I give permission for the Playgroup to **contact and** **share information with your Childminder/Nursery, Health Visitor, Speech and Language Therapist**  |  **YES NO** |
| I agree to have the **sun cream I provide applied to my child** while at George’s Playgroup |  **YES NO** |
| I consent to **any emergency treatment necessary**. I therefore authorise the Playgroup to sign on my behalf, any written form of consent required by hospital authorities should medical treatment (a surgical operation or injection) be deemed necessary, provided that the delay required to obtain my signature might be considered, in the opinion of the doctors or surgeon concerned, likely to endanger my son/daughter’s health and safety  |  **YES NO** |
| **I understand that this is an agreement between Georges Playgroup and myself as legal guardian of this child.** All playgroup sessions must be paid for or covered by Government Funding. Any sessions missed because of illness or holiday must still be paid. I agree to inform Georges Playgroup about any change of details in the form above. |
| **Parent/carer Sign:**  | **Date:** |
| **Checked by:** | **Date:** |

Please return the completed form to :- George’s Playgroup, Harewood Infant School, Harwood Close, Tuffley, GL4 0SS

 **Telephone No**: 07851 721542 **Email Address**: georgesplaygroup@eygloucestershire.co.uk

|  |  |  |
| --- | --- | --- |
|  |  | Contract |
|  |  | GEORGES PLAYGROUPHarewood Infant SchoolHarewood Close TuffleyGloucesterGL4 0SSReg Charity No. 1061202  |

**Introduction**

Set out in this contract is all the information required for funded spaces, paid spaces and snack arrangement details. Please read the following information carefully and discuss any queries before signing and returning.

**Sessions**

|  |  |  |
| --- | --- | --- |
| **Preschool** | Start time  | Finish Time |
| Monday | 8:45AM | 11:45AM |
| Tuesday | 8:45AM | 11:45AM |
| Wednesday | 8:45AM | 11:45AM |
| Thursday | 8:45AM | 11:45AM |
| Friday | 8:45AM8:45AM | 11:45AM2:45PM (All Day Session) |

|  |  |  |
| --- | --- | --- |
| **Toddlers** | Start time  | Finish Time |
| Monday | 12.15PM | 2.45PM |
| Tuesday | 12.15PM | 2.45PM |
| Wednesday | 12.15PM | 2.45PM |

**Children are not insured before or after these times, please collect your children promptly at the end of each session and ensure they remain with you on the premises while waiting to enter.**

**Fees**

Playgroup sessions: £17.50 per session (Session = one session per day. All day Friday session is 2 sessions)

1. Prior to each half term, you will receive an invoice with the amount you are required to pay. This will include session fees for the number of sessions your child will attend per half term, and the voluntary snack donations.
2. If you are paying via bank transfer, you will find the bank details on the invoice, please ensure that the reference is either your child’s name or the invoice number – E.g Harry Smith or SPRING-T4. This will ensure we can sign off payments received accordingly.
3. Cash payments are to be placed in a sealed envelope with your child’s name, days attending and the amount you have placed inside.
4. Fees are to be paid by the due date stated on the invoice, failure to pay by the date provided could forfeit your child’s space at Georges Playgroup.
5. If you require an extension on the payment due date then do not hesitate to speak to a member of staff, who will happily come to a new agreement. If you wish to pay weekly, this can also be arranged, discuss this with a member of staff. However, failure to make the agreed weekly amount will forfeit your child’s space the following week until payments are brought up to date. Continued failure to make installments will result in your child losing their space at Georges Playgroup until the fees are paid in full.
6. Any outstanding payments not made may result in further action being taken.
7. If a child has not been collected after 15 minutes of session end time, there will be a late charge. The charge is as follows: **£15 after the first 15 minutes, then £5 for every 5 minutes after this time and a £10 administration charge.** This will pay for the additional care provided and the additional operational costs that caring for a child outside of their normal Playgroup hours may incur.

**Fees remain payable during periods of absence including sickness and holiday, this is to hold your child’s place open.**

**Consumables**

At Georges Playgroup we pride ourselves on providing your child with a healthy, varied snack. We always have a large selection of fruits available and from time to time we offer toast, cereal, yoghurt and many other new exciting things for all the children to try as well as lots of cooking opportunities and other consumables.

We ask each child for a voluntary donation of **£1 per session** which is invoiced each half term, however if you do not wish to contribute then we ask that you provide your child with a healthy snack for each session they attend.

**Sickness/Holiday**

1. If your child is absent from Georges Playgroup due to sickness, fees still need to be paid, this is to hold their space until their return, it is important you inform the setting if your child is not going to be in.
2. If you are taking your child on holiday during term time, fees will still need to be paid to reserve their space for their return.

There will be no charge for inset days/ bank holidays or if George Playgroup has to close for any reason.

**15-hour funding**

1. All 3 & 4-year old’s are entitled to 15 hours of free funding, starting the term after their 3rd birthday. If you want your child to start prior to funding entitlement then a charge of £17.50 per session will be required.
2. Some children are entitled to 2-year old funding but this is down to personal circumstances and eligibility – you can check your eligibility online.

