



## Enrolment Form 2023-2024

Child's Name	D.O.B.

This form contains the 'General Terms and Conditions' for attending Evergreen Wood Playschool as well important information about your child including parent/carer contact details.

Do please fill in each section as required and return to us to be held securely in your child's file. Should you have any queries please do not hesitate to get in touch.

### Evergreen Wood Playschool

Registered Address - 10A Dunevly Road, Portaferry, Newtownards, BT22 1NB

EMAIL – [info@evergreenwoodplayschool.com](mailto:info@evergreenwoodplayschool.com)

WEBSITE - [www.evergreenwoodplayschool.com](http://www.evergreenwoodplayschool.com)

Tel - 07577855185

### I AGREE TO THE TERMS & CONDITIONS

Signed: (Parent/Guardian)	Date:
Signed: (Playschool Representative)	Date:

**All information is held securely and in the strictest confidence**

Evergreen Wood Playschool operates term-time Monday to Friday 9.15am to 12.15pm. Please tick which daily sessions are required and whether or not they recur weekly.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					

**General Terms & Conditions**

For children without a free child place in their Playschool year the cost of a 9.15am-12.15pm session is currently **£12.00** for the 2023/2024 term. **Payments continue over term-time closure periods (excluding summer break), holidays, and sickness to retain your child’s place in Playschool. Days are fixed can only be changed if suitable space is available.** Unlike other Playschools we do not charge families for registration or insurance costs. You can pay by cash, bank transfer and cheque or use Government tax break schemes. Families are charged monthly, 1 day per week = £48 monthly bill etc. We may also offer card payments in the setting. You will receive a fees invoice and all payments are to be made **in advance** of the month to be attended to allow us to cover rental costs to the Hall and other running costs. This is standard policy for most Playschools. Late payment will incur a £5.00 fee and the Playschool reserves the right to withdraw our services in the rare case of continued non-payment of fees.

The Playschool cannot undertake the care of sick children – i.e. infectious diseases, excluding colds & coughs. For Head lice, vomiting and diarrhoea please give 24hrs from the end of symptoms before returning as per Department of Health guidance for schools. With regards to coronavirus (COVID-19) symptoms follow up to the minute guidance and self-isolate should any appear. This is for the protection of others in the setting and any decision to exclude a child from a session due to illness is at the discretion of the Playschool Leader on site. Staff also cannot administer medicines unless there is a specific circumstance and written permission is given. Permission forms for intimate care in case a change of clothes is needed or help with toileting, and permission for photography so we can let parents and carers get a snap shot of the day to day fun and other associated policies are included in this form.

When dropping your child off at Evergreen Wood you are responsible for seeing them securely into the care of a member of staff who will mark them in the attendance register. It is important that you inform staff who is to collect your child from the Playschool each day. If someone not registered as a contact for your child is to collect them staff must be informed for security reasons, and they must be over 18. Photographic ID will be required. If there is a situation where a parent does not have custody of a child and are not permitted contact we would need such information in writing and proof of a court order.

**Termination of this contract requires one month’s written notice by either party.**

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**Don’t forget to sign your agreement on the front page.**

**Contact Details**

CHILD'S NAME:	DOB:	M/F:
MOTHERS NAME:	FATHERS NAME:	
OCCUPATION:	OCCUPATION:	
ADDRESS:	POSTCODE:	
ADDRESS 2 (if applicable):	POSTCODE:	

TELEPHONE

HOME:	WORK:	MOBILE:
HOME:	WORK:	MOBILE:

Please provide an email address we can contact you on regarding any updates or changes to the Playschool holiday schedule. **Your address is not shared with any 3rd party and held securely.**

EMAIL ADDRESS 1:
EMAIL ADDRESS 2:

**NON-PARENT GUARDIAN/CARER (Extended Family, Foster carer, Childminder etc)**

NAME:		
ADDRESS:		POSTCODE:
TEL- HOME	WORK	MOBILE:
EMAIL ADDRESS:		

