



Stone with Woodford Playgroup

All About Me

Child Record Book

Working in partnership with parents



Child's Name:



Stone with Woodford Playgroup

Introduction

Dear Parents,

Many thanks for choosing Stone with Woodford Playgroup for your child. We're committed to ensuring they'll be very happy during their time with us.

To help us create a development plan for your child and to ensure they receive the best care, we need to collect some important information from you.

As such, can you help by completing the questions contained within this booklet.

How do I complete the Forms?

Your child's **ALL About Me** booklet is designed to be quick and easy to complete. You will find it requires a combination of signatures, tick boxes and short answers. Please ensure the person signing these forms has legal parental responsibility.

1. Start by filling in the **Child Details, Parent & Legal Access Details & Session Detail** sections.
2. Then fill in the **My Family** section
3. Next fill in the pages relevant to your child's age.

☺ **Children (2 – 3 years) or Preschool (3 – 4 years)**

4. Now Complete the **Early Years Foundation Stage** Section.

5. Then complete and sign the four **Consent Forms**. These are:

- ☺ Emergency Medical Treatment & Application of Sunscreen
- ☺ Local Village Walks/School Visits, Emergency Evacuation and Relocation & Use of Play leader's Personal Mobile Phone
- ☺ Photography/Video Photography & Observations & Social Media Photography/Video Photography
- ☺ Sharing Information Consent Form
- ☺ Collection Consent Form

6. Finally include any other relevant information about your child on the **Parental Information** page.

Your booklet will be kept safely at our setting and we will ensure we have to hand all relevant information about your child and contact details for you.

What if my Child's details change?

If the information you have provided in this booklet changes, it's important you let us know ASAP. It will help us ensure everything is current and up to date.

I have also enclosed a Playgroup Welcome and Information Leaflet to hopefully answer some of the questions you may have.

Many thanks for your time,

Laura

P.S. If you still have any questions, please do let us know. We're very happy to help.



Stone with Woodford Playgroup

Child Details

Please notify us immediately if there are any changes in the following details

Childs Name and Contact Details

Full Name

Name Used

Address

Date of Birth

Language Spoken at Home

Postcode

Ethnic Origin

Home Telephone Number

Family Religion

Home Life Details

Are both Parents at Home?

Child's Siblings

Name

Age

Does Your Child have any special needs / requirements

We are General Data Protection Requirements (GDPR) Compliant meaning that all information you provide is kept private and not shared with anyone without your written consent, unless it is a child protection issue. Some of the data we collect is purely to benefit your child's learning experience & not law, please sign to confirm that you understand and consent to us collecting this information.

Signature of Parent / Guardian: _____

Date: _____



Stone with Woodford Playgroup

Child Details

Please notify us immediately if there are any changes in the following details

Emergency Contact Details

Primary Contact Details

Name

Relationship to Child

Telephone Number

Secondary Contact Details

Name

Relationship to Child

Telephone Number

Please sign to confirm that you have permission to use all contacts

Signature of Parent / Guardian: _____ Date: _____

People authorised to collect or take your Child home from Playgroup in an emergency (e.g. another playgroup parent)

Please inform the Play Leader of any special arrangements you have made on any specific day at registration or by telephoning whilst in session (emergencies only).

In the event of an emergency and you cannot be contacted, we will endeavour to contact the primary and secondary contacts detailed above.

Medical History

Doctor's Name

Doctor's Address

Doctor's Telephone Number

Child's Health Visitor

Medical Conditions e.g. allergies, asthma

Please discuss any conditions with the Play leader

Are your Child's immunisations up to date?

☐ Yes

☐ No

Does your Child have any Dietary Restrictions, Intolerances or Allergies?



Stone with Woodford Playgroup

Parent and Legal Access Details

Please notify us immediately if there are any changes in the following details.

Parent Details

Name of People with whom Child lives

Name

Name

Relationship to Child

Relationship to Child

Parental Responsibility

☐ Yes

☐ No

Parental Responsibility

☐ Yes

☐ No

Legal Access

☐ Yes

☐ No

Legal Access

☐ Yes

☐ No

Guardian/Control or Parental Care Please State which applies

Guardian/Control or Parental Care Please State which applies

Telephone Number & Email Address

Telephone Number & Email Address

Where a Child lives with someone other than his/her parents(s) it is important that we have information on who has parental responsibility

This is always the natural mother and where parents are married at the time of birth the natural father **as long as he is registered on the birth certificate.**

Please be prepared to show the Play leader the Child's birth certificate.

