

## Registration Form



<b>The Committee and Manager would appreciate your help in supplying the following information for our records.</b>			
Child's full name:		DOB:	
Child's Address:		Postcode:	
Sex: M/F	Religion:	Ethnicity:	
Language:		Additional Languages:	
Start Date:		Sessions:    M    T    W    Th    F	
Mothers Details:	Miss/Mrs/Ms/Other	Father's Details:	Mr/Other
Full name:		Full name:	
Address:		Address:	
Postcode:		Postcode:	
Telephone Number:		Telephone Number:	
Mobile Number:		Mobile Number:	
Email Address:		Email Address:	
Work Place Name:		Work Place Name:	
Work Address:		Work Address:	
Postcode:		Postcode:	
Work Number:		Work Number:	
Password that will be used as part of safe collection of your child:			

Emergency Contact Details Other Than Parents/Carers		
	Contact 1	Contact 2
Name		
Relationship		
Address		
Tel. No.		
Mobile No.		

Medical Details	
Doctors Name:	Tel No:
Address:	
Postcode:	
Health Visitor Name:	Tel No:
Immunisations	
Diphtheria: Y/N      Date:	Whooping Cough: Y/N      Date:
Tetanus: Y/N      Date:	Polio: Y/N      Date:
Hib: Y/N      Date:	M.M.R: Y/N      Date:
Meningitis C: Y/N      Date:	Have they had any infectious disease: Y/N

Individual Requirements
Any Allergies: Y/N If yes please give details:
Any food items you do not want your child to have:
Cultural/Religious Requirements:
SEN/Additional Needs:
Anything your child is worried about/sensitive to:
Any other details:

Additional Services	
Family Nurse: Y/N	Name:      Tel No:
Children's Services: Y/N	Name:      Tel No:
Speech and Language: Y/N	Name:      Tel No:
CAHMS: Y/N	Name:      Tel No:
Children's Centre: Y/N	Name:      Tel No:
Early Years SEN MAT team: Y/N	Name:      Tel No:
Any other service: Y/N	Name:      Tel No:

Medical Consents: I give consent for Ambergate Playgroup to...	
Administer Emergency First Aid: Y/N	Seek Emergency Medical/Dental Treatment: Y/N
Administer Medication: Y/N	Apply a plaster when necessary: Y/N

Application of 30+ suncream: Y/N	Check for head lice: Y/N
Emergency Temperature Control Medicine: Y/N (please see polices and procedures)	Emergency Allergic Reaction Medication: Y/N (please see policies and procedures)
Signature:	Date:
<b>Outing Consents: I give consent for Ambergate Playgroup to...</b>	
To take my child on local visits and outings: Y/N	To travel on public transport: Y/N
To travel in staff cars with appropriate car seats/insurance: Y/N	
Signature:	Date:
<b>Photographs: I give consent for Ambergate Playgroup to...</b>	
Photograph my child to be used in my child's file and on displays: Y/N	
Use photographs of my child taken at playgroup in another child's file (as a group): Y/N	
Use photographs of my child in newsletters: Y/N	
Use photographs of my child in advertisements: Y/N	
Use photographs of my child's work/activities on the Playgroup Facebook page: Y/N	
Use photographs of my child on the Playgroup Facebook page (will not be close ups, or recognisable photographs e.g distant group photograph in the local woods): Y/N	
Signature:	Date:
<b>Sharing Information: I give consent for Ambergate Playgroup to...</b>	
Share information about my child with other agencies such as Speech and Language, Health Visitors, Special Educational Need Support: Y/N	
Signature:	Date:
Please note staff will share information without consent if they are concerned for the welfare of the child. Staff have a statutory duty to protect children in their care from harm.	
<b>Payment of Fees</b>	
Failure to settle any fees within 14 days from the issue date of the invoice will result in a £5 per each week late fee being added to the following half terms invoice.	
Signature:	Date:
<b>Registration Fee</b>	
A non-refundable registration fee of £25 must be paid to secure your child's place at Playgroup. The registration fee covers all administration costs and a home visit before your child starts at Playgroup. The registration fee is not applicable to children who are using only their funded hours at Playgroup.	

<b>Confirmation</b>		
I confirm that all of the information provided to be true and accurate to the best of my knowledge. I agree to inform Playgroup of any change of details such as address, telephone numbers. I agree to pay any fees due within two weeks of the issue of an invoice.		
Signature:	Print Name:	Date:



Dear Parents,

At Ambergate Playgroup we use a very exciting online system called Tapestry. By logging on with a secure username and password you will be able to view all of your children's observations, photographs and even videos from their time at Playgroup. You will even 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 while also sharing the photographs and media with your child. You can add comments so that we can 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 achieving in and the age-band they were working in for that activity. All of this information is stored on a highly secure server which is monitored closely.

E-safety is extremely important to us at Ambergate Playgroup, therefore we ask you to provide us with the information seen below and to sign the agreement to show that you understand and will agree to our terms and conditions. Please return this form as soon as possible, as we will then be able to set up your account.

You can access Tapestry at [tapestryjournal.com](http://tapestryjournal.com) or download the app from the apple/android store. The web browser version allows you to view and edit an 'all about me' section, as well as your child's most recent progress reports.

At any time throughout the year Playgroup staff will happily set up a tablet for you to view your child's records, should you need to make use of our technology.

We are sure that you will love this innovative way of viewing your child's achievements as much as we do!

Many thanks,

Kate Nutbourne

Manager, Ambergate and District Playgroup

## **Agreed Tapestry 'Online Learning Journeys' Terms of Use**

As a parent I will...

**Not** publish any of my child's observations, photographs or videos on any form of social media.

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.

I **agree** for my child to appear in other children's online Learning Journey photographs and videos. (If you do not agree please speak to a member of staff)

I **agree** for the Playgroup staff to update my child's Tapestry account off site. (If you do not agree please speak to a member of staff)

Failure to abide by the terms of use may result in your Tapestry account being suspended.

I agree to the terms:

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

Name of child: \_\_\_\_\_

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

Email: \_\_\_\_\_

Please include each email address and name of the person you would like to have access to your child's account e.g mother and father.

Please return this form to Playgroup and Kate will set up your account and send out your login details shortly ☺