Should a parent/guardian/carer be unavailable to pick up a child due to illness or be uncontactable for any other reason please provide an emergency/alternative contact

**EMERGENCY/ALTERNATIVE CONTACT**

NAME:		
ADDRESS:		POSTCODE:
TEL- HOME	WORK	MOBILE:
EMAIL ADDRESS:		
RELATIONSHIP TO CHILD :		

**About Your Child**

MAIN INTERESTS:
SIBLINGS (Names & Ages):
LIKES (Favourite food, TV show, Toy, etc):
SPECIFIC DISLIKES (i.e. getting hands wet, loud noises, creepy crawlies, etc):
ANY OTHER SPECIAL PEOPLE IN THEIR LIVES (might even be a pet!):
OTHER GENERAL INFORMATION OR RELIGION SPECIFIC CONSIDERATIONS:

**Health Details**

DOCTOR'S NAME:
DOCTOR'S ADDRESS:
DOCTOR'S TEL:
ANY RELEVANT MEDICAL HISTORY:
HEALTH VISITOR NAME (If applicable):
HEALTH VISITOR CONTACT DETAILS:
RIGHT OR LEFT HANDED (any concerns if applicable)
IMMUNISATIONS UP TO DATE: (Y/N)
ANY ONGOING HEALTH PROBLEMS IE; ALLERGIES (Diet or Physical), ASTHMA, ECZEMA, TRAVEL SICKNESS, PLEASE STATE:

If you have any further information, which would be relevant to your child's emotional or physical welfare, or if any of this information changes please inform us as soon as possible.

## **PERMISSION FORMS**

The following section contains forms on which the Playschool requires parent/carer written permission for some day to day activities. Our complete list of policies will be available online and on the information board in the Hall foyer, we encourage you to read them and suggestions for improvements are always welcome. Please sign the following forms as appropriate and if you have any queries do please get in touch.

## **PHOTOGRAPHY POLICY**

Evergreen Wood Playschool is aware of the potential risks posed to children by the taking and using of images of them. We also feel it is important that parents get an opportunity to document their child's time at Playschool and photographs provide a perfect and lasting way of doing this.

Photography and using similar media can be an important part of certain aspects of play. To ensure children's rights and wellbeing are protected, Evergreen Wood Playschool will only permit taking and using of images of the children in our care for the following purposes, and with the written permission of parents/carers of the individual children.

- Signed consent will be obtained on individual children's **Permission for Photography** forms upon a child's enrolment into Playschool, stating parents/carers consent that their children's images may be taken during the course of the day by Staff, suitably vetted volunteers, and potentially other children in the course of play.
- Images will be held securely, usually password protected and encrypted.
- Images will only be used for those purposes parents/carers have agreed on their children's **Permission for Photography** form which follows this policy.
- Images will only be accessible to Playschool staff and management and not to the general public apart from those used in promotional materials.
- All images of Evergreen Wood Playschool children and staff are protected by the group's *Data Protection and Confidentiality policies*.

## **Permission for Photography**

In a world of selfies, Instagram, and the visual web that you can find on your PC, iPad, smartphone and maybe even your smart watch, photography is everywhere. For a long time it was sort of feared, who was looking at it, who had it, but with numerous Facebook posts whizzing past, Tweets of holidays, Snaps of nights out, it's been embraced as part of the everyday routine.

Photographs in Playschool can be great in many ways from capturing memories of fun days and activities, annual events, showing progress in learning tasks, to even letting little ones take snaps of the change of seasons to help them understand how the world works. We would like to be able to use photography in this way and also for promotional material on our website and our social media. To do this of course we need your permission.

Below is a Permission For Photography declaration that we would appreciate you signing and sending back in for us to keep on file. We will ensure you also have our Photography Policy so you know how we will use and store imagery. This is a request we will make each year at the start of term, and for specific play schemes outside of term-time if required. Should your permission choice change for any reason do please let us know.

The Evergreen Wood Team

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### **Permission for Photography**

[Please mark your choice as appropriate)

Child's Name:

I do:

I do not:

..give permission for my child to have their photograph taken at Evergreen Wood Playschool, and used to showcase my child's time at Playschool and for promotional purposes including appearing on the official website and social media presences.

