



Welcome to Georges Playgroup

Georges Playgroup is situated within the grounds of Harewood Infant and Junior School, although we are not directly associated with the schools, we do share some close links. Georges Playgroup is made up of a small team of highly dedicated and encouraging staff, to support your child in developing their full potential.

Applying for a place: If you are thinking of securing a place for your child at Georges Playgroup and would like to arrange a show round, please email us at Georgesplaygroup@eygloucestershire.co.uk stating a few days and times that are most convenient for you. You are welcome to bring your child along too.

There is no requirement to attend a minimum number of sessions, but we recommend at least 2 sessions per week to support their transition and help them settle into our playgroup.

Sessions and times: We are a term time only setting, open 38 weeks of the year and we follow the term time of the Infant and Junior School.

Our session times are as follows and based on your child's age.

Preschool Sessions times: (3&4 year olds – Year prior to starting Primary School)	
Monday	8.45am – 11.45am
Tuesday	8.45am – 11.45am
Wednesday	8.45am – 11.45am
Thursday	8.45am – 11.45am
Friday	8.45am – 11.45am
Friday All Day	8.45am – 2.45pm

Toddler session times: (2&3 year olds – can start from age 2)	
Monday	12.15pm – 2.45pm
Tuesday	12.15pm – 2.45pm
Wednesday	12.15pm – 2.45pm

Funding: We accept funding for 2,3 & 4 year olds of 15 or 30 hours. This may be universal, working or targeted entitlement and could be based on your personal circumstances. Visit www.childcarechoices.gov.uk for more information on funding available to you. Your child's funding will start the term after their 2nd or 3rd birthday. Remember to reconfirm your working funding code every 3 months or it will expire.

Fees: Our current fees are charged at £18.50 per session. You will receive an invoice via email each half term. Any sessions which exceed funded entitlement will be charged at the set rate. Your invoice should be settled by the due date on the invoice. Fees are still payable if your child is absent.

Starter fee: We charge a refundable starter fee of £25 per each new starter. Included in this cost is a book bag, Playgroup T-shirt and learning journey for your child. A small amount goes towards the time spent on the administration and onboarding process. Refunds can be claimed after your child's first full term by emailing your request to Georgesplaygroup@eygloucestershire.co.uk

Voluntary Consumables charges: We request a £1.50 voluntary contribution per session, per child. This is used towards all consumables such as a variety of healthy snacks each session, cooking activities, additional activities for special occasions such as Mother's Day, Easter etc and other consumables that we provide the children with. This small fee has a big impact on our income as a small setting and allows us to keep providing the range of snacks and activities that we do. Without this contribution, we would have to change what we can offer. This is voluntary contribution, if you decide not to opt in, please provide your child with their own snack, nappies, wipes etc each session they attend. Speak to the team for further information.

Snacks & Lunch: We provide the children with a variety of healthy snacks every day. We provide an opportunity to try new things. As well as the usual, toast, cereal, breadsticks and a large selection of fruit and vegetables, we provide a choice of snack each day and cater to dietary needs where possible.

For those who sign on to attend all day Friday, we will provide the snacks. We just require the children to bring a healthy lunchbox along. Nut Free please.

Uniform: Alongside your T-shirt and Bookbag gained from your starter fee, you can order further T-shirts £12, sweatshirts £18 and book bags £10. They contain the playgroup logo and although they aren't compulsory, they do save the children's own clothes from getting messy during play.

Absence/ Illness: If your child is going to be absent for their sessions, it is important for you to let us know as soon as possible. Following our safeguarding procedure and Department for Education guidelines, we will contact you if we do not hear from you first. If we cannot reach you, we will contact each of your emergency contacts until we reach you and if we still cannot reach you, this may lead to a welfare check if contact cannot be made.

Please return the completed form to: Georges Playgroup, Harewood Infant School, Harewood Close, Tuffley, GL4 0SS

Telephone: 07851721542

Email: Georgesplaygroup@eygloucestershire.co.uk

Policies: A full list of our policies and procedures can be found on our website www.georgesplaygroup.co.uk. A copy is always accessible within the setting or they can be sent to you via email.

Drop off / Pick up arrangements: Please arrive promptly for your child's session start and collection time. Wait behind the gate to be let in by a member of staff. Please do not allow your child to play in the playground upon entering. You are required to leave the playground promptly after dropping off or collecting your child.

