



West End Playgroup • West End Village Hall • West End Lane • West End • Esher • KT10 8LF

Registration Form

Child's Full Name:	Date of Birth:
Address:	Start Date:
Parent 1 Name:	Parent 2
Phone No:	
Email address:	
Occupation:	

Please bring proof of your child's identity to their first session, either birth certificate or passport.

Please supply two **alternative** emergency contacts in the event we are unable to contact you.

Contact name:

Telephone number:

Relationship to your child:

1.

2.

If your child has any medical condition or allergy, please give full details including medication details here:

EMERGENCY / OPERATIVE TREATMENT AND FIRST AID. In an emergency, when a parent/guardian's attendance cannot be immediate, it is sometimes necessary to obtain treatment for your child from a Doctor or at the Accident and Emergency department of a hospital. A delay in these circumstances is highly undesirable, and so we require your consent should such an emergency arise. In these circumstances we will either call an ambulance or arrange for your child to be transported immediately to the nearest hospital or Doctors surgery by car. A member of staff will accompany your child at all times. In addition, we ask that you highlight below any medical history, which will assist medical staff in such an emergency. In the event that your child becomes unconscious or requires first aid whilst at playgroup or on a supervised trip (e.g., forest school) and a parent/carer are not present, we require consent that a qualified first aider may administer the necessary treatment.

Intimate care permission - Due to the age of the children in our care we are often required to offer intimate care. All staff are DBS checked and fully qualified.

Photographing of children - We take photographs and videos of the children for parents and for observation purposes only. These photos and videos may be sent via WhatsApp to parents of the playgroup only. We post photos of children to Facebook and Instagram but do not include children's faces unless express permission has been obtained.

<u>Fees per session and session times:</u>	Non-Funded	Funded *
Breakfast Club inc. breakfast (8-8.30am)	£5.87	£5.87
AM & PM inc. Forest school (8.30-12.30 & 12.30-4.30)	£38.97	£9.74

*For parents claiming 15 hours per week (Universal funding) 3 hours per day are FREE. For parents claiming 30 hours per week (Universal plus Extended funding) 6 hours per day are free. Please see: <https://www.surreycc.gov.uk/people-and-community/families/childcare/paying/funded-early-education-for-3-and-4-year-olds>

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club					
Morning session					
Afternoon session					
Forest school					

Please note: Fees will still be payable if sessions are reduced or cancelled with less than half a terms notice

A registration fee of £100 is required (except for FEET funded children) please transfer to: Santander, Sort code 090666 Account no 43689229

To secure a place at West End Playgroup and to give permission for emergency operative treatment, intimate care and photographing of your child as detailed, please sign and print your name below and transfer the registration fee online. Thank you.

Signature:

Print Name

Date:

Please help us by telling us how you heard about West End Playgroup:



Find us on Facebook at: www.facebook.com/westendplaygroup.com

Website: westendplaygroup.com Email: westendplaygroup@gmail.com

Telephone: 07395 901584

Registered as a company limited by Guarantee in England & Wales

Registered Office: West End Village Hall, West End Lane, West End, Esher, KT10 8LF

Registered No: 4738921 - Registered Charity No: 1100523

