



Sunshine Preschool Admissions Process

Joining Our Waiting List

Hopefully our website has given you a feel for the type of environment we provide at Sunshines and whether you feel we are the right pre-school for your little one. Please note we are only open during term-time and operate from 8:30 - 16:00 at our Knowle settings and 8:30 - 16:30 at our Whitchurch setting.

If you would like to join our waiting list please complete the registration form to express your interest. Please double check all the details are entered correctly, particularly your child's date of birth as this will determine when you are invited to apply for sessions.

Once you have submitted your registration form you will receive an automated email with details of how to pay the £5.00 nonrefundable administration fee. Once this payment is received you will be added to our waiting list from the date the payment is received, not from the date you completed the registration form. We recommend applying as early as possible as we are very popular and our waiting lists can be very long.

Booking a Place

In the February/March of the year your child is eligible to start with us, we will contact you via email to invite you to apply for a place at your chosen setting. Your child can start with us from the term before their third birthday, providing we have availability, eg children who become three in the summer term may have to wait until the following September.

At our Knowle settings you will be invited to an open afternoon at both sites to help you decide which setting is right for your child. For our Whitchurch setting we cannot offer this opportunity due to the size of the building and the number of applications we receive. Parents are asked to apply for places and once you have been allocated a place, you will then have the opportunity to visit.

In April (the exact date will be on the session application form) we will email you to advise if you have been successful in securing a place for your child. Places are allocated in accordance with our admissions policy: siblings receive priority and then spaces are allocated in waiting list order, with priority given to children who can start in September. We are currently unable to reserve sessions for later in the year due to the high volume of families requiring places.

Now You've Secured a Place

Once we have advised you if you have a place for your child, you will have a two week window to confirm the sessions we have offered you (we always try to accommodate your preferences but this is not always possible) and to be added to a waiting list for any days/sessions you wanted that we couldn't offer you. If you were not successful in gaining a place, we will put you back to our waiting list and let you know at the earliest opportunity if a place becomes available.

Once you have confirmed your acceptance, you will receive a welcome pack either in the post or for collection at the open session (if you have a place at our Whitchurch setting). This paperwork must be completed with all relevant documents (including a photocopy of your child's birth certificate and a 6x4 photo) and brought to your key meeting which will take place in the September before your child starts with us. The date and time for this meeting will be included in your pack.

Preparing for Pre-school

Over the summer you will be invited to join Tapestry, our online learning journal, and here you will find a welcome message with photographs of your child's setting and the staff. This is a great way to introduce your child to the concept of starting preschool. During this time it would be useful to encourage your child to practise the self help skills they will need to fully access and enjoy their time at Sunshines. This includes being comfortable with using the toilet, drinking from an open cup and beginning to get dressed with help. Staff are, of course, on hand to support children with these skills but giving children a head start in these areas often makes them feel more confident.

IMPORTANT: If you feel that your child may have any additional needs or may require extra support in any areas such as speech & language or social & emotional development please let us know in advance of your key meeting so we are fully prepared to meet their needs.

The key meeting will take place during the first two days of term and is an opportunity for you to get to know your allocated key person: you will use the paperwork as a discussion point to tell us all about your child, and you as a family, as well as finding out more about the preschool day. Please bring your child with you as it will be another opportunity for them to familiarise themselves with the staff and the pre-school

environment. It is also very important that you bring details of any allergies, medicines or medical issues that your child has so we can complete the necessary paperwork ahead of them joining. Once we have received all the paperwork, your child will be able to start!

We are delighted that you have chosen Sunshine Preschool as your child's first introduction to education. We cannot wait to support them on their learning journey, and help them to be ready for school life and beyond.