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**Welcome to our Brambles Family**

Thank you for choosing Brambles Childcare Centre for your child’s care. To ensure that we have all of the relevant information regarding your child and their individual needs, there are a few necessary forms in this pack we need you to fill in and return to us as soon as possible.

If you have any questions or need further information, please don’t hesitate to get in touch with us.

**Tel:** 01665 710 453

**E-mail:** [brambleschildcare@hotmail.com](mailto:brambleschildcare@hotmail.com)

**Facebook Page:** Brambles Childcare Centre

**Website:** www.brambles childcare.co.uk

**What happens now?**

* Complete the forms and return them to Brambles (please fill in the forms with as much detail as possible and return them to the office. We will provide you with a copy of all completed documents).
* Agree a start date and provide any payment for the invoiced sessions (invoices are issued on the 1st of the month in advance via our Famly registration system, if payment is not made by the 15th of the month you will incur an additional 10% charge. Please make payment via BACS or standing order).
* Log onto the Famly registration system, familiarise yourself with it and update the permissions section please.
* Keep us informed. We understand childcare needs can change so if your circumstances change, please talk to us and we will be as flexible as possible to accommodate any changes you need to make. We do however ask for a minimum of one month notice on changes to your sessions so we can arrange appropriate staff numbers.