I have read, understood and agree with the relevant policy

Parent/Carer :

Date:

## **INTIMATE PERSONAL CARE POLICY**

### **Principles**

The purpose of this policy is to ensure the appropriate processes with regard to intimate personal care are known and adhered to within the setting. Evergreen Wood Playschool is committed to ensuring that all Staff responsible for the intimate care of children or young people will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children/young people with respect and dignity when intimate care is given.

### **Policy**

This policy has been introduced to ensure that Staff and volunteers within the setting are aware of the Intimate Personal Care Policy and conform to the expectations of Evergreen Wood Playschool in line with current standards of care.

At all times Management and Staff will ensure that there is positive engagement with parents/carers, and Evergreen Wood Playschool will work in partnership with regard to toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

### **Procedure**

Management and Staff will endeavour to ensure that:

- There is adequate support for children with intimate care needs, and individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
- Staff who provide intimate care are trained to meet the needs of individual children.
- Only vetted Staff are allowed to be involved in the intimate care of the children.
- All Staff adhere to Evergreen Wood Playschool *Safeguarding and Child Protection Policy*.
- Suitable equipment and facilities are made available.
- Staff carrying out intimate care are appropriately supported.
- Where possible one to one care will be provided unless there is an identified need for having more adults, though other Staff will monitor the situation discreetly nearby.
- Intimate care is discussed and agreed with parents and carers.



- The needs and wishes of the child/young person are taken into consideration.
- The constraints of staffing and equal opportunities legislation are taken into account.
- Changing areas are warm safe areas.
- Each child has their own nappies or pull-ups and changing hypoallergenic wipes to hand.
- Gloves and aprons as appropriate are put on by Staff before changing starts and the areas are prepared.
- The changing mat is cleaned with antibacterial wipes after use.
- There is an appropriate sanitary bin designated for the disposal of nappies

In conjunction with intimate care is our **Toileting Policy** below:

At Evergreen Wood Playschool we promote independence by letting children go to the toilet by themselves. Staff will ensure that no more than two children go out to the toilet at one time. Members of Staff support this by remaining in close proximity to the children to ensure their safety. The front door of the hall near the toilets will be kept locked at all times. Children's safety and child protection are at the utmost importance for us at the Playschool.

### **Permission for Intimate Care**

From time to time children may need assistance that would be classed as intimate care. This includes help with changing clothes as sometimes water doesn't always stay in the water tray, and more paint can appear on clothes than on paper. While we always encourage toileting to be an independent activity for the child, there will be occasions where a little help is needed in that area as well. This form gives Evergreen Wood staff permission to lend a hand always mindful of the children's privacy, but ready to respond when needed.

The Evergreen Wood Team

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### **Permission for Intimate Care**

[Please mark your choice as appropriate)

Child's Name:

I do:

I do not:

..give permission for my child to have assistance from staff in Evergreen Wood Playschool with regards to changing of clothes and toileting if required.

I have read, understood and agree with the relevant policy

Parent/Carer :

Date:

## **FIRST AID POLICY**

Accident prevention is preferable to first aid, but in spite of all precautions, now and again someone will need to administer first aid in our setting.

Our aim is to ensure that appropriate first aid measures are in place, applied promptly and efficiently as required by the designated First Aider.

At least one member of staff with a current first aid certificate will be on duty at all times, and staff are required to re-qualify/update their skills every 3 years.

A correctly stocked first aid box will be maintained at all times.

In the event of an accident the First Aider will assess the injury;

If MINOR:

- Appropriate first aid will be given, complying with our policy for handling spills of body fluids.
- Treatment will be given and parents will be notified.
- An accident report form will be completed and signed by staff and parent/carer.

If SERIOUS:

- First aid will be applied.
- If necessary an ambulance will be called, every effort will be made to contact emergency cover to allow a member of staff to accompany the child in the ambulance.
- Notify parent/carer/emergency contact/with details of the incident and child's destination.

