

**From:** [REDACTED]  
**To:** [Early Years](#)  
**Subject:** RE: Into Partnership paperwork  
**Date:** 04 August 2021 16:06:26  
**Attachments:** [image002.wmz](#)  
[image006.wmz](#)  
[image009.wmz](#)  
[image011.wmz](#)

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Hi [REDACTED]

Thank you for sending the partnership agreement and other documentation, I will complete these tomorrow and send them back to you. In the meantime I would like to confirm that we will use the same bank account and NAMS site for both settings as [REDACTED] will continue to update for both sites

Regards

[REDACTED]

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**From:** [REDACTED] **On Behalf Of** Early Years  
**Sent:** 04 August 2021 15:47  
**To:** [REDACTED]  
**Subject:** RE: Into Partnership paperwork  
**Importance:** High

Hi [REDACTED]

I'm pleased to say that all checks have been completed for you to come into partnership.

Can I ask that you now complete our 3 year agreement and other documents.

I have also attached a vendor form for you to complete but if you are using the same bank account as your other site, no need to complete.

Do you wish to use the same NAMS site for both settings or do you want a separate NAMS site set up for your under 3 setting?

Many thanks

[REDACTED]

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**From:** [REDACTED]  
**Sent:** 22 July 2021 12:49  
**To:** Early Years <[EarlyYears@edinburgh.gov.uk](mailto:EarlyYears@edinburgh.gov.uk)>  
**Cc:** [REDACTED]  
**Subject:** RE: Into Partnership paperwork

Hi [REDACTED]

Please find attached completed Profile of Provision application, along with our business plan and latest completed accounts. As you are aware smilechildcare are already a registered provider for 1140 but due to covid guidelines and restrictions on space and outdoor play we have split our current under 5 setting into two settings 0-3years and 3-5years. Our admissions & finance

procedures remain the same and will continue to be administered by [REDACTED] who has a vast knowledge on all the required systems.

Can you advise me how long this application takes, as we have parents enquiring about places for eligible two's

If you have any queries please do not hesitate to contact me.

Regards

[REDACTED]

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**From:** [REDACTED] **On Behalf Of** Early Years  
**Sent:** 16 June 2021 16:26  
**To:** [REDACTED]  
**Subject:** RE: Into Partnership paperwork

Hi [REDACTED]

Please find attached the paperwork.

Kind regards

[REDACTED]

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**From:** [REDACTED]  
**Sent:** 16 June 2021 09:57  
**To:** Early Years <[EarlyYears@edinburgh.gov.uk](mailto:EarlyYears@edinburgh.gov.uk)>  
**Cc:** [REDACTED]  
**Subject:** Into Partnership paperwork

Hi folks,

Please can you forward the Into Partnership Paperwork to [REDACTED]. This is for a separate Smilechildcare provision.

[REDACTED], please complete and return the paperwork to [earlyyears@edinburgh.gov.uk](mailto:earlyyears@edinburgh.gov.uk)

**Kind regards,**

[REDACTED]