

# Happy Faces Playgroup

## APPLICATION AND REGISTRATION FORM

**Please remember that it is your responsibility to notify us in writing should there be any changes to the details below**

Child's surname: .....

Child's first name(s): .....

Child's date of birth: .....

*(please enclose photocopy of birth certificate with application)*

Parent(s) name(s)  
and address: .....

.....

Post code: .....

Telephone number(s): .....

E-mail address: .....

Name and address of person  
responsible for payment: .....

(if different from above) .....

Emergency contacts: .....

Childminder/other carer: .....

Special dietary needs: .....

Allergies: .....

Vaccination dates: Diphtheria/Tetanus/ } at 2 months .....

*(please do not send in form* Whooping Cough/ } at 3 months .....

*until you have these dates)* Polio/Hib } at 4 months .....

MMR at 12-18 months .....

Meningitis C .....

G.P. name, address and  
telephone number .....

.....

Can your child be taken on local outings: YES/NO (please delete as applicable)  
(i.e. to the park, shop or post office)

Any special information/arrangements: .....  
.....

---

Please note the following important information:

- \* When this form is received by the playgroup, we will acknowledge your application, confirming that your child's name has been placed on our waiting list for the appropriate commencement date (i.e. when your child is 2 years and 6 months old).
- \* We always hope to have enough sessions available for all applicants, and do our best to accommodate children at the sessions required and at the appropriate commencement date.
- \* When your child is due to start at the playgroup, an offer of available sessions will be sent to you, along with our terms and conditions, approximately 6-8 weeks before the appropriate commencement date.
- \* We would ask that, should you find that you no longer require a place for your child at the playgroup, and do not wish to remain on our waiting list, you let us know as soon as possible.

SIGNED: .....  
(Parent)

SIGNED: .....  
(Playgroup)

DATE: .....

DATE: .....

***For administration purposes only:***

Acknowledgement sent: .....

Provisional start date: .....

Offer sent: .....

Proposed start date: .....

Acceptance received: .....

Confirmed start date: .....



# Happy Faces Playgroup

Charity No. 1029688

## TERMS AND CONDITIONS

### Happy Faces Playgroup (hereinafter referred to as "the playgroup")

1. On accepting a place at the playgroup, a deposit of £30.00 is required, plus a one-off £10.00 administration fee - £40.00 in total. The deposit (£30.00) will be held until the child ceases to attend the playgroup and will be deducted from the invoice for the child's fees in their final term at the playgroup (refunds issued where necessary). The administration fee is non-refundable.
2. Fees will be calculated according to session requirements on a termly basis, taking into account any funding received from Hampshire County Council in respect of the child. Please note that all fees constitute a necessary and critical part of the playgroup's income.
3. The playgroup fees, including top-up fees, are payable termly in advance (i.e. fees are due on the child's start date or on the first day of term in subsequent terms) unless otherwise arranged with the administrator.
4. The playgroup is happy to discuss alternative payment terms, provided that each term's fees are paid in full by the end of the term. Any revision to the payment terms must be agreed in writing with the administrator.
5. The playgroup will invoice in advance for any additional sessions booked midway through a term. These invoices are payable within 14 days of the invoice date.
6. There will be a 10% late payment charge added when payments are not received within 21 days of the invoice due date.
7. There will be a £10.00 charge for bounced cheques.

## **TERMS AND CONDITIONS (contd.)**

8. There will be no reduction or refund of fees for instances when the child is absent from the playgroup (including sickness and holidays), nor for any occasion when the playgroup has to be closed due to circumstances beyond our control
9. Where fees have not been received within 28 days of the due date, the playgroup reserves the right to withdraw the child's place permanently, or reduce the number of hours offered to those funded by Hampshire County Council. The playgroup may also recover the past debt by excluding the child from playgroup for the number of hours represented by the debt.
10. Should the contract be terminated before the child's commencement date, i.e. a place is no longer required at the playgroup for the child, four weeks notice must be given in writing, or the full term fees are payable in lieu of notice.
11. Should the contract be terminated once the child has commenced at the playgroup, four weeks notice must be given in writing or four weeks' fees paid in lieu of notice. N.B. Any term fees already paid are not refundable.
12. There will be no reduction for siblings
13. Fees will be reviewed on an annual basis.
14. The playgroup cannot admit children into the playgroup before the session start time, due to insurance limitations.
15. Unless notified otherwise, the playgroup will administer any necessary first aid to the child, which includes taking them to hospital, should a carer be uncontactable.
16. All policies and procedures (which are available to inspect at the playgroup at any time) regarding the health, safety and security of all children and adults within the playgroup, must be adhered to at all times.

***FOR INFORMATION ONLY  
(YOU WILL BE REQUIRED TO SIGN A COPY OF THESE  
TERMS AND CONDITIONS ON ACCEPTANCE OF  
YOUR CHILD'S PLACE AT HAPPY FACES)***