

REGISTRATION PROCEDURE

To join our Pre-school and become part of our happy and successful Playgroup all you need to do is:

1. Register your Child/Children

To do this you need to fill in a Registration Form when your child becomes 2 years of age, to obtain a copy of this either:-

Telephone Alyson - 01629 583639

visit our website at matlockpreschoolplaygroup.yolasite.com click on forms then open the registration form.

Fill in and either email it to matlockpreschool@gmail.com or post it to 205, Smedley street, Matlock, DE4 3JD.

PLEASE do not register your child before they are 2 years old.

2. Waiting List

Once the Registration Form has been received your application will be acknowledged by the placement secretary, you will be sent a copy of our registration procedure and we will inform you of when we will be in contact to provide further information. Your child/children will be put on our waiting List.

3. Placements

When a place becomes available you will be contacted by telephone. Following this verbal agreement you will be sent an offer letter and acceptance to sign and return before a requested date, and invited with your child to visit pre-school. Please bring your child's birth certificate and a copy for our records.

We are registered to take children from 2½ years of age at our 'Tin Hut' Smedley Street site and 3 years of age at our Site at Woolley Road. At the present time we will initially offer a 2½ year old a minimum of two sessions per week.

Initially places are given to a child/children on an age eligible basis, the next consideration is given to the date you applied to join us.

For existing children additional sessions or any required changes to sessions again will be offered on the basis of availability and the date requested. Please fill in a "Request for additional/change to sessions" form, available at both the sites.

Any deviations to the above would be, for instance, on compassionate grounds, emergency circumstances etc. These would be considered individually and put to our Committee for authorisation.

If you have any queries please do not hesitate to contact us, we are more than happy to help.