



## Ladybird Playgroup and Pre-school – Booking Form

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO 1162435

Tel: 01763 208055 Email: [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com) Web: [www.ladybird-playgroup.co.uk](http://www.ladybird-playgroup.co.uk)

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### Child's Details:

Name of Child: \_\_\_\_\_ D.O.B: \_\_\_\_\_

### Parent's / Carer's Details:

Parents / Guardians Names: \_\_\_\_\_

Address: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Mobile Tel: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Doctor's Details:

Doctors Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Surgery Address: \_\_\_\_\_

**Please ensure you complete the enclosed Allergies and Medical Conditions Form.**

### Daytime Emergency Telephone Numbers:

1. Name: \_\_\_\_\_ Tel: \_\_\_\_\_

2. Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Persons other than parents or guardians authorised to collect child from Ladybirds:

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Tel: \_\_\_\_\_ Signature: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Tel: \_\_\_\_\_ Signature: \_\_\_\_\_

When a child is to be collected by a person other than a parent or regular carer, please inform the staff in writing and arrange with a member of staff to write the details in the collection book on the day. In an emergency, please phone the setting during the session (01763 208055)



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### Early Years Foundation Stage (EYFS) Development Folder:

To assist with your child's EYFS Development Folder please can you inform us of:

Other Setting(s) attended: \_\_\_\_\_ Contact Tel: \_\_\_\_\_

Number of hours attended: \_\_\_\_\_ Key Worker: \_\_\_\_\_

### Early Intervention and Multi-Agency Working:

Please advise if a Family TAF (Team around the Family)/Early Help Assessment is already in place:

Yes / No

If Yes, I give permission for Safeguarding Designated Person to contact for sharing of information.

Yes / No

Or if the locality or social care are involved with your child and/or family: Yes / No

Your child has attended or still attends Speech and Language sessions Yes / No

If Yes, on starting Ladybird your child's keyworker will ask for a copy of the Speech and Language report, so we can work with the child on their goals in setting too.

Signed (Parent / Guardian): \_\_\_\_\_ Date: \_\_\_\_\_

All information on these forms is treated with the strictest confidence - if you have any concerns, please speak to Sharon McGinty.



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### Sessions and Funding

A Refundable booking fee of £25.00 is required when submitting this form by bank transfer (once we have received your form we will send details). Once children turn 2 years old, they can join Ladybirds, staff will confirm start date and sessions with you. You may be entitled to claim 15 or 30 hrs funding for your child from their start, this will be means tested by HMRC, and you may also need to contact CCC Funding team. From the term after they turn 3 your child will be entitled to 15 hours of statutory Nursery Education Funding per week and possibly the 30 hours (means-tested) funding. Please see a staff member for further details. Fees are subject to change.

Please put an 'X' in the sessions you require in the table below. (Blue 2yr old/Black 3yr)

For your information, we require a  $\frac{1}{2}$  terms notice of changes to sessions once booked and we operate in term time only as per Thriplow C of E School terms.

Name of Child: \_\_\_\_\_ D.O.B: \_\_\_\_\_

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

	Morning 9:00am - 12:00	Lunch 12:00 - 1:15pm	Afternoon 1:15 - 3:15pm	Total Hours
Monday		Packed Lunch required		
Tuesday		Packed Lunch Required		
Wednesday		Packed Lunch Required		
Thursday		Packed Lunch Required		
Friday		Packed Lunch Required		
Price	£22.50/£21.00 per session	£9.38/£8.75 Per session	£15.00/£14.00 Per session	

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

Parent / Carer Name: \_\_\_\_\_



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### All About Me

My name is: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Things that I like (toys, books, colours etc):

Things I am good at:

Photo of me.....

