



Christ Church Playgroup Highbury

Application Form

For entry from September 2018 – July 2019

Full name of child: _____

Date of birth: _____ Sex: _____

Home address: _____ Postcode: _____

Parent/guardian(s): _____

Email address: _____

Telephone: _____

Are you applying for a subsidised place? Yes / No (please see notes for more information)

If your child has documented special medical or social needs, or is a "looked after" child, please provide details:

Please provide the name of any sibling who attended the playgroup within the past 4 years: _____

The playgroup has an equal opportunities policy and is committed to ensuring that its services are known about and used by all members of the community. So that we can monitor this, please state the ethnic origin of your child:

Parental Involvement

We encourage all parents/carers to support the playgroup by getting involved. Please circle at least one capacity in which you would be interested in helping: (Please see notes for more details)

Chairing the committee	Admissions	Treasurer	Fees Secretary
Marketing/Website	Coordinating policies	IT support to staff	Organising events/ Fundraising
Communicating with staff and parents (parent rep)		Other:	

Where did you hear about us? _____

Signed: _____ Date _____

Please return to Lucy Neill-Hall c/o Christ Church Playgroup 155 Highbury Grove N5 1SA / admissions@christchurchplaygrouphighbury.com

Christ Church Playgroup Highbury – notes on applying

Welcome to Christ Church Playgroup. Here is some information you may find useful when considering your application.

Parental Involvement

Christ Church Playgroup is a community playgroup. The involvement of parents is one of the things that help to make the playgroup the friendly, welcoming place that it is. Please think carefully about your ability to get involved before applying for a place for your child.

The playgroup is managed by a committee of volunteers, mostly drawn from the parents. This committee is essential to the running of the playgroup, supporting the playgroup staff and fulfilling key roles such as managing the finances, administering the fees and making decisions regarding the overall running of the playgroup. Being part of the committee is a great way to get involved and support the playgroup to be the best environment possible for your child. Details of committee roles are attached.

Other ways to get involved include organising (and attending!) social and fundraising events and providing any useful expertise on an ad hoc basis.

Please indicate how you think you could contribute on the application form.

Admissions Policy

Our Admissions Policy is available on the website or you may request a copy. Please note that the date of applying is not taken into consideration; all applications are reviewed equally in accordance with our Admissions Policy following 30th April.

Start dates

Please note that places are usually offered for a September start as this is when places become available as our older children leave to start school. However, for children whose birthdays fall in June, July or August, a start date of January will be considered. Please indicate your preference.

Start dates are staggered to enable children to settle and to receive the appropriate care from their key worker when they start. Start dates will therefore be spread over a period of weeks from the beginning of September onwards.

Fees

Fees are reviewed annually. The playgroup is a non-profit-making organisation and fees are set to enable us to cover our costs, with any surplus being put back into the playgroup for the benefit of the children.

<u>Age of child</u>	<u>Weekly Fee</u>
Under 3 years	£104
Under 3 years (on benefits*)	£31.50
From first term after 3rd birthday	£43
From first term after 3 rd birthday (on benefits*)	£10.50

*"On benefits" refers to the government "free school meals" criteria which includes families receiving Income Support, Jobseekers Allowance, or similar.

Children age 3 and 4 years qualify for a subsidy for each term from the government which equates to 15 free hours of Playgroup time. This grant for 3 and 4 year olds is incorporated in the weekly fees amount. The reduction in fees is effective from the term after the child's 3rd birthday.

In addition to the subsidised fees (above), we do have a limited number of partially-subsidised places available for families in need. Please contact us if you wish to discuss this.

Lunch is included in the fees.

Fees are payable monthly via standing order, either directly into the Christ Church Playgroup account and or by Childcare Vouchers.

Deposit

If you are offered a place at The Playgroup, you will be asked to pay a non-refundable deposit £200 (£15 for Subsidised Places) to secure the place. This will be deducted from the first terms fee once your child starts playgroup.

Times

The playgroup runs from 9.15am - 1.10pm, Monday to Friday, during term time only (dates available on request). With prior notice, children can be collected at 11.15am.

Whilst we prefer children to attend every day, parents may in some circumstances choose to send their children for fewer days (a minimum of 3 per week, to be agreed with the playgroup leader in advance). Full fees are still payable.

Settling in

For the first two weeks, children are required to undergo a settling-in period where they attend for a shorter session until 11.15am only. The full "Settling In" policy can be found on the website (or provided on request).

Staff

The playgroup is staffed by 4 full-time staff, most of whom have NVQ3 in childcare. They attend courses and regularly update their skills and qualifications in First Aid & Child Protection etc. There are also additional staff who perform part-time duties (such as catering and temporary cover). All staff have the and DBS checks.

Toilet-training

Children will be offered a place on the understanding that they are toilet trained. We do not have the facilities to change nappies so children must attend in pants but we can and will change any child into fresh underwear and clothes if they accidentally wet or soil themselves. While we are aware that accidents can and do happen, we will encourage you to work with the playgroup staff to support your child's transition to being fully toilet trained.

Playgroup policies

Our playgroup policies are available for parents to view on the website or on request.

Contacts

Josie Edwards – Playgroup Manager
Christ Church Playgroup
155 Highbury Grove
London N5 1SA
Tel: 020 7354 3117

Admissions Secretary:
Lucy Neill-Hall
admissions@christchurchplaygrouphighbury.com