If parents are separated or divorced has a court order been granted

☐ Yes

☐ No

What condition(s) does it state



Stone with Woodford Playgroup

Parent and Legal Access Details

Please list who has **Parental Responsibility** and is living at a different address but has **EQUAL PARENTAL RESPONSIBILITY**.

Parent Details

Name of People with whom Child DOES NOT live

Name

Name

Address

Address

Relationship to Child

Relationship to Child

Work Address

Work Address

Telephone Number & Email Address

Telephone Number & Email Address



Stone with Woodford Playgroup

Session Details

Playgroup Terms and Conditions of Registration

1. Fees are currently in the **Welcome and Information Leaflet** and are paid termly in advance & are non-refundable, unless approved by the committee due to exceptional circumstances. **Fees are due irrespective of holidays or sickness.** The setting makes no other charges e.g. snacks.
2. Late fees, as indicated on the invoice, will be applied if fees are not paid on time. The setting reserves the right to take legal action to pursue unpaid fees in line with our debt collection policy.
3. Hours not covered by funding need to be paid by parents/guardians & will be invoiced accordingly.
4. Parents must **show the Child's Birth Certificate to the Play leader.**
5. Notice Period – **Four weeks' notice** is required should you wish to remove your child from the setting or change their hours. There are 6 terms per academic year.
6. It is your responsibility to register your child with the School of your choice.
7. Children are only eligible to attend the school session in their pre-school year. Attending DOES NOT guarantee entry into Stone with Woodford C of E Primary School.

Playgroup Sessions

Start Date

Collection Password

Which Sessions do you want your Child to attend? Please tick

	Monday	Tuesday	Wednesday	Friday*
Morning Session 9 – 12 pm (3 hours)				
+ Lunch Club 12 – 1 pm (1 hour)				
+ Afternoon Session 1 – 2.30 pm 1½ hours)				
Premises	Stone Village Hall			

***For Pre-School Children Only – Part of up to 12 Friday sessions are held at Stone with Woodford School to help our children get ready for school.**

Does your Child attend another setting

- ☐ Yes
☐ No

Do you intend to send your Child to Stone with Woodford School?

- ☐ Yes
☐ No

If yes, please provide name & address of other setting

I have read and understood the above conditions. Please register my Child to attend the playgroup sessions as stated above. I agree to you contacting any settings my Child attends to share information.

Signature of Parent / Guardian: _____

Date: _____



Stone with Woodford Playgroup

My Family

It is also useful for us to know a little bit about your child such as family life, siblings, pets, their likes and dislikes etc. so that we have a 'talking point' should they become upset at being separated from you in the early days at playgroup.

Name

What do people usually call your Child?

Family & Friends

Who is in your family?

(e.g. grandparents - please include names)

Do you or your Child have any pets?

☐ Yes

☐ No

If yes, please include type and names

Who are your Child's friends?

At Home

What does your Child like to do at home?

Out and About

Where does your Child like to visit?

Likes and Dislikes

What does your Child like?

What doesn't your Child like?



Stone with Woodford Playgroup

Children (2 – 3 years)

To make the transition from home to our setting as smooth as possible, please provide information about the following areas:

Meal Times

Does your Child feed themselves?

- ☐ Yes
☐ No

Does your Child drink from a cup?

- ☐ Yes ☐ No, beaker with a lid
☐ No, beaker without a lid

Do they use a:

- ☐ Spoon and Fork
☐ Knife and Fork

What are your Child's favourite foods?

Please list any allergies or dislikes

Toilet Use

Is your Child potty trained?

- ☐ Yes
☐ No
☐ Currently potty training

If yes, do they use:

- ☐ A potty
☐ The toilet

Does your Child wear:

- ☐ Training pants
☐ Ordinary pants

Personal Hygiene

Can your Child clean their teeth?

- ☐ Yes
☐ No

Can your Child use the bathroom taps?

- ☐ Yes
☐ No

Can your Child put on their own shoes?

- ☐ Yes
☐ No

Does your Child like to help with dressing?

- ☐ Yes
☐ No

Playtime

What are your Child's favourite toys?

Speech and Language

Does your Child speak in:

- ☐ Words
☐ Sentences

Does your Child enjoy books?

- ☐ Yes
☐ No

Do they have a favourite book?

- ☐ Yes
☐ No

If yes, what is the name of the book?



Stone with Woodford Playgroup

Children (2 – 3 years)

Creative Play

Has your Child experienced any messy/art-type activities?

- ☐ Yes
☐ No

Does your Child enjoy nursery rhymes and music?

- ☐ Yes
☐ No

What are their favourite songs?

Sleep Times

Does your Child Sleep:

- ☐ In a Cot
☐ In a Bed

Does your Child take a favourite toy or comforter to bed?

- ☐ Yes
☐ No

Does your Child self-settle?

- ☐ Yes
☐ No

If No, how do you settle your child?

Does your Child sleep with a dummy?

- ☐ Yes
☐ No

Does your Child sleep with a nappy on?

- ☐ Yes
☐ No

What naps does your Child take each day?

What time does your Child go to bed?



Stone with Woodford Playgroup

Children (3 – 4 years)

To make the transition from home to our setting as smooth as possible, please provide information about the following areas:

Meal Times

Does your Child feed themselves?

- ☐ Yes
- ☐ No

Does your Child drink from:

- ☐ A cup
- ☐ A tumbler

Do they use a:

- ☐ Spoon and Fork
- ☐ Knife and Fork

What are your Child's favourite foods?

Please list any allergies or dislikes

Toilet Use

Does your Child use a:

- ☐ A potty
- ☐ The toilet

Does your Child wear:

- ☐ Training pants
- ☐ Ordinary pants

Personal Hygiene

Can your Child clean their teeth?

- ☐ Yes
- ☐ No

Can your Child use the bathroom taps?

- ☐ Yes
- ☐ No

Can your Child take off/put on their shoes?

- ☐ Yes
- ☐ No

Can your Child dress/undress themselves?

- ☐ Yes
- ☐ No

Creative Play

Has your Child experienced any messy/art-type activities?

- ☐ Yes
- ☐ No

Does your Child enjoy nursery rhymes & music?

- ☐ Yes
- ☐ No

What are their favourite songs?

Does your Child attend any other settings?

- ☐ Yes
- ☐ No



Stone with Woodford Playgroup

Children (3 – 4 years)

Speech and Language

Does your Child enjoy books?

- ☐ Yes
☐ No

Do they have a favourite book?

- ☐ Yes
☐ No

If yes, what is the name of the book?

Can your Child recite the alphabet?

- ☐ Yes
☐ No

Does your Child know any sounds?

- ☐ Yes
☐ No

Can your Child write any letter?

- ☐ Yes
☐ No

Can your Child write their name?

- ☐ Yes
☐ No

Can your Child use scissors?

- ☐ Yes
☐ No

Can your Child use a glue stick?

- ☐ Yes
☐ No

Playtime

What are your Child's favourite toys?

Sleep Times

Does your Child have a nap during the day?

- ☐ Yes
☐ No

Does your Child take a favourite toy to bed?

- ☐ Yes
☐ No

Does your Child sleep with:

- ☐ Nappy pants
☐ Ordinary pants

What time does your Child go to bed?

Counting and Numeracy

Does your Child recognise any numbers

- ☐ Yes
☐ No

What number can your Child count to?

Does your Child recognise any shapes?

- ☐ Yes
☐ No

Can your Child name any shapes?

- ☐ Yes
☐ No

What colours does your Child know?



Stone with Woodford Playgroup

Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) is government legislation for all children up to the end of a school's reception class. As an early years setting, which provides care for children between the ages of 2 to 4 years old, we follow the EYFS and plan our practice accordingly.

To help us plan for your child as they start their learning journey with us, please fill in the following prime areas below. We would like to know what your child can do well or what they may need help to achieve.

Personal Social and Emotional

e.g. self-regulation, managing self & building relationships

Communication and Language

e.g. listening, attention, understanding & speaking

Physical Development

e.g. gross motor skills & fine motor skills



Stone with Woodford Playgroup

Early Years Foundation Stage

As your child progresses the following areas will become more prominent in our planning for their learning. However if you feel your child shows skills in any of the below areas, please tell us.

Literacy e.g. comprehension, word reading & writing

Mathematics e.g. number & numerical patterns

Understanding the World

e.g. past & present, people, culture & communities and the natural world

Expressive Arts and Design

e.g. creating with materials, being imaginative & expressive



Stone with Woodford Playgroup

Consent Form

Child's Full Name: _____

Parent/Guardian's Name _____

**Tel
No.** _____

Emergency Contact _____

**Tel
No.** _____

Doctor's Name _____

**Tel
No.** _____

Medical Problems/Allergies _____

Any Other Information _____

Emergency Medical Treatment

In the event of an accident at Playgroup where emergency medical treatment or advice may be sort to ensure the wellbeing of the child, consent for the Playgroup staff to act on behalf of the parent is requested. Any information given here will be adhered to e.g. any relevant religious beliefs and every effort will be made to contact the parent or emergency contacts.

Also, throughout the year the child may be taking medication for an ailment. Please advise the Playgroup Leader if this is the case or if they have been given anything prior to the session. The Playgroup Leader must be informed of any new medical problems or allergies.

- ✓ **I give permission for my Child to receive basic first aid carried out by a qualified first aider.**
- ✓ **I give permission for my Child to be transported to hospital in an emergency.**
- ✓ **I give my permission for my Child, should it be necessary, to have emergency medical treatment as long as it does not contravene any information given here.**

Signature of Parent / Guardian: _____

Date: _____

Application of Sunscreen

In the summer months we want the children to enjoy the sun safely. Our Sun Care policy has been developed following Cancer Research UK's guidelines and can be found in the Playgroup Policy Handbook.

In the summer months at playgroup a shaded area will be provided for the children as well as hats if needed. Sun care will also be discussed which will include the application of sunscreen. With parental consent staff can teach children to apply their own sunscreen before playing outside.

The brand the playgroup will use is **Children's Nivea sunscreen Factor 30+**. Parents will be notified should this change and it will be purchased every year.

- ✓ ***I give permission for staff to help my child to apply sunscreen provided by the playgroup.**
- ✓ ***I give permission for staff to help my child to apply the sunscreen I have provided for my child in clearly labeled bottle for their sole use.**
- ✓ ***I do not give permission for my child to have sunscreen applied.**

**delete as appropriate*

Signature of Parent / Guardian: _____

Date: _____



Stone with Woodford Playgroup

Consent Form

Child's Full Name: _____

Local Village Walks including the Play area/School Visits

During the academic year the Playgroup arranges local walks around Stone including the play area for the children which link in with the themes the Playgroup is covering and up to 12 visits for pre-school children to Stone Primary School. This section therefore covers consent for those local walks/visits.

The Adult:Child ratio of 1:4 (2 year olds) and 1:8 (3-4 year olds) will be adhered to at all times. If the staff feel the ratios need to be reduced parent helpers may be required to allow any walk to continue, this will be prearranged.

For any walks/trips outside the village of Stone (e.g. summer outing) a separate consent form will be issued.

Details of Outing : Local walks, play area visits and school visits within the village of Stone.

Starting/Finishing at : Stone and District Village Hall

Duration : Variable

- ✓ **I give my permission for my child to take part in any local walks/play area visits and school visits held during the Playgroup session.**
- ✓ **I am aware that should it be necessary any emergency medical treatment will be sought and provided.**

Signature of Parent / Guardian: _____ **Date:** _____

Emergency Evacuation and Relocation

In the event of an emergency e.g. a fire at the village hall, it may be necessary to relocate the child to Stone with Woodford C of E Primary School. Due to the nature of the situation e.g. an emergency the child will be escorted by staff through the village to the school with the Adult: Child ratio as if at the village hall. Parents will be contacted to collect their children once they are safely at the school.

- ✓ **I give my permission for my child to be escorted to Stone with Woodford School in an emergency.**

Signature of Parent / Guardian: _____ **Date:** _____

Use of Playleader's Personal Mobile Phone

The Playleader's mobile telephone (and associated devices e.g. smart watch) are used as a setting device and may be used to store parent's mobile numbers & email addresses for ease of contact in an emergency and outside setting hours. These details will only be used for Playgroup purposes such as reminders, session closures and for parents to make contact with the Play leader, if necessary. As a setting device it may be used to take photographs of the children in line with the setting Photography policy.

