

Dear Parent/Carers,

We would like to thank you for registering your child on the Mother Goose waiting list. When your preferred days are available, we will contact you two months in advance, via email or telephone.

All applications for places follow these stages:

- 1) **Application:**
Completion of application form and payment of non-refundable registration fee places your child on our waiting list.
- 2) **Offer:**
An offer of a place and a proposed starting date (usually the 1st of the month) will be made by telephone or email, roughly two months before the place becomes available.
- 3) **Reservation:**
Payment of a refundable £250 deposit is required to secure a place and must be paid in full before the place is officially reserved. Once a place is offered, you will be given 48 hours to make a final decision and organise the payment of the deposit.
- 4) **Admission Forms (Entry Profile):**
This will be given to you during the induction meeting with the nursery manager. This meeting is organised once you have committed to this place by paying the relevant deposit.
- 5) **Enrolment:**
Completion of the Entry Profile forms and signed agreement secures your child's reserved place and confirms the agreed starting date and times. Enrolment forms must be completed and returned when your child starts settling in. On the first morning of the settling in process, the manager will go through the completed form with you so that any care issues can be raised and clarified before the child begins at the nursery.
- 6) **Settling In:**
Settling-in arrangements will be agreed at the time of induction. A settling in plan will be given to you and usually takes place one week before your child's official start date. Your child's key person will be introduced to you during this meeting.
- 7) **Trial period:**
The first two weeks that a child spends in nursery are considered as a trial period. At the end of this period, if it is found either by the parent/carer or by the nursery that the child is unable to settle into nursery life, then the agreement may be cancelled and the deposit (but not the fees for the period of attendance) returned.

Yours truly

Mother Goose