Staff: All staff are trained to a high level, meeting all the current requirements to care for your child effectively. Including but not limited to Safeguarding, child protection, Paediatric first aid, as well as many continual professional developmental training achievements.

Key Person: Your child will be given a named key worker when they start at Georges Playgroup. This may be subject to change during their time, any changes will be discussed with you. Your child's key worker is responsible for monitoring and supporting their development, completing their assessments and learning journeys and all communications with you.

Learning Journey: We do not use online observation platforms. Each child's keyworker will complete observations and add these to your child's learning journey. A Learning journey is a paperback book of your child's time at playgroup, full of their next steps, achievements and photographs of their time at playgroup. It is a keepsake you take with you when your child leaves.

Text Service: We operate a text service, where we send out reminders easily to all families. You will need to agree for your mobile number to be added to be included.



Georges Playgroup Booking Form		Please tick the following sessions you wish to sign up for:	
Name of child:	DOB:		
Requested start date:			
Preschool (3&4 year olds – Year prior to starting Primary School)	Toddlers (2&3 year olds – can start from age 2)		
<input type="checkbox"/> Monday 8.45am – 11.45am <input type="checkbox"/> Tuesday 8.45am – 11.45am <input type="checkbox"/> Wednesday 8.45am – 11.45am <input type="checkbox"/> Thursday 8.45am – 11.45am <input type="checkbox"/> Friday 8.45am – 11.45am <input type="checkbox"/> Friday 8.45am – 2.45pm	<input type="checkbox"/> Monday 12.15pm – 2.45pm <input type="checkbox"/> Tuesday 12.15pm – 2.45pm <input type="checkbox"/> Wednesday 12.15pm – 2.45pm		
£25 Starter fee:			
Select your T-shirt size, included in the starter fee of £25: T-shirt size: <input type="checkbox"/> 2-3 years <input type="checkbox"/> 3-4 years <input type="checkbox"/> 5-6 years Payment via: <input type="checkbox"/> Cash <input type="checkbox"/> Bank Transfer			
Payment Details Sort Code: 30-93-48 Account Number: 01054960 Account Name: Gloucester St Georges Playgroup			
Where did you hear about Georges Playgroup?			

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Email: Georgesplaygroup@eygloucestershire.co.uk



George's Playgroup Registration form

Child Details:	
Child's First Name(s):	Child's Surname:
Child's Date of Birth:	Gender:
Legal Guardian(s) of Child:	

Parent/ Carer Contact Details:			
Title:	Relationship to child:	Title:	Relationship to child:
First Name:		First Name:	
Surname:		Surname:	
Full Address:		Address (If different):	
Does the child normally live at this address Yes / No		Does the child normally live at this address Yes / No	
Home Telephone Number:		Home Telephone Number:	
Mobile Telephone Number:		Mobile Telephone Number:	
Email Address:		Email Address:	
Do you have Parental Responsibility? YES / NO		Do you have Parental Responsibility? YES / NO	
Does anyone else have parental responsibility for this child? (If yes, please provide name, address and contact number)			

Emergency Contact Details (please provide details of two people we can contact to collect your child if we are unable to get hold of you)	
Contact 1 Name:	Contact number:
Address:	
Relationship to child:	

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Contact 2 Name:	Contact number:
Address:	
Relationship to child:	
Password for collection:	

Does your child attend any other setting (Childminder or Nursery)	Yes / No
Name and address of any other setting (Childminder or Nursery):	
Do they have permission to collect your child?	Yes / No

Home Environment	
First Language spoken by child at home:	Any other languages spoken by child at home:
Family Religion:	Ethnic Origin:
Sibling name(s) & Age:	Other People Living at Home:

Medical Information	
Name of Doctor:	Telephone:
Name and address of Surgery:	
Please give details of any Medical Conditions / Allergies / Dietary Restrictions / Preferences:	
Current Medication:	
History of immunisations / Infectious Diseases	

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Safeguarding and Child Protection Responsibilities Statement

Georges Playgroup Safeguarding and Child protection Responsibilities

Georges Playgroup is an Ofsted Registered Early Years Provider setting. We are required to follow safeguarding and child protection procedures in line with current legislation. It is our duty as childcare providers to ensure the welfare and safety of the children in our care at all times.

