



ADMISSIONS AND REGISTRATION PROCEDURE

When a parent requests information on joining the pre-school or wishes to register / go on the waiting list they must be given a copy of our prospectus and the following information must be recorded in the exercise book:

- The child's full name.
- Their date of birth.
- Home address, including postcode.
- Parents name.
- Telephone number.
- Date of registration / request.
- Note of days / sessions required.
- Date the child can start.
- If any siblings attend / have attended the pre-school

If the request was for information only, then a follow up letter inviting them to register or go on the waiting list must be sent within two weeks. If the parent registered the child / went on the waiting list then when a place is available arrange a date for a visit to the pre-school inviting the parent by letter or phone. The Manager/Deputy Manager will decide which hours are available and which key carer group the child will be placed in. The date of the visit should be recorded in the diary. If this date is not convenient then another must be arranged.

The Manager/Deputy manager/ Supervisor will greet the parent and baby/ child introducing themselves and the other staff present. They will then conduct the visit giving information about how the group runs. The Manager/Deputy Manager/ Supervisor must discuss payment details and session times, as well as explaining the key carer groups and activities offered. Parents may have questions that they would like answered. If the parent is happy to go ahead an Admissions Form and Emergency Treatment Consent Form must be completed and the parent given an Authorised Persons List to be completed and returned. An Administration of Medication consent and / or a Dietary Needs Record may need to be completed if appropriate. Parents should be shown through our policies and procedures file

an copies issued if requested. They should be given a copy of the parents guide and the Late Collection of Children Procedure as well as a copy of the payment policy. The Manager/Deputy Manager will then arrange when the child can start.

If the parent does not wish to take up the place or does not attend the visit then the place should be offered to the next child on the waiting list. If parent does not attend the visit or wishes to remove their child from the waiting list then their details will be left in the book with details of why, but must not be destroyed. Stay and play sessions are available. These are to be booked sessions so staff are available to sit and talk to the parent/carer. This will normally be the Child's Key Carer.

Procedure adopted September 2019.

Director:

Company secretary:

Woodcroft Pre-school and Wrap Around Care.