Things I do not like:

Any medical needs / self-help needs (dressing, eating etc):

Who's in my family? (Names and relation, pets)- to help staff know who they are talking about:

Home Languages:

Languages I Speak:

Cultural celebrations (Diwali, Easter, Eid, Chinese New Year, etc):

Things you need to know about me:

Things that help me:



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# Ladybird Playgroup and Pre-School

## Photo Permission

I understand that Ladybird Playgroup staff sometimes take pictures of the children during sessions (these will be used in their Development Folders as evidence of their progress)

I give my permission for the pictures of my child to be used for the following, please tick if you agree:

	<b>Please <span style="color: red;">tick</span> if you are in agreement</b>
Child's Personal File / Development Folder:	
Staff Coursework:	
Display within Playgroup:	
Media Features (not social media and children not named): e.g. Newsletters, Newspapers, Local magazines and posters.	
Playgroup Website (children not named):	
Playgroup Facebook Page - public group (children not named or faces shown):	

Name of Child: \_\_\_\_\_ Name of Parent/Carer: \_\_\_\_\_

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



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# Tapestry Consent

Tapestry is an **online learning journal** which Ladybird Playgroup Staff use to record your child's time at Ladybird Playgroup Thriplow.

The journal we use is operated by **Tapestry**, and includes digital photographs and videos of your child with other children. The online journal is not publicly accessible and can only be accessed with a secure password by those who are given access by Ladybirds Playgroup (ie Parents and Carers). Images and videos of the children can only be viewed in the app, and we ask that they are not downloaded to be used elsewhere.

Before we are able to share the Tapestry app with you, we need to get your permission. To do this, we must comply with the Data Protection Act 2018 (the UK's implementation of the General Data Protection Regulation, or GDPR). Please complete and sign the consent form below and return with the booking form.

I consent to photos and videos containing my child (**Not Named**) being included in other children's Tapestry Online Learning Journals.

YES                    NO

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I agree ONLY to use any photos and videos containing images of my own and other children for my own personal use.

(This means that the information cannot be shared with others, or published in any way, without the explicit written consent of the parents or carers of those children who are included in the photographs. For example, any such photographs cannot be posted onto a social networking site or displayed in a public area.)

YES                    NO

Parent or Carer's signature:

Name of child:

Date:



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## Tapestry Access

To view your child's Tapestry Journal, please provide your name and email address. You will then be emailed an activation link.

You can download the Tapestry Journal app from the Apple App Store, or the Google Play Store onto your phone, or view the journal at [www.tapestryjournal.com](http://www.tapestryjournal.com)

User 1	
User's first name	
User's surname	
User's email address	
User's relationship to child	
Name of child	

User 2	
User's first name	
User's surname	
User's email address	
User's relationship to child	
Name of child	

### Tapestry Out of Hours iPad agreement.

I **do / do not (please delete as appropriate)** give permission for my child's key worker to input observations, reports, and other information onto Tapestry, via a password protected iPad, while out of the setting.

Child's Name: \_\_\_\_\_

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



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# Ladybird Playgroup and Pre-School

## Allergies and Medical Conditions of Registered Children

Please complete the following for your child. There is a legal obligation for parents / carers to let us know of any allergies or medical conditions their child has. In the case of an accident or medical emergency our First Aiders will be able to act accordingly. Thank you.

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Please indicate if your child has any birthmarks and where they are located on the body \_\_\_\_\_

My child \*does / does not\* have an allergy or medical condition (eg Asthma, Eczema, Diabetes, Wheat or Dairy Intolerance, Plasters) - \*please delete as appropriate

Please give as many details as possible (Please inform us of any changes at any time):

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If your child needs to use an inhaler whether daily or occasionally, he/she must have it in a bag at the setting and staff should be made aware of it.

**It is very important staff are informed of any allergies that may result in anaphylactic shock or need us to administer an Epipen (which should be supplied by a Parent / Carer).**

Signed (Parent / Carer): \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Carer Name: \_\_\_\_\_



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# Ladybird Playgroup and Pre-School

## In Loco Parentis

The term '*in loco parentis*' is used to describe the responsibility of a teacher towards a pupil. Literally it means 'in the place of a parent'. Whilst a child is in a teacher's care, some of the natural privileges of the natural parent are transferred to the teacher so that he/she may carry out his/her duties. In return, the teacher must assume certain responsibilities and recognise that both legal and moral obligations rest upon him / her in every aspect of the work.

