



Ladybird Playgroup and Pre-School, School Lane, Thriplow,  
 Royston, Herts, SG8 7RH. CIO Nos: 1162435  
 Tel: 01763 208055 Email: [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com)

**Ladybird Breakfast Club & Early Bugs Club**

- **Breakfast Club** is Open from 8am daily (Monday - Friday) for children aged 3 to 11 years.
- Cost per session: £6.00 for the first child & £5.80 for any siblings.
- All children are looked after until 8:50am. At this time a staff member takes them over to school where the school assumes responsibility for them.
- Breakfast choices up to 8.30am (all included in the price) include:
- Toast, Cereal, Fresh fruit, Fruit Juice.
- **Early Bug Club** is open from 8.30am daily (Monday – Friday) for children aged 3 to 11 years – no Breakfast will be provided - £3.50 per session per child.
- Sessions must be pre-booked in advance to guarantee a space, however Ladybird Breakfast Club may be able to accommodate children for one off sessions. Please feel free to contact Sharon McGinty on 01763 208055 or email [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com). Anything booked less than 24hrs in advance will be paid at £6.25 per child and £6.00 per sibling (B/Club).
- In emergencies for on the day bookings call from 7am - 7:45am and leave a message, or email [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com). A staff member will get back to you before 8am, however there is no guarantee there will be space available. Once we have reached the max number of children we cannot accept any more
- Any cancellations within 48hrs notice you will still be charged for your booking.
- Please escort your child to Ladybird Breakfast Club, which is accessible via the back of the school. Please do not drop your child off on the road or drive into the school grounds. This is to ensure the safety of all users.
- Any late fee payments are subject to an administration fee of £10 as per the Ladybird Playgroup Fee Policy.

Name of Child	
Contact Address	
Contact Telephone Nos	
Contact/Billing Email Address	
Mothers Contact Details	
Fathers Contact Details	
Doctors Name, Address & Tel Nos	
Allergies & Medical Conditions	
Please confirm regular sessions you would like your child to attend	
Emergency Contacts if unable to contact the above:	
1: Name:	2: Name:
Address:	Address:
Tel: Nos:	Tel: Nos:
Relationship:	Relationship:

I authorise a member of staff to act on my behalf, and sign on my behalf any consent form required by medical authorities, should I be unobtainable, if they know it would be inadvisable to wait for my signature. **Sign:**

### **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

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.

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: a) be aware of and understand our purposes (as given above) b) agree with the rules within our constitution

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

a) 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); b) correspondence address (which may, if you wish, be given as the principle office of Ladybird Playgroup Thriplow CIO); c) date membership started; d) type of membership held (i.e. family or affiliate membership); and e) date membership ended. The information is held for 10 years after membership with the CIO ends and kept at Ladybird Playgroup & Pre-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.

Type of membership held or applied for:

Family Membership:

Affiliate Membership:

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

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.

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.

Signed:

Dated: