



## **Application to Join**

### **Policy Statement**

It is the intention of Cricklade Pre-School Playgroup to accept any child, aged between 2 years and school age, into our Pre-School on an equal opportunity basis.

### **Procedures**

- Once the Pre-School has been contacted by parents or carers regarding a child, the Pre-School will either –
  - add the child to the waiting list until such time as they are old enough to attend or
  - arrange a date and time, that is convenient for both parents and Pre-School, for the child and parents to visit.
- At the Pre-School visit the parents will be met by a member of the management team and they will be shown around the Pre-School; their child will be given the opportunity to join in with the play activities and with the other children when and where possible.
- At the visit we will introduce the parents to –
  - The methods of care and development used within the Pre-School
  - The fees payable and how free entitlement will apply to them
  - The registration documents, permission forms and child identification documents required.
- If parents require help completing registration documents this assistance will be offered discreetly.
- Once a child has been registered with the Pre-School, sessions of attendance and the settling-in method will be agreed between the parents and the Pre-School.
- Registration documents, permission forms must be completed and returned to the Pre-School before the child's first registered session. The child's ID must also be shown to a member of staff at this time.
- Should you decide you no longer need the place we will not retain the details on your application form (please see our Privacy Notice).