



# Beechtree Parent & Child Application Information

## WHAT HAPPENS NEXT?

- When we receive your Parent & Child Application form, you will be contacted by the P&C leader of your preferred session.

## Visits & waiting list

- They will arrange a visit with you to attend a Parent & Child session as your initial free visit;
- If you enjoy your visit, please inform the leader at the end of the session to confirm you would like a place in the group;
- You will either be offered a place or, if there isn't one currently, you will be offered a place in another group or your name will be placed on the Parent & Child waiting list.

**N.B.** Your name can only be put on the waiting list once you have visited – the P&C Application form does **not** automatically give you a place on the waiting list

## What happens if I need to cancel or re-arrange my visit?

- If you are not able to attend the session booked for your visit, we would be very grateful if you could call us, as early as possible, on 0113 345 5858, so we can arrange for another visitor to attend.

**N.B.** If you do not inform us you are unable to attend, it could jeopardise the opportunity to re-schedule the appointment.

## Registration

- When a place becomes available in your preferred session, you will be contacted to be offered a place;
- You register for a full term and pay for the fees at the start of each term;
- At the end of each term we will ask if you would like to re-register for the following term or if you would like to swap to a different session;
- Children are able to attend the group until the end of the term in which he/she has their 3<sup>rd</sup> birthday and is able to attend Kindergarten. Children may stay on an additional term in exceptional circumstances, e.g. if there is not a place in Kindergarten until the following term.

## How long will I have to wait for a place?

Often, families are given a place straight away but sometimes families have to wait for a place. It is hard to predict, but places usually come up at the beginning of the following term. It is always useful for staff to know if there is a change in availability so another place may be offered.

## How are places on the Register allocated?

We allocate places according to the Beechtree Admissions policy

- If there are insufficient places, then places on the register are allocated according to age (oldest children first); interest in continuing to Kindergarten and family contributions to participation in Beechtree;
- Allocations are at the discretion of the P&C group leader and dynamics of the group may be taken into account.

Our Admissions policy for Kindergarten and P&C favours parents who are actively involved in the running of Beechtree and this is recognition that Beechtree is dependent on parent participation at all levels.