**30-hour funding**

1. 30-hour funding is available to some children, depending on personal circumstances. Parents can check their eligibility online. If your child is entitled to 30-hour funding, you will be given an eligibility code when you are approved. Georges Playgroup require this code to ensure your child can receive funding for any hours they attend above the 15 hours.
2. Your code is only valid for three months. You will be required to renew your code for 30 hours funding every three months to continue claiming up to 30 hours of free childcare.
3. If you do not renew your code, all sessions over 15 hours will endure a fee of £17.50 per session.

**Notice of exit/ change to hours**

If you decide to leave the playgroup, please give at least two weeks’ notice. Fees will still apply during these two weeks.

If you want to increase or decrease your child’s attending hours, we will require at least two weeks’ notice. If amendments are made before the funding claim, sessions may become chargeable. For example, if you wish to transfer your funding to another setting before the claim, you may be charged for sessions already attended.

**Conclusion**

To conclude, you are agreeing to pay £17.50 per session for any sessions outside of any funding entitlement, and a voluntary snack fee of £1 per session or provide your own. You are agreeing to make payments on time unless a new agreement is discussed and agreed. As stated above, missed payments can forfeit your child’s space and lead to possible further action.

**Signature**

I have read and understood all information stated above and I agree to these conditions:

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/ Carer Signature: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-------------------------------------------------------------------------Cut Here -------------------------------------------------------------------------------------

**Return this slip to Georges Playgroup**

Child’s name: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I declare that I have carefully read the payment agreement and by signing, I agree to the terms laid out within.

Signed:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GDPR Text Service Acceptance

Name of child attending GEORGES PLAYGROUP …………………………….

I allow the phone number/s listed below to be added to GEORGES PLAYGROUP texting service. I understand that this number will only be used for this intended purpose and will not be given to anyone without my authorisation. This service will be used by the setting to notify me of events/news and is at no additional charge.

The system used is My School Office and any information in relation to how this information is kept safe can be found on their website: www.myschooloffice.co.uk.

**DATA RETENTION**

We will only keep your phone number on the service while your child is with us in the setting. When your child leaves the setting, to transition to school or for any other reason, the number will be removed and you will be notified.

**RIGHT TO WITHDRAW CONSENT**

You can request your number be removed from the texting service at any time. Your number will be removed on the date of request and will not be re-added unless requested by yourself. You can request the number removal by email, phone or talking to someone any member of staff.

Please add the phone numbers and the name of the person connected to this phone number below:

Phone number………………………..…………..….. Name ……………………………………...……

Phone number………………………………………… Name ……………………………………...……

|  |
| --- |
| Signature ………………………………………………Print Name ……………………………………………Date completed …………………………….. |



**Sun Cream Permission**

Sun cream is important protection to keep the children safe during outdoor play when the sun is present and the UV levels are raised.

We request that parents provide a sun cream specifically for the use of their child to be held at playgroup during the warmer, sunnier months. The requirements of the sun cream are as follows:

* To be labelled with the child’s full name
* To be in date
* To be labelled with the date it was opened
* It is factor 50+ (Where possible)

Application of sun cream during playgroup sessions is required at times, especially during the long Friday session as we spend at much time as we safely can in the garden. Children should arrive at playgroup with sun cream already applied, and have a named sun hat.

Parents must apply sun cream to their children before they arrive at playgroup to ensure they are protected before the very beginning of their day.

Staff can apply sun cream if provided and above guidelines are followed – staff will only use sun cream named for that child and therefore cannot apply it unless it has been provided accurately. Sun cream will be applied by staff, ensuring hand washing in between each child.

Children with no sun cream will not be permitted outside on the days where this could be dangerous for them. Sun cream will be applied every 3 hours or when deemed needed. Please apply sun cream before your child arrives.

**Please read and sign the following if you agree**

**Childs Name:**

|  |  |
| --- | --- |
| **I agree to the staff at George’s Playgroup to apply sun cream that I have provided, to my child when required**  | **Y / N** |
| **I agree to apply sun cream to my child before they arrive at playgroup, on days it is required** | **Y / N** |
| **I agree to provide a sun cream that I know is suitable for my child and follows the guidelines set out above** | **Y / N** |

**Signature: Print Name:**

**Date:**

**Uniform order form**

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preschool/ Toddlers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Price** | **Size** | **Quantity**  | **Total** |
| **T-shirt**  | **£12 Each** |  |  |  |
| **Sweatshirt Jumper**  | **£18 Each** |  |  |  |

*(Size Available: 2-3 / 3-4 / 5-6)*

**All uniform garments are embroidered with the playgroup logo. y**

**Orders will be placed once payment is received, there may be a small delay in ordering uniform as we aim to order in larger quantities, where possible.**

**You will be alerted when your order is ready for collection.**

Payment options:

**Cash**: In a named envelope with completed order form

**Card**: Card machine at playgroup, with completed order form

**BACS**: Gloucester St Georges Playgroup SC:30-93-48 AcntNo: 01054960

Ref child name/uniform e.g. Harry Uniform, With completed order form