As a childcare provider involved in the care of your child, we will share any concerns we may have in regards to injury or specific safeguarding concerns with you at all times. Any records of such incident will be kept in a confidential file and shared with you.

It is our duty to refer all reasonable concerns of your child being at risk of child abuse to the Gloucestershire Safeguarding Children Partnership (GSCP). We will inform you of a referral unless we believe that your child would be placed at a greater risk of significant harm by doing so.

It is our responsibility to safeguard all children, at all times.

I have read and understood the above statement, and I agree with the duty you have to safeguard my child at all times.

Signed: _____ Print Name: _____ Date: _____

GDRP Text Service Acceptance

Georges Playgroup use a texting service called 'My School Office' to notify parents of news/ events etc. as a collective. This service allows playgroup to send out whole setting reminders, news and information quickly and easily. There is no additional charge for this service.

Your mobile number is required for use of this service. Your number will only be stored on the text service for the duration of your child's time at Georges Playgroup, your number will be removed when your child leaves.

You have a right to remove your mobile number at any time. Your mobile number will only be used for the intended purpose.

Please provide numbers for main parent/ carers below.

Phone number: _____ Name: _____

Phone number: _____ Name: _____

I allow the mobile number/s listed above to be added to the text service 'My School Office' for the intended purpose

Signature: _____ Print Name: _____

Date: _____

Sun Cream Permission

It is important to keep the children safe at all times, including protection from the sun. Georges Playgroup spend a lot of time outside, in any weather therefore we are required to protect the children from the sun and raised UV levels. We request parents to provide a sun cream specifically for the use of their child. This will be held at playgroup during the Spring/ Summer months.

The requirements for the sun cream are as follows:

-Labelled with child's full name

-In date and labelled with date it was opened (Sun cream is less effective if it's out of date)

-Factor 50+ where possible

Application of sun cream may be required during sessions, especially during all day sessions as we spend as much time as we safely can in the garden. Children should arrive at playgroup with sun cream already applied and have a named sun hat.

Sun cream will only be used on the intended child and can be reapplied by staff if deemed needed, for example during all day sessions or every 3 hours.

I agree to apply sun cream to my child before they arrive at playgroup, on days it is required Y / N

I agree to provide a sun cream that I know is suitable for my child and follows the requests listed above Y / N

I agree to the staff at Georges Playgroup to apply sun cream that I have provided, to my child when required Y / N

Signature: _____ Print Name: _____

Date: _____

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Financial agreement

Refundable £25 starter fee

We charge a refundable fee of £25 per each new child, this fee secures your child's place with us and allows the admin process to begin.

- I. The £25 starter fee is refundable after your child has completed **1 full term** with Georges Playgroup.
- II. Your child will receive a Playgroup T-shirt and bookbag upon receiving the starter fee.
- III. Refunds will be given upon request only.
- IV. Refund requests are to be made via email to Georgesplaygroup@eygloucestershire.co.uk
- V. Refunds cannot be claimed during Summer term (end of academic year), unless your child started attending within this term.

Voluntary Consumables

Voluntary consumables fee of £1.50 per child, per session.

- I. The voluntary consumables donation is optional. We use this to provide a healthy snack for your child every session they attend.
- II. The voluntary consumables also covers forgotten items such as nappies, sun cream etc. weekly cooking activities and additional occasional activities such as Easter, Christmas, Mother's Day etc.
- III. Additional activities led by outside professionals such as phonics classes.
- IV. You can opt in or opt out of this voluntary donation. Those who opt out may be required to provide items of various forms to complete activities and a healthy snack for their child each session they attend.

Fees

Playgroup sessions: £18.50 per session (Session = one session per day. All day Friday session is 2 sessions)

- V. Prior to each half term, you will receive an invoice with the amount you are required to pay. This will include session fees for the number of sessions your child will attend per half term, and the voluntary snack donations if you have chosen to opt in.
- VI. Payment can be made via bank transfer; using your child's name as the payment reference. Cash, sealed in a named envelope with the total payment and invoice reference number. Playgroup has a card machine as an alternative.
- VII. Fees are to be paid by the due date stated on the invoice. If you require an extension on the payment due date or wish to pay weekly then do not hesitate to speak to a member of staff, who will happily come to a new agreement. Failure to make payments could result in your child's space at Georges Playgroup being put on hold until the fees are paid in full.
- VIII. Any outstanding payments not made may result in further action being taken.

