

Admissions Letter for Registration Sept 2023-July 2024

Monday 20th May 2024

Dear Parents,

There is a lot of information in this letter, so please ensure you read it all and understand what you need to do.

Key dates for your diary:

Registration opens- Monday 20th May 2024

Registration closes - Friday 7th June 2024 at 5:15pm

Allocation of spaces - Friday 28th June 2024

Parents to email confirmation of spaces- Friday 5th July 2024 by 5:15pm.

Please look at our Admissions and Registration Policy for more info-

<http://www.fusionchildcareservices.co.uk/wp-content/uploads/2024/05/ADMISSIONS-AND-REGISTRATION-POLICY-FOR-ALL-1.pdf>

New Families and New Siblings:

How new families and new siblings access the registration pack:

- Please go to our website at www.fusionchildcareservices.co.uk to download your Registration Pack for September 2024 ('Parents'- 'Welcome and Registration'- Registration Pack Sept 2024-July 2025)

How to complete your pack for New families and New Siblings:

Option 1: Use the 'Fill and Sign' function on PDF/Adobe and email back your completed pack with a passport sized image to admin@fusionchildcareservices.co.uk by **Friday 7th June 2024 at 5:15pm.** Please note the photo does **NOT** need to be a passport photo, just that size, so it can be cropped down. Registration packs are date and time stamped and we operate on a first come first serve basis.

Option 2: Download, print and complete your pack by hand. When fully complete, return to 45 Cranbourne Drive, Harpenden, Herts, AL5 1RJ by **Friday 7th June 2024 at 5:15pm.**

Option 3: Download, print and complete your pack by hand. When fully complete, scan in and email admin@fusionchildcareservices.co.uk by **Friday 7th June 2024 at 5:15pm.**

Families who have a sibling(s) joining their existing child/ren, a new Registration Pack that has all children on is required.

Please have a read of our 'Welcome Pack' which can be found on our website in the 'Welcome and Registration Tab' and the Q and A sheet.

Existing families/currently registered with us:

Fusion will email you a **Data Collection Sheet** which is the data we currently hold about you/your family. We would like you to amend any incorrect information on page 1 and page 2, ensure all the consents are completed, both primary and secondary contacts have signed and send it back to us. When we receive your Data Collection Sheet back, we will amend any data that needs changing our end.

You can complete your Data Collection sheet by using the 'Fill and Sign' function on PDF/Adobe and email/scan back to us or you can print it off complete by hand and give to us in person or scan it into us by **Friday 7th June 2024 at 5:15pm.**

If you would prefer to receive a paper copy of your Data Collection sheet, please let us know and we will happily print one off for you and you can collect from us.

We are continuing to do the Data Collection sheets this year as it is less work for parents but still provides us with the data we require, and it saves you completing a whole new Registration Pack.

During sessions, we will be doing the following, which saves you needing to provide the information:

- Taking an updated picture of your child/ren to add onto our records
- Go through the Behaviour Form and the children will be signing it
- Complete the 'Important information sheet'

Please make sure you are aware of our policy about changing sessions and what priority category you fall into.

Further info and Registration Fee for every family, existing or new:

Annual registration fee for existing and new families is **£20** per academic year. This will be invoiced to you at the end of the month of when you completed your Registration Pack/Data Collection Sheet and is payable on receipt of the invoice.

PLEASE NOTE: REGISTRATION PACKS/DATA COLLECTION SHEETS THAT ARE INCOMPLETE OR RECEIVED AFTER THE DEADLINE WILL BE PROCESSED BUT EXISTING SPACES WILL UNFORTUNATELY BE FORFEITED AND SPACE WILL BE SUBJECT TO AVAILABILITY.

Parents of Reception children starting September 2024: Due to Nursery and Reception having staggered starts, we offer a 50% retainer fee scheme for their settling in period, then any sessions that the child/ren attend (they are welcome to attend every session if you want/need them too), we will just invoice you at the end of September for the remaining 50% of the sessions your child/ren attended. Without this retainer in place, we will be unable to guarantee your child/ren's place at your chosen sessions and you will join the waiting list and places will be subject to availability. We will email you over the Summer about this.

Allocation and Confirmation of places: You will be advised by e- mail on **Friday 28th June 2024** whether you have the places you have requested. Please reply via email to confirm your acceptance of the spaces we have allocated you by **Friday 5th July 2024 at 5:15pm.** We will endeavour to accommodate everyone's request where possible but if we are unable to, this will be detailed in the Allocation email.

Once you have confirmed your spaces via email, in August 2024, we will send you a Statement for the Autumn Term's fees, together with an invoice for September 2024. Fees are payable in advance, either termly or monthly and your first payment is due on the 5th September 2024.

If you have any questions about registration, please don't hesitate to ask.

Finally, we would like to take this opportunity to welcome our new families to the Fusion Family and we look forward to working in partnership with you. To our Existing families, we are looking forward to seeing your child/ren continue to grow and working in partnership with you.

Yours sincerely

Tracy Wilkins

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Rebecca Wilkins

Deputy Manager