### **Follow up Procedures**

- A complete written report of incident will be completed.
- The report will be signed by Leader/Director and parent/carer/next of kin or emergency contact.
- Any incident will be reported to the Director as soon as practically possible.
- Insurance company and Social Services will be informed on the same day.
- A follow up meeting with parents/carers and the Director will be arranged as soon as practically possible.

**Permission for Sunscreen Application**

As warmer weather and stronger sunshine start to appear, and hopefully stay, sunscreen on the children is essential. We would ask that sunscreen be applied at home so everyone is ready to play, however we fully appreciate that's easily forgotten in the morning rush so we kindly ask permission to apply some at Playschool if the need arises. If there are any brands that don't agree with your child, or if allergies are a specific problem do please let us know on the permission slip below. Once everyone is ready for the sun it's time to get outside and have some fun!

The Evergreen Wood Team

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**Permission for Sunscreen Application**

[Please mark your choice as appropriate)

Child's Name:
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I do:	I do not:
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..give permission for my child to have sunscreen applied by Evergreen Wood Playschool staff as required.

I have read, understood and agree with the relevant policy

Parent/Carer :
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Date:
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My child does:	My child does not:
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..have any allergy or known issue with any brand of sunscreen.

If there is a sunscreen brand to avoid please let us know below:

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### **Permission for Data Sharing**

Each year Social Services pay all pre-schools a visit to see if they can assist with improving our service and ensuring we're keeping up to date with current regulations. They may like to contact families who use our service to ask a few questions. This is not compulsory but if you would like to give feedback by all means do as it helps us improve our service, and this will be similar to questionnaires of our own that will usually be sent home around Easter. In order to receive a questionnaire from them we need your permission to send them your contact details.

The Evergreen Wood Team

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### **Permission for Contact Details Submission**

Child's Name:

I do:

I do not:

..give permission for my contact details to be sent to Social Services at the South Eastern Health & Social Care Trust to receive a questionnaire regarding Evergreen Wood Playschool service. This questionnaire is sent from Social Services direct to parent/carers and returned to them not to the setting.

I have read, understood and agree with the relevant policy

Parent/Carer :

Date:

## **DOOR SECURITY POLICY**

The security of the children in our care and of the Evergreen Wood staff team are of paramount importance. Given that we are based in a community hall designed for public access we take a number of extra security measures that require the cooperation of parents, carers and other visitors.

While the main doors are open at drop off and collection times for the remainder of the time the hall is in use by the Playschool the doors are secured and only able to be operated internally by members of staff. The attention of the staff team can be raised by the use of the doorbell fixed to the outer door.

Staff members on responding to the doorbell will ask unknown individuals for photographic identification and their reason for visiting if it has not been arranged in advance. This conversation in order to maintain security will be conducted through the locked door. Should the staff team not be satisfied the visit is needed during the time the children are present, or they have a security concern, visitors will be asked to return at a more suitable time and make an appointment to do so.

If at any time there is a genuine security concern Police will be notified immediately.

We hope visitors, parents and carers can support us in ensuring everyone at the Playschool remains safe.

The Evergreen Wood Team

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## **DOOR SECURITY POLICY**

Child's Name:

I confirm I am aware of the policy governing access to Evergreen Wood Playschool.

I have read, understood and agree with the relevant policy

Parent/Carer :

Date:

## **Playschool Policies**

There are many and ever evolving policies that guide our work day to day in Playschool. Parents and carers will find a complete list of these on our website, held in a folder on the information board in the foyer of the setting, and a copy can be made available upon request.

Guidance in the 'Minimum Standards' produced by the Health and Social Care Board asks that we confirm we have made you aware of our policies, so do please sign below that we've let you know.

The Evergreen Wood Team

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### **Playschool Policies Access & Acceptance**

Child's Name:

I confirm I am aware of the policies governing the Playschool, where I can access them, and understand my responsibility to read them.

I have read, understood and agree with the relevant policies

Parent/Carer :

Date: