




## REGISTRATION FORM

<p><b>Oaktree Family Group has three early years settings, they all offer a high standard of early years education and Care, in their unique environments that are tailored to fit the individual needs of the children in their settings.</b></p>		
	Please tick the early years setting you would like your child to attend	Date you would like your child to start
		
		
		

Child details	
Surname	
First name	
Middle name/s	
Gender (please circle one)	Female Male
Also known as	
DOB	
Postcode	
Address	
Religion	
Ethnicity	
First language	
What language does your child speak at home?	

Password*:	This password will be requested when you authorise someone else to collect your child
Who lives in the family home	
Who has parental responsibility?	
Who will collect your child?	
Armed forces family? If yes which service and which Parent? Where are you based? Are you still currently serving?	Yes                      No

Details of any other childcare	
Has your child attended any other nursery/pre-school in the past? If yes please give details...	
Is your child currently attending another nursery/pre-school? If yes please give details?	
If your child is receiving 2-year-old or EYE funding will they be having this solely at this setting? If you are splitting their funded hours with another setting please provide that settings details...	
Date your child is due to start Infant school and your preferred school choice?	

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Bookings					
Funding – if your child is eligible for funding please tick what they are having		38 Weeks	45 weeks (DDDC only)	48 weeks (LBO only)	51 weeks (DDDC only)
	2 year 15 hours				
	EYE 15 hours				
	EYE 30 hours				
2-year funded code					
EYE 30 hour funded code					
Invoice payer (please circle)	Parent                      Other (please write who):				
Payments – please circle your payment choice	Cash      Bacs      Voucher ( <b>detail which one</b> ).. Other (details)...				
Invoice address (if different from child's address e.g. children services/uni/college)					

Parent/Guardian 1 details	
Title	
Surname	
First name	
DOB	
Relationship to child	
Parental responsibility (please circle one)	Yes              No
Postcode (if different to child)	
Address (if different to child)	
Car registration number*	
National Insurance Number*	
Place of work	
Contact email address*	
Tel number home	
Tel number work	
Tel number mobile	

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Parent/Guardian 2 details	
Title	
Surname	
First name	
DOB	
Relationship to child	
Parental responsibility (please circle one)	Yes      No
Postcode (if different to child)	
Address (if different to child)	
Place of work	
Car registration number*	
National Insurance number*	
Contact email address*	
Tel number home	
Tel number work	
Tel number mobile	

Emergency contact details 4	
Title	
Surname	
First name	
Relationship to child	
Postcode	
Address	
Place of work	
Contact email address	
Tel number home	
Tel number work	
Tel number mobile	

Emergency contact details 4	
Title	
Surname	
First name	

Relationship to child	
Postcode	
Address	
Place of work	
Contact email address	
Tel number home	
Tel number work	
Tel number mobile	

Communication			
Preference of how we contact you for information updates and letters etc... Tick all that apply	Email	Text	Letter

Health / Doctor	
Doctor name	
Post code	
Address	
Tel number	
Health Visitors name (if known)	
Name and details of any other health professional working with your child	

Health questions				
Question	Yes	No	Not Known	Notes
Are there any special health considerations?				
<b>Has your child or do they suffer from any of the below...</b>				
Heart Conditions?				
Tuberculosis?				
Epilepsy / fits?				
Convulsions / fits?				
Sight defect?				
Hearing defect?				
Asthma?				
Eczema?				

Hay fever?				
Allergic to penicillin?				
Is your child allergic to wasps or bees?				
Allergic to any animal?				
Does your child have any other non-food allergies?				
Does your child have any additional needs?				
Has your child had a serious illness/operation since birth?				
Was your child born full term?				
Is your child being seen at any clinic or hospital? If so please give details of hospital(s) dates of appointments and / or surgery details or any contagious diseases they have been treated for in the past				
Does your child have any additional physical needs or requirements?				

Dietary needs				
Question	Yes	No	Not known	Notes
Does your child have any medical dietary requirements?				
Is your child allergic to any of the following? Dairy Wheat Eggs Gluten Fish Nuts				
Does your child have any other food allergies?				
Is your child a vegetarian?				
Is your child allowed to eat pork?				
Does your child have any other additional dietary needs?				

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Permissions/General Questions			
Please tick the following yes or No and add notes if you want to give further details for the following permissions...	Yes	No	Notes
Can your child have sun cream applied?			
Can we use baby wipes on your child?			
Can your child have sudocreme applied? (if applicable)			
Can we email you newsletters invoices etc			
Can we text you			
Permission to take photos of your child to use in setting			
Allowed to use pictures on our website			
Permission to take video of your child to use in setting			
Permission to administer calpol			
Permission for your child to brush their teeth (if applicable)			

Safeguarding				
Please answer the following questions below...	Yes	No	Not Known	Notes
Are there or has there been any court orders affecting your child? If yes, please specify in notes – residence/contact/access/prohibited steps				
Does your child have the support of a social worker? If yes, please give the social workers name and contact details				
Have your family ever had a social worker in the past?				
Is your child part of a child protection plan?				
Have you as a family ever been part of a child protection plan?				
Is your family currently being supported in anyway by Children Services? If yes, please give details				
Has your family been supported by Children Services in the past? If yes, please give details				



## REGISTRATION FORM SESSION BOOKING FORM

**CHILDS NAME:** \_\_\_\_\_ **CHILDS START DATE:** \_\_\_\_\_

*Please complete the session time below with the session time you wish your child to have each day. Please make sure your start and end time fits in with our session structure on the fee structure sheet*

*Please circle B (Breakfast) served between 8.00am – 8.40am or L (Lunch) served at 11.45am or T (Tea) Served at 3.45 pm if you would like to purchase any of these meals for your child during their session.*

