**Application & Registration**

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**What to expect on your child’s visit day and first day**

Welcome to the process of applying for Castor & Ailsworth Preschool.

Application

Application forms can be downloaded on our website and/or you will be sent these via email or by post if requested. These will need completing and returning by hand, post or email.

After application has been received

Once we receive your application you will be contacted to confirm a place or a place on our waiting list.

A visit and a start date will be arranged.

Pre visit day

**You will need to provide:**

* **Completed or return completed registration forms**
* **Complete or return Privacy Notice agreement (if not already)**
* **Completed funding forms (if applicable and provided by preschool) you may need your National Insurance Number and if eligible for additional 15 hrs (30hr funding) you will need to provide the unique number.**
* **Two year old funding will require your reference no.**
* **ID for your child (birth certificate/passport)**
* **Child’s Red Health Book.**

On your child’s visit day, we will invite you and your child to come along usually at 9:30am or 10am, the visit usually last around 1 hour.

You and your child will be greeted by the Manager, Kerry Manning or Deputy Jenny Martin. We will introduce you to the team, your child’s key person and when settled in, discuss registration/funding forms and see your child’s ID (birth certificate or passport)

Your child’s keyperson will show you both around, once your child is settled into play you and the key person will run through a list of information that will help both you and the keyperson for a smooth transition such as; routines, role of the key person and discuss Tapestry and the ‘All about me’ section.

You and your key person will discuss the best way to make the transition on the first day. You may feel it would be better to say your goodbyes and leave promptly or \*\* you might like to stay for a short while and settle them yourself.

We are very relaxed about this and you are very welcome to stay as long as you would like. However, we do feel that a prompt transition with a clear explanation to your child of what is going to happen, ‘Mummy/Daddy is going to go and do some jobs/go shops and will be back very soon’, this is usually is the best strategy for future transitions.

Please do ask questions so you feel completely satisfied and comfortable you know all you need to know, we are here to help.

Tapestry account

You will have given permission to have a Tapestry account for your child before this is set up.

You will receive an email from Tapestry to activate your account and set up a password **(please set this up before the start date and complete the ‘All about me’ Section)** once this is completed you will then be able to:

* View all observations, photographs and videos from your key person.
* View summery reports every term
* View next steps set by the key person
* Add your own observations, photographs, videos and comments to support development between you and the keyperson.
* Activities to support development at home

Your child’s first day

**What you will need:**

* **Appropriate outdoor named clothing and footwear.**
* **A named bag with a change of clothes, nappies and wipes if required.**
* **Medication such as; inhaler that can be left at preschool (please hand this and the completed care plan to a member of the team on arrival) \*Please note; children cannot be left if they require emergency medication and it is not available.**
* **Named lunch box (if required) \*Please provide a healthy and manageable amount of food for your child.**

You would have discussed the best strategy for your child’s transition with your keyperson during the visit, so on the first day will try and follow the agreed transition as far as possible.

We will ring you between 9:30 – 10:30am to let you know how it’s going, however if you would like to ring before, please do not hesitate.

We will try to post some of your child’s first day photographs through Tapestry on their first day but no later than the next day.

Your keyperson will discuss their first day on collection.

We hope this covers all you need to know but if you have any further questions, please do not hesitate to contact us beforehand and we will happily discuss.

Look forward to seeing you and hope you enjoy being part of our preschool family.

Kerry and team