The legal position is clarified by the **CHILDREN'S ACT 1989, s.3(5)**, which states that a person who has care of a child, eg a Headteacher or Playgroup Leader, may do what is reasonable under all circumstances for the purpose of safeguarding or promoting the child's welfare. In this context 'has care of' applies to situations such as dealing with emergencies, care within the setting and on trips.

In dealing with emergencies, those who care for the child, but do not have parental responsibility, may do what is reasonable in all circumstances for the purpose of safeguarding or promoting a child's welfare. This would cover the setting in agreeing to medical treatment in the event of an emergency.

Name of Child: \_\_\_\_\_

**In the case of extreme emergency, when none of the contacts given may be obtained, I give permission for a member of staff to act in loco parentis, authorising any essential medical treatment, which in the opinion of a qualified medical practitioner, may be necessary for my child.**

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

Parent / Carer Name: \_\_\_\_\_



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Cambridgeshire County Council - [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

## Early Years Foundation Stage (EYFS) Learning and Development Summary Parent/Carer<sup>(1)</sup> Consent

### To be completed when a child starts in an early years setting<sup>(2)</sup>

I/We understand that this setting will collect observations about my/our child and use them to help support her/his learning and development.

I/We understand that her/his EYFS Learning and Development Summary will be regularly shared with me/us and I/we will be encouraged to contribute to it. This includes the progress check at aged 2.

I/We understand that my/our child's EYFS Learning and Development Summary and relevant information will be shared to aid transition with any other current setting(s) (where applicable) and passed on to her/his next early years setting or school for the purposes of planning her/his learning.

### I/We consent to these records being shared with other settings/schools as described above:

Name:		Signature:		Date:	
Name:		Signature:		Date:	

EYFS Learning and Development Summary records are stored securely and are processed in accordance with current legislation relating to data protection. The information is used for planning the child's learning. It will be shared with any other setting(s) currently attended (where applicable) and the child's next setting or school, as outlined above, but will not otherwise be passed to any third parties. Performance data of children in the Early Years Foundation Stage will be shared with Cambridgeshire County Council for statistical purposes.

The term "parent/carer" includes those with parental responsibility for the child (for further information see 'Parental Rights and Responsibilities' on the Direct.gov website at [www.direct.gov.uk/parents](http://www.direct.gov.uk/parents)).

<sup>2</sup> Where the term "settings" is used, this refers to childminders, out of school care and early years provision in the private, voluntary and independent sector, and schools in the maintained sector.



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## Outdoor Play

As per the Statutory Framework for the Early Years foundation Stage it is important that Education programmes involve activities and experiences for children that involve:

Physical development: providing opportunities for young children to be active & interactive; & to develop their coordination, control & movement. Children must also be helped to understand the importance of physical activity.

Ladybird Playgroup, has a dedicated secure outdoor space which the children are allowed to play in daily via specific activities or free flow play which is supervised by Ladybird Staff. Please make sure you send your child into playgroup in appropriate clothing and footwear (**no crocs or open toed sandals**) to be able to partake in any of these activities. Friday morning we have a Wildspace session, and children will be required to arrive ready in their wellies and waterproofs (please remember there are long grasses which can contain nettles and other prickly plants), please bring a change of named shoes in a named bag for the children to change into. If anything specific is required you will be informed by Ladybird Staff.



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### Membership of Ladybird Playgroup Thriplow CIO

Ladybird Playgroup Thriplow CIO is registered as a Charitable Incorporated Organisation. It follows the Pre-school Learning Alliance Model CIO Constitution 2013 and has been established for the following charitable purposes:

The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

- (1) promoting their care and safety;
- (2) promoting their education and promoting parental involvement;
- (3) promoting their health and wellbeing;
- (4) providing services to support them and their families and carers;
- (5) providing services to individuals holding membership of the CIO; and
- (6) furthering the aims of the Pre-school Learning Alliance.

