

St Helen's Pre-school Registration Procedure

Initial contact with the pre-school is usually initiated by parents/carers.

Parents/carers are offered an informal visit, where they receive a prospectus and a registration form. Alternatively these can be posted to parents/carers if requested.

When the registration form and deposit are returned to pre-school, the person responsible for registrations allocates requested sessions to the child or, if requested sessions are not available, negotiates alternative sessions with the parent/carer.

A child who has not reached the age of 2.5 years will be allocated sessions to begin when they attain the age of 2.5 years.

In the event of sessions being fully booked the child's name will be placed on a waiting list.

The person responsible for registrations must ensure that the registration fee is sent to the treasurer, that the register is updated and that the updated register is circulated to the Manager and the Treasurer. This will enable the Manager to allocate a key worker who will be responsible for ensuring that the child's book bag and diary are ready.

The person responsible for registrations sends a letter of confirmation to the parent/carer and ensures that a copy of this is placed in the child's file. Usually a Welcome Pack will be sent with the confirmation letter, if this is not done it should be available the first session that the child attends Pre-school.

The treasurer is responsible for ensuring that bills are sent out promptly.

The treasurer and the person responsible for registrations are jointly responsible for processing the grant forms.

Policy updated October 2013