Late fees

If a child has not been collected after 10 minutes of session end time, there will be a late charge. The charge is as follows: **£15 after the first 10 minutes, then £5 for every 5 minutes after this time and a £10 administration charge.** This will pay for the additional care provided and the additional operational costs that caring for a child outside of their normal Playgroup hours may incur.

Fees remain payable during periods of absence including sickness and holiday, this is to hold your child's place open.

Sickness/Holiday

- I. If your child is absent from Georges Playgroup due to sickness, fees still need to be paid, this is to hold their space until their return, it is important you inform the setting if your child is not going to be in.
- II. If you are taking your child on holiday during term time, fees will still need to be paid to reserve their space for their return.

There will be no charge for inset days/ bank holidays or if George Playgroup has to close for any reason.

15-hour funding

- I. All 3 & 4-year olds are entitled to 15 hours of free funding, starting the term after their 3rd birthday. If you want your child to start prior to funding entitlement then a charge of £17.50 per session will be required.
- II. Some children are entitled to 2-year old funding but this is down to personal circumstances and eligibility – you can check your eligibility online.

30-hour funding

- I. 30-hour funding is available to some children, depending on personal circumstances. Parents can check their eligibility online. If your child is entitled to 30-hour funding, you will be given an eligibility code when you are approved. Georges Playgroup require this code to ensure your child can receive funding for any hours they attend above the 15 hours.
- II. Your code is only valid for three months. You will be required to renew your code for 30 hours funding every three months to continue claiming up to 30 hours of free childcare.
- III. If you do not renew your code, all sessions over 15 hours will endure a fee of £18.50 per session.

Notice of exit/ change to hours

If you decide to leave the playgroup, please give at least two weeks' notice. Fees will still apply during these two weeks.

If you want to increase or decrease your child's attending hours, we will require at least two weeks' notice. If amendments are made before the funding claim, sessions may become chargeable. For example, if you wish to transfer your funding to another setting before the claim, you may be charged for sessions already attended.

By signing, you are agreeing to abide by the terms and conditions set out in Georges Playgroup Financial Agreement.

Signature:

Print Name:

Date:

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Voluntary Consumables	
<p>Georges Playgroup provides a healthy snack during each session. We offer a variety of snacks such as cereal, toast, breadsticks and always a range of fruit. Your donation of £1.50 per session is used towards the cost of providing a healthy snack, cooking activities and is used towards many more activities such as food tasting, special occasion treats such as Mother's Day, Easter etc and many more areas. Your small donation goes a long way in our ability to continue providing and delivering snacks and activities in the way that we do.</p> <p>Consumable's donations are voluntary; therefore, it is up to you to decide if you would like to opt in or out. You are welcome to change your choice at any time. Please tick your chosen statement below.</p>	
<p>I <u>OPT IN</u> and agree to pay the voluntary Consumables Contribution of £1.50 per session, for my child. I understand that this is voluntary for me and I am happy to contribute.</p>	
<p>I <u>OPT OUT</u> and do not wish to pay the Voluntary Consumables Contribution of £1.50 per session, for my child. I will provide my child with their own healthy snack each session they attend and provide items of varying forms to complete activities.</p>	
Signature:	Print Name:
Date:	

Additional uniform order					
If you would like to purchase additional uniform, (Excluding new starter pack) please complete your requests below					
<u>Item</u>	<u>Price per item</u>	<u>Size</u>			<u>Quantity required</u>
Embroidered T-shirt	£12 Each	2-3	3-4	5-6	
Embroidered Sweatshirt	£18 Each	2-3	3-4	5-6	
Bookbag	£10 Each	NA			
Order Total:					
<p>All uniform garments are embroidered with the playgroup logo. Bookbag logo in transfer Orders will be placed once payment is received, there may be a small delay in ordering uniform as we aim to order in larger quantities, where possible. You will be alerted when your order is ready for collection.</p> <p>Payment options: Cash: Named envelope with requested order and total Card: Card machine at playgroup, with completed order form BACS: Gloucester St Georges Playgroup <u>SC:30-93-48</u> <u>AcntNo: 01054960</u> Ref child name/uniform e.g., Harry Uniform</p>					
Signature:		Print Name:			
Date:					

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