

Joining Happy Niños

What?	Who?	Why?
Decide to join Happy Niños	You	Following your tour, you decide to choose our Nursery and you start your registration process with us.
Documentation	You	<p>We will require the following documentation from you, a little bit of reading and form filling to ensure your child's details are registered with us correctly and that you agree with our contract terms and conditions, we will email these to you or we can provide printed copies:</p> <ul style="list-style-type: none"> • Parent contract • Registration form • Funding declaration form (if applicable) – Based on the information you provide, we will check your funding eligibility and confirm when funding can be used from.
Secure your child's place or their spot on our waiting list	You	To secure your child's place, you are required to pay a deposit and registration fee (£100 non-refundable).
Identification documents	You	<p>We will require the following documents from you to ensure we know who you are:</p> <ul style="list-style-type: none"> • ID (for parents) • Proof of address (for parents) • Birth certificate (for child)
Start date and settling plan	You & Nursery	<p>Once you confirm to us when you would like your child to start as a Happy Niño, we will create and share a settling plan with you.</p> <p>Normally settling sessions will be over a week prior to your child's start date and will start with shorter sessions and you staying with your child, to longer ones when you leave them with us to settle.</p>
Start and receive Happy Niños backpack and cap	Nursery	On the day your child starts with us, they officially become a Happy Niño by us providing them with a backpack and cap.
Access to the FAMILY App	You	When your child starts their Happy Niño journey with us, we want to keep you updated about their day and development - we currently use the FAMILY app for this. You will be given access, please log in and complete all details required and add a photo of your child.
Child file	Nursery	We will create a file with your child's details at the Nursery (electronic & physical).
Nursery admin	Nursery	<ul style="list-style-type: none"> • We will ensure your child gets added to our consent list, dietary list (if applicable), they get a peg & water bottle allocated with their picture so they feel comfortable and included at Happy Niños. • For funded children we will add your child to the funding portal and our tracker - ensuring that the funding code is valid and eligible to be used for the term your child starts with us. • We will save your important phone numbers in our phones so we know it's you when you call.
Key person	Nursery	Your child will be assigned to a Key Person at our Nursery to ensure that their development is carefully tracked during their journey with us.

Little one finally becomes a Happy Niño 😊