**Guide to enrolling your child at Tiny Town**

Funded children:

* View nursery
* Fill out application form
* Eligibility will be checked for 15 hour or 30 hour free funded childcare
* Email will be sent regarding availability and confirmation of start date
* Settling sessions will be scheduled
* Attend first settling session with child
* Sign parent declaration and all other relevant paperwork
* Additional settling sessions and first day

Paid for places:

* View nursery
* Fill out application form
* Eligibility will be checked for 15 hour or 30 hour free funded childcare
* Email will be sent regarding availability and confirmation of start date
* If availability can’t be confirmed your application form will be put on a waiting list
* Pay registration fee once availability is confirmed
* Settling sessions will be booked
* Invoice for refundable security deposit will be emailed
* Attend first settling session with child
* Sign parent declaration for any funded hours and all other relevant paperwork
* Pay security deposit
* Additional settling sessions
* Attend first day or arrange gradual start

Waiting list:

* View nursery
* Fill out application form (with preferred days)
* Email will be sent regarding availability and confirmation of waiting list status
* No fees to pay, no obligation to start
* Contact will be made when space becomes available

Adaptations can be discussed with management when needed. Please put official requests in email. 4 weeks notice is required to either go down in days or to leave the nursery.