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<StdLetterDate>

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Our Reference
<StdLetterReference_1>

Dear <StdSalutationName>

Changes to childcare registration from 1 September 2008

Setting details

URN: <URN>
Setting name: <Setting name>
Setting address: <Setting address>
<Setting address>
<Setting address>
<Setting address>

I am writing to you about new arrangements for your registration with Ofsted as a childcare provider.

In April 2007 we launched the voluntary part of the Childcare Register for childcare providers.

From 1 September 2008 this will be joined by:

- the Early Years Register
- the compulsory part of the Childcare Register.

Please read the enclosed leaflet *Registration of childcare providers from September 2008* to find out more about the two registers and exemptions to registration.

What we are planning to do

As a registered provider for the above-named setting, your current registration will remain in place until 31 August 2008.

On 1 September 2008 we plan to transfer your registration for this setting

- to the Early Years Register as an early years provider
- to both parts of the Childcare Register.

We plan to do this because it is our understanding that:

- you intend to care for children aged from birth to the 31 August following their fifth birthday
- you intend to care for children aged from the 1 September following their fifth birthday to age eight
- you want the opportunity to care for children aged eight and over.

You do not need to take any action if this is correct.

If this is not correct you must complete the attached form and return it to us in the envelope provided as soon as possible.

If you have any questions please contact us on 08456 404040 or enquiries@ofsted.gov.uk. You can write to us at:

The National Business Unit
Ofsted
The Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA.

What the two registers mean for you

You will be registered to care for children aged from birth to 17 years. In August 2008 we will send you a letter which will show that we have transferred your registration and that you must meet the requirements of the new registers and frameworks. You can show this letter to parents and other people to let them know that you are registered on the new registers. From September 2008 we will start to send out new certificates with your conditions of registration: you will need to check this carefully to see if anything has changed.

What the new arrangements will cost you

The transfer is free.

You will have to pay an annual fee for each registered provision.

The date you pay your current fee(s) will be the date you pay the new fee(s). The Department for Children Schools and Families has not yet set the fee. We will write to you with the fee details nearer the time of the transfer.

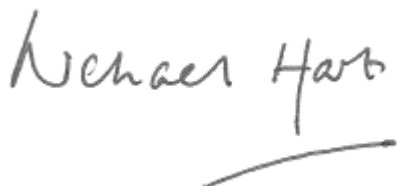
What happens next

- We will write to you again in July 2008 to send you the new version of *Are you ready for your inspection?* It will explain how we will inspect you in the future.

- We will tell you how Ofsted intends to provide information about your registration to other authorities.

- We will continue to provide regular updates about our early years work. We have a free online newsletter, *Ofsted News*, for anyone interested in childcare and education. To subscribe, visit <http://live.ofsted.gov.uk/newsletter/>. To read the latest issue visit <http://ofstednews.ofsted.gov.uk/>.

Yours sincerely

A handwritten signature in black ink that reads "Michael Hart". The signature is written in a cursive style and is positioned above a horizontal line.

Michael Hart
Director, Children

Changes to childcare registration from 1 September 2008 – reply form

Registration details

URN: <URN>
Setting name: <Setting name>
Setting address: <Setting address>
<Setting address>
<Setting address>
<Setting address>

Change to your childcare registration

If you believe that our proposal regarding your childcare registration is incorrect please state the reason(s) in the space below (continue on a separate sheet if necessary):

If you do not respond to this letter we will assume that our proposal regarding your registration on the new registers is correct.

The registered person or the person nominated to represent a registered organisation to Ofsted must sign this form.

Name: _____

Signed: _____

Date: _____