



Admissions Policy

2024-2025

It is our aim to provide a safe, interesting, stimulating, and caring environment, where children can develop early skills at their own pace and to make Enchanted Wood Preschool genuinely accessible to all children and families from every section of the local community. Enchanted Wood Preschool will make it clear that it welcomes both fathers and mothers, other relations, and other carers, including childminders, and people from all cultural ethnic, religious and social groups, with and without disabilities.

Waiting List

Enchanted Wood Preschool operates a lengthy online waiting list, so advised to join the list at least 12 months before your requested start date. These can be accessed via our website www.enchantedwoodpreschool.co.uk. There are individual waiting lists for each site, but places will be offered across sites where places are available.

Priority is given to previous siblings, staff children, full time placements, and order on the waiting list.

Registration Fee

A non-refundable administration fee of £100 is payable when a place is offered at Enchanted Wood Preschool, this secures a child's place.

Notice Period

A month's notice in writing will be required prior to a child being withdrawn from the Preschool.

Sibling/ Twins Discount

If families have more than one child paying fees at any one time, a reduction of 10% per session is given for the second or subsequent children. This discount applies to fees only, not on supplements.

Minimum Sessions

We are flexible to parents needs and can offer a choice of half day or full day sessions. Although we require the child to attend a minimum of two sessions per week for continuity of care.

Deferring a Place

It is the policy of Enchanted Wood Preschool that should parents' wish to defer the offer of a place for their child/children they may do so only once. A holding deposit will be required to hold places.

Offering of Places

Places are offered when available, but main intakes are in the September of each year. These places will be offered out between March and July and will be secured on payment of the registration fee. A New Starter information pack will be sent to all new families and a Stay and Play Date and Settling in sessions will be arranged. (Please see 'Settling in Procedure Policy.')

Registration Form

When places are offered you will be sent a Parent Admin login to access your child's account. A child cannot start preschool until this form is fully completed and signed and dated.

Full terms and conditions are available on our website.