### Membership of Ladybird Playgroup Thriplow CIO

Ladybird Playgroup Thriplow CIO has a membership structure. Our members are the families, individuals and organisations that support our purposes and wish to have a say as to how we achieve our purposes through our work. Our members have no financial liability to contribute towards the assets of the CIO if it is wound-up.

We have two categories of membership:

1. Each family that has a child registered to attend our childcare provision is entitled to Family Membership.
2. Any other individuals or organisations that are interested in supporting us in furthering our objectives are able to make an application to our trustees for Affiliate Membership.

### Duty of members

Our members have a legal duty to exercise their powers in the way they decide in good faith would be most likely to further the purposes of Ladybird Playgroup Thriplow CIO and are invited to vote on important decisions that affect Ladybird Playgroup Thriplow CIO. This includes the appointment of trustees to take responsibility for managing our affairs.

In order to do this, our members will need to:

- ♣ be aware of and understand our purposes (as given above)
- ♣ agree with the rules within our constitution



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### Register of members

As a CIO, we are required to keep an up-to-date register containing the following details about our members:

- ♣ name (where the member is a family or organisation, we require the name of the person appointed to represent the member in all its dealing with Ladybird Playgroup Thriplow CIO);
- ♣ correspondence address (which may, if you wish, be given as the principle office of Ladybird Playgroup Thriplow CIO);
- ♣ date membership started;
- ♣ type of membership held (i.e. family or affiliate membership); and
- ♣ date membership ended.

The information is held for 10 years after membership with the CIO ends and kept at Ladybird Playgroup & Pre-School, Thriplow C of E Primary School, School Lane, Thriplow, ROYSTON, Hertfordshire, SG8 7RH. This information is not available to the public.

However, all or part of the register of members must be made available to current members and trustees on request if it is necessary for them to carry out their duties as a member or trustee, or if they wish to see their own entry.

Please complete the membership declaration to confirm your acceptance or retirement from membership of Ladybird Playgroup Thriplow CIO.

### Membership Declaration

Type of membership held or applied for:

**Family Membership Y/N**

**Affiliate Membership Y/N**

Please tick below to confirm your acceptance of, or retirement from, membership of Ladybird Playgroup & Pre-School, as applicable.

Completed forms should be returned to Ladybird Playgroup & Pre-School, Thriplow C of E Primary School, School Lane, Thriplow, ROYSTON, Hertfordshire, SG8 7RH.

To the trustees of Ladybird Playgroup Thriplow CIO:

Please accept this as confirmation of my/our application for membership of Ladybird Playgroup Thriplow CIO, which I/we understand is a registered charity 1162435 established as a charitable incorporated organisation.

I/we agree to be bound by the constitution of Ladybird Playgroup Thriplow CIO.



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I/we understand that in accepting membership of Ladybird Playgroup Thriplow CIO my/our details as recorded on this form will be entered on the Register of Members for Ladybird Playgroup Thriplow CIO for up to 10 years after my/our membership ceases and may be viewed, on request, by trustees and members of Ladybird Playgroup Thriplow CIO.

Or

Please accept this as notice that I/we wish to cease to be a member of Ladybird Playgroup Thriplow CIO with effect from [date].

Please complete your details below, as you would wish them to be recorded on the Register of Members of Ladybird Playgroup Thriplow CIO.

For families or organisations, the name and signature of the individual that you have appointed to act as your representative should be given.

**Name:**

**Organisation (where app):**

**Address:**

**Postcode:**

**Signature:**

**Date:**

Ladybird Playgroup Thriplow CIO Registered as Charitable Incorporated Organisation in England & Wales  
Principal Office: Ladybird Playgroup & Pre-School, Thriplow C of E Primary School, School Lane,  
Thriplow, ROYSTON, Hertfordshire, SG8 7RH Registered Charity No: 1162435