

**10.3 Application to Join**

**Policy Statement**

Completing an application form places your child on our waiting list. We will contact you as soon as a suitable place becomes available. **Please note that completion of this form does not guarantee a place for your child.**

**Procedures**

* Once your child is offered a place and you accept it, further personal information and family details are required for our records.
* If at any time during this interim period before your child starts, you find that you no longer need the place, please inform us as soon as possible.

***PLEASE SEE APPLICATION FORM***

**10.4 Registration Form**

**Policy Statement**

On acceptance of a place for your child, you will be asked to complete a registration form. This information that you provide helps us to care for your child and to meet their individual needs, as well as to support their learning and development so the more information you can give us, the better. It is the parents’ responsibility to ensure that the information provided on this form is kept current, throughout your child’s time at the setting.

**Procedures**

* When returning your completed registration form, we need to see your child’s full birth certificate (this is the longer version,that names both parents where applicable). From January 2015, we will take a copy of this for our file.
* We will book ‘taster’ visits for you and your child to familiarize yourselves with the setting and staff; in particular the key carer.
* During these pre-visits, we will also complete 2 year old checks or starting point checks for your child; whichever is appropriate for their age, and a settling in plan will also be discussed.
* These pre-visits are a valuable time for sharing and clarifying information that will help us to support your child and meet their individual needs; as well as an opportunity for your child to make links between his main carers (you, the parents) and his secondary carers.

***PLEASE SEE REGISTRATION FORM***