



Little Ducklings Pre-School

New Starter Policy

1. If applicable send/give a Waiting List Application.
2. File Waiting List Applications by child's potential start date.
3. Issue registration document to new starter.
4. For registration documents returned to Pre-School. Confirm Birth Certificates seen and relevant details have been written in appropriate section of registration document.
5. Fit child in register complying with parental wishes where possible.
6. Gather all registration forms for new starters and chase those not received.
7. Send out Parents Information Guide and confirmation of child's Pre-School times before the child's start date.
8. To file registration forms appropriately on Pre-School Premises.
9. Follow up children who do not turn up as expected.

See also Key Person and Settling In Procedure

Signed on behalf of Little Ducklings Pre-School: _____

Position: _____

Little Ducklings

Holbein Close, Basingstoke, RG21 3EX.

☎ 01256 413794 littleducklings@ymail.com

Ofsted Registration: EY424761 Charity Registration: 1132767