**Twyford Playgroup Initial Registration Form**

Thank you for enquiring about Twyford Playgroup. Please complete this form and return with your holding deposit payment (see below) to:

**Twyford Playgroup, The Gilbert Room, Twyford Parish Hall, Hazeley Road, Twyford, SO21 1QY**

**Or via email to manager.twyfordplaygroup@gmail.com**

To register your child for a place at Twyford playgroup we will require a £40.00\* holding deposit. This deposit will ensure we are able to offer your child a playgroup place with us. After your child starts their playgroup sessions, they will receive a playgroup bag and T Shirt. After we have received your child’s registration form you will be sent an acknowledgement of the application. (Please be advised that your requested hours may not be available, if they are not, you will be offered available alternatives.)

We will contact you again in the half term prior to your child’s expected playgroup start to arrange a settling in session. Please could we ask, if any details provided on this form change, such as address or telephone contact number that you let us know us as soon as possible to ensure the registration is kept up to date.

If you have any questions, queries or would like to arrange a playgroup visit please do not hesitate to contact us. We look forward to welcoming your child into playgroup. 07876 795624.

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s date of birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/carer mobile number/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Happy to be in group emails? Yes/No

Please indicate your preferred days and which drop off time and pick up time you would like by circling below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day | Start time | Start time | Finish time | Finish time | Finish time |
| Monday | 8.30am | 9.00am | 12 noon | 1.30pm | 3.00pm |
| Tuesday | 8.30am | 9.00am | 12 noon | 1.30pm |  |
| Wednesday | 8.30am | 9.00am | 12 noon | 1.30pm |  |
| Thursday | 8.30am | 9.00am | 12 noon | 1.30pm | 3.00pm |
| Friday | 8.30am | 9.00am | 12 noon | 1.30pm |  |

Date you would like your child to start once they have turned 2yrs 6 months: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child attend another setting or carer? Yes/No

Name of another setting/carer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you first hear about Twyford Playgroup? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have paid my £40.00 holding deposit to **Co-op Bank Sort Code:08-92-99 account no: 67315330**

Signature of Parent/Carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*On starting playgroup, we will retain £20.00 to cover the cost of your child’s bag and uniform. The remaining £20.00 will be returned to you when your child leaves the setting.

\*If you wish to withdraw your child’s registration for a playgroup place, please provide 28 days’ notice in writing for a full refund.