



Tensor Playgroup Registration Form

Tensor Playgroup, Tensor Village Hall, Main Street, Tensor, Peterborough, PE8 5HS

www.tensorplaygroup.co.uk

07908 378862

tensorplaygroup@yahoo.co.uk

Child's details

Child's first name(s) _____ Surname _____
Name known as _____ Gender _____ Date of birth _____
Child's full address _____

Family details

Name of parent(s)/carer(s) with whom the child lives: _____
Number of children in family _____ Child's position in family (e.g. 1st child, 2nd child) _____

Contact details 1 (including emergency information):

Parent/carer full name _____
Relationship to child _____ Parental responsibility for the child: Yes
Daytime/work telephone _____ Mobile _____
Home telephone _____ Email _____
Home address if different _____

Contact details 2 (including emergency information):

Parent/carer full name _____
Relationship to child _____ Parental responsibility for the child: Yes
Daytime/work telephone _____ Mobile _____
Home telephone _____ Email _____
Home address if different _____

Emergency contact details if parents are not available *Emergency contacts must be local.*

Contact 1 - Name _____
Relationship to child _____
Daytime/mobile telephone _____

Contact 2 - Name _____
Relationship to child _____
Daytime/mobile telephone _____

Other person(s) with legal contact *To be completed where those persons with parental responsibility are separated and an S8 Order is in place.*

Name _____

Address _____

Contact telephone numbers _____

Relationship to child _____

What are the contact arrangements that we/l need to be aware of?

Persons other than parent(s) authorised to collect the child *Must be over 16 years of age. Please note that if the authorised person is not the person indicated on the daily signing in/out sheet, staff will check before releasing the child.*

Person 1 – Name _____

Relationship to child _____

Daytime/mobile telephone _____

Person 2 - Name _____

Relationship to child _____

Daytime/mobile telephone _____

About your child

The following information will tell us a little more about your child. As your child settles with us, we will establish their starting points through observation and further conversation with you.

Does your child have previous experience of attending a childcare setting? If so, please give more details here including the name of the setting:

Health and development

Has your child received all scheduled immunisations? Yes No

If no please give more details here:

Does your child have any on-going medical conditions? If so, please specify:

Are any external agencies involved with your child e.g. Paediatrician, Consultant, Dietician, Speech and Language Therapist, etc:

Is your child known to have any allergies, food intolerances, or any dietary requirements? If so, please specify:

An Individual Health Plan and risk assessment will be completed as required, for any on-going medical conditions, known allergies, or food intolerances. These will be kept on the child's file

Do you have any concerns regarding your child starting at playgroup?

Does your child have any special needs or disabilities?

What additional support will he/she require in our setting?

Two year old progress check – children aged 24 – 36 months

If your child is aged between 24-36 months, has a two year old progress check already been completed for your child? Yes No

Setting completing check _____ Date completed _____

As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and will discuss it with you.

Cultural background

How would you describe your child's ethnicity or cultural background?

What is the main religion in your family (if applicable)? _____

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?

What language(s) is/are spoken at home? _____

If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes No

Details of professionals involved with your child

GP

Name _____ Telephone _____

Address _____

Health Visitor (if applicable)

Name _____ Telephone _____

Address _____

Any other professional who has regular contact with the child

Name 1 _____ Role _____

Agency _____ Telephone _____

Address _____

Name 2 _____ Role _____

Agency _____ Telephone _____

Address _____

General Parental Permissions

Parents/carers will be asked to review this form with a member of staff at the start of each new academic year (September) to ensure that we have an up to date record of all consents given.

Emergency Treatment declaration

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately, but if this is unsuccessful, emergency services will be called as necessary. I understand my child may be taken to hospital for emergency treatment accompanied by a staff member, and that health professionals are responsible for any decisions on medical treatment in my absence.

Signed _____ Date _____

Printed name _____

First Aid declaration

I give permission for the Playgroup First Aiders to administer First Aid including:

Sting / bite cream Yes No

Plasters Yes No

It is imperative that parents notify staff if they have already administered any medicine prior to arrival at playgroup, or if they suspect their child is unwell.

Signed _____ Date _____

Printed name _____

Sun Safety

During the summer, please ensure that you have applied sun cream to your child before arrival. Please also ensure that your child has a labeled sunhat or cap.

If a child stays for a full day, we will apply sun cream at lunchtime as necessary.

I give permission for staff to apply hypoallergenic sun cream (Sunsense Ultra 500 SPF50+) supplied by Tansor Playgroup to my child as necessary.

Signed _____ Date _____

Printed name _____

Wet Wipes

I give permission for staff to use wet wipes supplied by Tansor Playgroup on my child when necessary. If your child has a sensitivity to certain wet wipes, please provide a named pack of wet wipes in your child's bag. *(Nappy cream will not be supplied by the playgroup. If required it should be supplied by parents and kept in the child's bag).*

Signed _____ Date _____

Printed name _____

Short walks

Your child may be taken on short supervised walks around the village as part of the session's activities.

I give permission for my child to take part in short walks around the village. I understand that a risk assessment will have been carried out for these walks.

Signed _____ Date _____

Printed name _____

Photographs

As part of the on-going recording of our curriculum and for children's individual development records, staff regularly take photographs of the children during their play. Only cameras supplied by the setting are used for this purpose, photographs taken are used for display and for your child's records within the setting. We may also record events and activities on video. Photos/videos are stored on the setting's equipment only, and we will only store images during the period your child is with us. We also sometimes use photos/videos for publishing promotional material and on our website. We will only publish photos/videos of your child with your written consent below. You can withdraw this consent at any time. If you provide consent for promotional materials we may continue to use photos/videos until you withdraw your consent.

1. I give permission for my child to have his/her photographs taken for recording curriculum and individual development records, as per the above conditions.

Signed _____ Date _____

Printed name _____

2. I give permission for images of my child to be used on the Tansor Playgroup website, facebook page, prospectus, or any other promotional material.

Signed _____ Date _____

Printed name _____

Online Safety

Occasionally staff may access the internet with children for the purposes of promoting their learning. All access is fully supervised and children never have unsupervised access to the internet.

I give permission for my child to have supervised access to the internet in line with the procedures set out in the Online Safety policy.

Signed _____ Date _____

Printed name _____

Healthcare Professionals

I acknowledge that information regarding my child may be shared with other healthcare professionals as appropriate e.g. health visitor, speech & language therapist.

Signed _____ Date _____

Printed name _____

Other Childcare Settings

I acknowledge that information regarding my child may be shared with any other childcare setting that my child attends as required.

Signed _____ Date _____

Printed name _____

Session Attendance

When would you like your child to start at Tansor Playgroup? _____

Please indicate the sessions you would like your child to attend (subject to availability):

Core Sessions:

Monday	Tuesday	Wednesday	Thursday	Friday
AM 9am-12pm	AM 9am-12pm	AM 9am-12pm	AM 9am-12pm <i>See below *</i>	AM 9am-12pm
Lunch 12pm-1pm	Lunch 12pm-1pm	Lunch 12pm-1pm		
PM 12pm-3pm	PM 12pm-3pm	PM 12pm-3pm		

Extended Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
Early drop-off 8.30am-9.00am	Early drop-off 8.30am-9.00am	Early drop-off 8.30am-9.00am	Early drop-off 8.30am-9.00am **	Early drop-off 8.30am-9.00am
Late pick-up 3.00pm-3.30pm	Late pick-up 3.00pm-3.30pm	Late pick-up 3.00pm-3.30pm		

Children may attend a combination of sessions – mornings, afternoons, mornings with lunch, or all day. To ensure that each child settles well, children must attend for a minimum of 2 sessions / 6 hours per week. In the event of a session becoming fully subscribed, we operate a waiting list system for any available vacancies.

* Thursday mornings are restricted to children 3yrs of age and over, whilst sessions are held in the woods at Glaphorn (September – October half-term, and after Easter – July). During the winter months these sessions are open to all ages.

** Early drop-offs on a Thursday morning is **not** available when our sessions are in the woods at Glaphorn

Once we have received your registration form and registration fee (where applicable), we will contact you to confirm your child's start date and session attendance.

Registration Fee

To reserve a place for your child please return this form by email to tansorplaygroup@yahoo.co.uk or alternatively to the address below together with a **£10 registration fee**.

Tansor Playgroup
c/o Michelle Tilley – Playgroup Supervisor
107 Wood Road
Kings Cliffe
Peterborough
PE8 6XR

We accept payment via BACS or a cheque made payable to Tansor Playgroup

Account name: Tansor Playgroup Bank: Natwest
Sort Code: 54-21-22 Account number: 0662 1228

If paying by BACS, please ensure that your child's name is used as the payment reference to allow us to correctly identify your payment.

No fee is payable if your child will be claiming early education and childcare funding for 3 & 4 year-olds and eligible 2 year-olds.

This fee is non-refundable. It covers the administration cost of enrolling your child. In the unlikely event that we are unable to offer a place to your child, the registration fee will be returned to you.

Has the fee been paid? Yes No
 BACS Cheque

My child will be claiming early education and childcare funding for 3 & 4 year-olds and eligible 2 year-olds: Yes No

2 year-old funding eligibility code (FCE2YR) _____

30 hours funding eligibility code (DERN) _____

NI number of parent who applied for 30 hours funding _____

Policies and procedures

I have been provided with details of Tansor Playgroup's prospectus, and have been advised that all policies and procedures are available on the Playgroup's website (www.tansorplaygroup.co.uk). I understand that in accordance with the Information Sharing Policy that there may be circumstances where information is shared with other professionals or agencies without my consent. I understand that the information given on this form will be retained in records which are maintained securely and confidentially solely for the administration purposes of Tansor Playgroup.

Signed _____ Date _____

Printed name _____

Please sign below to indicate that the information given on this form is accurate and correct, and that you will notify us of any and all changes as they arise.

Parent name _____

Signed _____ Date _____

Record of changes:

Change: _____

Parent name _____

Signed _____ Date _____

Signed _____ on behalf of Tansor Playgroup

Change: _____

Parent name _____

Signed _____ Date _____

Signed _____ on behalf of Tansor Playgroup

Change: _____

Parent name _____

Signed _____ Date _____

Signed _____ on behalf of Tansor Playgroup



Dear Parents,

Tapestry Online Learning Journals

At Tansor Playgroup we use a piece of educational software called '**Tapestry**' which creates individual online 'learning journeys' for your child.

By logging on with a secure username and password you will be able to view all of your children's observations, photographs and video clips. You will also receive an email telling you when a new observation or piece of work is available for you to view. This will enable you to follow your child's individual progress closely and you can then reflect upon your child's achievements with them. You can then add comments, and your own observations so that we as staff find out about which activities your child really enjoyed and the learning they get up to at home.

Staff will reference your child's learning to the EYFS profile so you will know which area of learning your child is working within for that activity. All of this information is stored on a highly secure server which is monitored closely.

The safeguarding of our children is very important to us. Everything that is added to Tapestry will be added to our playgroup account and can only be viewed by playgroup staff that use the system, and also yourself, using your own log on. You will only have access to your child's own journal and this cannot be seen by other parents although photos taken will often include other playgroup children. For this reason, it is crucial that you do not share photos or videos from your child's journal on social media or through other online platforms. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

E-safety is extremely important to us at Tansor Playgroup, therefore we ask you to sign the agreement overleaf to show that you understand and agree to our guidelines. Please then add your **details, address and email address** and return to us **as soon as possible**.

We are sure that you will love this way of viewing your child's achievements.

Many thanks,

Yours sincerely,

Michelle Tilley
Playgroup Leader

Tapestry "Online Learning Journeys"

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'



As a parent I will...

- Keep the login details within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey.
- **Not** publish any of my child's observations, photographs or videos on any social media site.

Parent/Carer 1:

Print name: _____

Name of child: _____

Relationship to child: _____

Email: _____

Address: _____

Postcode: _____

Lives with child: YES / NO

I agree to the guidelines:

Signature: _____ Print Name: _____ Date: _____

Parent/Carer 2:

Print name: _____

Name of child: _____

Relationship to child: _____

Email: _____

Address: _____

Postcode: _____

Lives with child: YES / NO

I agree to the guidelines:

Signature: _____ Print Name: _____ Date: _____

Please return to us and we will set up your account and send out your login details.