

What documents and/or information do you need to bring to your registration appointment?



Child:

- 1 form of photographic ID e.g. passport or National ID card or;
- Birth certificate



Parents/Carers:

- 1 form of photographic ID each e.g. Passport, National ID card or Driving Licence
- 1 proof of address each e.g. council tax bill, electricity bill, phone bill, bank statement etc. (Please note we are only able to accept documents issued within the last 3 months)
- National Insurance Number proof each e.g. the NI Card, Pay Slip, Letter from HM Revenue etc.
- Employer's name, address and phone number.

Please note we do not keep hold of your documents and we do not take copies of them – we need to see original documents on the day we fill in the registration form and mark it on the Registration Form on the day.

Please be aware we **DO NOT** accept Registration Forms which are incomplete or filled in incorrectly. If you fail to provide the documents required we will not be able to register your child.

Kind regards,
Panda Nursery Ltd