

# *Spilsby Playgroup*



## *Booking Policy*

## **Our Aim**

- To make available, a system where parents can confidently and simply book their child into our playgroup in a way that helps a parent/carer with the process of registering their child into this new setting.
- To ensure that all relevant and important information pertaining to the child is shared and parents feel comfortable with this process and most importantly that the child is supported through this transition, often from home to playgroup for the first time. Please read our settling in policy in conjunction with this policy.
- To operate an inclusion policy and ensure that all children have access to a place within our setting irrespective of gender, race, disability, religion, beliefs or sexual orientation of parents. We are registered to accept early years funding and thus will ensure that all children from 2 years of age are able to access quality early childcare education irrespective of whether fees are covered through early years funding or private payment.

## **Application**

Places can be applied for by any of the following:

- email to [spilsbyplaygroup@gmail.com](mailto:spilsbyplaygroup@gmail.com)
- Via our website: [www.spilsbyplaygroupnursery.co.uk](http://www.spilsbyplaygroupnursery.co.uk)
- or by telephoning 07385 163071
- Upon application, parent/carers are encouraged to come along to meet our manager and staff and have a look around our setting to confirm for you that our playgroup will meet the needs of your child.

Following an initial meeting we will provide you with the following paperwork.

- A registration form – for you to complete
- A parent declaration form - to complete if funding is being applied for
- A parent/carer contract – for you to read, agree to, sign and return to us
- Photograph and media consent – For you to read, agree /sign if you wish and return
- Tapestry Journal consent and access information.
- Our early years entitlement policy – For your information
- Our fees policy – For your information
- Our privacy notice – For your information

In all instances a child's name, address and date of birth is to be provided along with a birth certificate.

We are happy to support with the completion of this paperwork if required.

The above forms provide Spilsby Playgroup with personal and important details relating to your child. The information collected helps us to ensure your child is safe, happy and well

supported whilst in our care. In all cases the information you provide within the forms will be held securely and confidentially in line with GDPR regulations. (see GDPR Policy via our website).

Once all of the forms have been returned to us, along with a child's birth certificate, which we will take a copy of for our records, a visiting session will be arranged. This process can look different for each child so a discussion between our manager and yourself will take place to arrange this in the best interests of the child as described in our settling in policy which can be accessed via our website.

### **Over Subscription**

We will always try and accommodate all children, however, sometimes this is not possible, we therefore operate a waiting list system. For full details please refer to our admissions policy via our website for further information and or discuss this with our manager during your visit.

This policy was agreed by the Spilsby Playgroup Management in September 2025 and will be reviewed in September 2027.

Related policies:

Inclusion Policy

Settling In Policy

Confidentiality and data protection Policy

Fees Charging Policy

Early Years Entitlement Policy

Admissions Policy