# STICKY FISH PRE-SCHOOL

# CHILD REGISTRATION PROCEDURE

In order to register a child at Sticky Fish Pre-school, the following documentation must have been received:

* A completed reservation form on which the parent/carer signs to say that fees will be paid in advance and that a minimum of a half term’s notice will be given on termination of the place;
* A completed child’s registration form which will include emergency contact details, parental access details, allergies and any specific information about the child;
* A signed consent form regarding photographs, cooking, visitors to the pre-school and outings to the local area;
* The child’s original birth certificate for photocopying.
* If children are eligible for government funding (2,3 and 4 year old) the parent must complete and sign the Local Authority funding form, before or on the first day of starting at Sticky Fish.
* signed consent for communications, photos and videos via Class Dojo.

Date agreed: October 2021 Review date: Oct 2022

Signed: E.Tomlinson Position: Pre-school

Manager