- ✓ **I give my permission for my mobile number and email address to be held on the Play Leader's mobile telephone.**
- ✓ **I give permission for the play leader to take photographs of my child, which are deleted after use.**

Signature of Parent / Guardian: _____ **Date:** _____



Stone with Woodford Playgroup

Consent Form

Child's Full Name: _____

Photography and Video

Parental consent is needed to take and use photographs and video of children. The setting does not take or use video of the children.

Any photographs of the children the setting take are for our sole use e.g. as part of our daily observation process evidence for Ofsted to show the areas of learning we intended to cover, how that was implemented and the impact for the children, ultimately all the fun activities the children have been doing during the week.

Only unidentifiable photographs or children are displayed on our website e.g. within the weekly session trail book, unless we obtain additional parent consent.

The setting also takes individual photographs and a class photograph of the children for graduation. Each child receives an individual photograph and a copy of the class photograph as a keepsake of their time with us.

Any photographs taken are deleted shortly after use are destroyed in line with our document retention policy.

The setting does not pass any photographs or video to third parties. Should photographs and/or video be needed by a third party additional parental consent will be obtained.

Photography and Video

- ✓ ***I give permission for my child to have their photograph taken and used for setting purposes only including unidentifiable photographs on the website.**
- ✓ ***I give permission for my child's photograph to be taken for an individual graduation picture and as part of the class graduation photograph.**
- ✓ **I understand that the class graduation photograph will be given to other graduating children.**
- ✓ **I understand that photography's are not passed to a third party.**
- ✓ **I understand that if photography and/or video is requested by a third party additional parental consent will be obtained.**
- ✓ **I understand I can withdraw consent at any time in writing.**

Setting Events

At setting events parents can take photographs/video of their children. As these photographs/video may include other children we ask that they are only be used privately and not shared them on social media.

- ✓ **I agree to only use photographs or video taken at setting events for private use and that photographs and video will not be allowed if this is not adhered too.**

Settling In Period

We know that when children start at the setting they can get upset and need time to get to know us and settle. If requested, the Playgroup Leader can send a photograph of the child to parents to reassure them.

*** I give permission for my child to have their photograph taken and sent to me by the Playgroup Leader.**

***delete as appropriate**

Signature of Parent / Guardian: _____ **Date:** _____



Stone with Woodford Playgroup

Consent Form

Child's Full Name: _____

Sharing Information Consent

Every child has the right to have their individual safety, well-being and academic, emotional and social needs met.

In order to do this it may be necessary for staff to talk to and share information with outside agencies, other professional bodies e.g. speech therapists or other settings your child attends, has attended or are moving too.

Wherever possible, we will always discuss with parents in the first instance, any information that needs to be shared except in Child Protection or Safeguarding cases where it is judged that the child may be placed further at risk.

- ✓ ***I give my permission for my child's information to be shared with outside agencies and other professional bodies or other settings that my child attends, has attended or is moving too.**
- ✓ **I understand that outside agencies and other professional bodies or other settings will keep any information shared confidential.**

***delete as appropriate**

Signature of Parent / Guardian: _____ **Date:** _____



Stone with Woodford Playgroup

Consent Form

Child's Full Name: _____

Collection Consent

I understand that I MUST complete a new collection Consent Form if any of the arrangements below change and I confirm by signing this form I have legal responsibility for my Child.

PHOTO

Name of Adult Collecting Child _____

Relationship with Child _____

Physical Description _____

Please select ONE of the below:

- ☐ This person is able to collect my Child at any time without prior notification by myself
- ☐ I will always inform staff on the day if this person is collecting my Child

PHOTO

Name of Adult Collecting Child _____

Relationship with Child _____

Physical Description _____

Please select ONE of the below:

- ☐ This person is able to collect my Child at any time without prior notification by myself
- ☐ I will always inform staff on the day if this person is collecting my Child

PHOTO

Name of Adult Collecting Child _____

Relationship with Child _____

Physical Description _____

Please select ONE of the below:

- ☐ This person is able to collect my Child at any time without prior notification by myself
- ☐ I will always inform staff on the day if this person is collecting my Child

Signature of Parent / Guardian: _____

Date: _____

Thank you for taking the time to complete this booklet