



## Ladybird Playgroup and Pre-School Booking Form

### 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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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)

**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 CAF (Common Assessment Framework)/Early assessment is already in place:

**Yes / No**

Or if the locality or social care are involved with your child and/or family:

**Yes / No**

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 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 2½ years old, they can join Ladybirds, staff will confirm start date and sessions with you. Once sessions are confirmed (about 1 term in advance) a £100.00 refundable deposit (to be taken off your first bill) is to be paid in advance of your child starting. From the term after they turn 3 your child will be entitled to 15 hours of Nursery Education Funding per week and possibly the 30 hours (means-tested) funding. Please see a staff member for further details.

Please put an 'X' in the sessions you require in the table below.

For your information, we require a ½ 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: \_\_\_\_\_

	<b>Morning</b> 9:00am - 12:00	<b>Lunch</b> 12:00 - 1:00pm	<b>Afternoon</b> 1:00 - 3:15pm	<b>Total Hours</b>
<b>Monday</b>		Packed Lunch required		
<b>Tuesday</b>		Packed Lunch Required		
<b>Wednesday</b>		Packed Lunch Required		
<b>Thursday</b>		Packed Lunch Required		
<b>Friday</b>		Packed Lunch Required		
<b>Price</b>	<b>£15.00</b> per session	<b>£5.00</b> Per session	<b>£11.25</b> Per session	

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

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



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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 tick if you are in agreement</b>
Child's Personal File / Development Folder:	
Another Child's Personal File / Development Folder:	
Staff Coursework:	
Display within Playgroup:	
Media Features (not Social Media and children not named):	
Playgroup Website (children not named):	
Playgroup Facebook Page (children not named or faces shown):	
Playgroup Parents Facebook Page (children not named)	
Online (secure) recording of observations via Tapestry.	
As a parent I will not share any images from Ladybird Facebook or Tapestry pages:	

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

Signed: \_\_\_\_\_ 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 you 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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

<sup>1</sup> 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.



## All About Me

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

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

Things that I like... (food, colours etc)

When you speak to me it helps if.... (use my name, give me one instruction)

Any top tips....

Things I am good at.....

Things I do not like.....

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

Things you need to know about me.....

Things that help me.....

Do I go to another setting? If so where & how many days

<p>Photo of me.....</p>
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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 (weather permitting) which is supervised by Ladybird Staff. Ladybird children are also given the opportunity to use the main Thriplow Primary School playground and play equipment (please see pictures below), during dedicated supervised sessions (weather permitting). 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. If anything specific is required you will be informed by Ladybird Staff.

If you have concerns about your child(ren) using any of the play equipment available to them, within the Ladybird Setting or when using the School playground, please make comment below and staff will arrange a time to discuss this and work with you and your child to move forward.



Tractor – wooden frame, areas to climb, drive and a tunnel



A Frame – wooden frame with netting one side & wooden planks to climb the other.

Upside down horseshoes, to climb on/sit on & run through



Pirate Ship – to climb in and on, and sit in. Not on protective matting situated on Playground

Name of Child:.....

I am\*/am not\* concerned about my child using the play equipment, supervised at Ladybird playgroup.

I am\*/am not\* concerned about my child using the play equipment, supervised, within the School's playground

( \* Please delete as appropriate )

Comments:.....  
.....  
.....

Signed:.....

Name of Parent/Guardian:..... 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 and my child's name 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)

<b>User 1</b>	
User's first name	
User's surname	
User's email address	
User's relationship to child	
Name of child	

<b>User 2</b>	
User's first name	
User's surname	
User's email address	
User's relationship to child	
Name of child	