SESSION BOOKING	Monday	Tuesday	Wednesday	Thursday	Friday
START TIME					
END TIME					
<b>MEALS</b>					
Meals (please circle)	B L	B L	B L	B L	B L
<b>WEEKS PER YEAR</b>					
51 weeks a year (DDDC)					
48 weeks a year (LBO)					
45 weeks a year (DDDC)					
Term Time only					
<b>FUNDING</b>					
Funded (circle one)	2yr EYE 15 hrs EYE 30 hrs	2yr EYE 15 hrs EYE 30 hrs	2yr EYE 15 hrs EYE 30 hrs	2yr EYE 15 hrs EYE 30 hrs	2yr EYE 15 hrs EYE 30 hrs
Funding Stretched					
Funding Term Time only					
Parent/Guardian signature:	Date:		Office use only Entered on database: Date completed Who completed		



## DECLARATION

I wish to apply for my child:

**Child's name:** .....

To be enrolled at Dinky Ducks Day Care / Magpies Pre-school / Little Barn Owls Pre-school, which is part of Oaktree Family Group.

Any personal data related to you or your Child will be dealt with in accordance with our privacy notice, which can be found on the notice board in the reception area and on our website.

I agree to my child receiving emergency medical treatment, if necessary, in my absence.

I give my permission for my child to be taken on outings in the company of a member of staff to the library, shop the park and to other places of interest.

I give permission for photos of my child to be taken for nursery and pre-school displays, records and by the press for special events and advertisements.

I give permission for photos of my child to go on the and Oaktree Family Group/Dinky Ducks Day Care web sites.

I give permission for my child to be included in nursery and pre-school video's which will be shown at family events and other Oaktree Family Group events and used for tracking your child's learning and development. (Additional permission will be requested for photos or video when being used for the website, press releases or advertising)

I agree to inform a member of staff when someone other than myself will be collecting my child.

I agree to abide by all of Oaktree Family Group policies and procedures (If you wish to see these there is a file in the entrance of Alver Valley Family Centre and the entrance of Little Barn Owls Pre-School or you can access them in the parents log in section on our website.

I am aware all Oaktree Family Group early years settings close for all bank holidays and up to five days staff closure over each academic year; I understand that I am not required to pay for these days if they fall on a day that my child attends.

I understand that I cannot swap days if my child is unwell or on holiday.

I understand that I still need to pay if my child does not attend for any reason.

I am aware that if my child has 15-hour 2 year of EYE funding that my child has a total of 570 hours of funding a year.

I am aware that if my child has 30 hours EYE funding that my child has a total of 1140 hours of funding a year.

## HOME VISITS

All families starting at Dinky Ducks Day Care/Magpies Pre-school/Little Barn Owls Pre-school will be offered the opportunity to have a home visit. These visits are designed for families and practitioners to get to know each other in an environment that is familiar to the child. Home visits will be arranged at a time that suits both families and practitioner's availability.

Practitioners will come with a record sheet to complete as evidence of the visit as well as a camera to take photographs of your child with their family and key person if child allows. These photographs will be put in Tapestry for you and your child to see.

Home visits will always be held by at least 2 members of staff one of which, we aim to be your child's key person. The visits should last no longer than half an hour. It may also give you an opportunity to ask any questions or queries you may have. These visits are not compulsory and if you decide that you would not like a home visit then we can offer you extra stay and play sessions where we will complete the record sheet.

Oaktree Family Groups aim is for the home visits to be a positive experience for all concerned and we welcome feedback from the families to enable us to improve our practice.

## **Childcare Payment Policy**

### **1. Purpose of policy:**

This policy is to clearly set out how childcare fees must be paid for children attending the childcare facilities [Dinky Ducks Day Care, Magpies Pre-school and Little Barn Owls and any other childcare facility] run by the Oaktree Family Group.

### **2. Principle behind the policy:**

- Payment is due for all the days that a child is booked to attend childcare, even if a session is missed through illness, hospital appointments, holiday, or any other reason.
- Payment is due for all meals that you have booked for your child to have, even if a session is missed through illness, hospital appointments, holiday, or any other reason.
- Consumables charge is due in line with all booked 3 and 4-year-old Early Years Education (EYE) funded hours
- We close for up to five staff training days each academic year and all bank holidays, families are not charged for any of these days.
- Childcare must be paid for before it is received; unless a written statement is presented from a bona fide funding agency to say that it agrees to pay the childcare costs e.g. a local college, Children Services.
- A request to change a child's session must be made using a change of session form and is only agreed once the Early Years Manager, Senior Early Years Manager or Head of Oaktree Family Group has signed it.
- Families must give one months' notice if a child's childcare arrangements need to change or a family no longer requires the childcare facilities for their child. Only one change per term is allowed unless otherwise agreed with the Early Years Manager, Senior Early Years Manager or Head of Oaktree Family Group due to special circumstances.

### **3. How the fees are calculated:**

3.1 Fees are calculated monthly to correspond with the number of days and hours that the child is booked in to receive childcare during that month.

3.2 The consumables charge is calculated monthly to correspond with the number of Early Years Education funded hours that the child is booked in to attend that month.

3.3 For Dinky Ducks Day Care and Little Barn Owls Pre-school a retainer is charged. This is an additional 1/12 of the month's fee, which is then added onto the fee for the first 12 months that the child is using Dinky Ducks Day Care or Little Barn Owls Pre-school. This 1/12 x 12 will amount to approximately one month's fees at the end of a year unless sessions have been changed. When a parent/carer gives their one months' notice in writing [when they no longer require child care] the retainer paid up to this date will be calculated and credited to the child's account and the parent/carer will be informed of the balance on the account. If there is any outstanding amount still to be paid this must be paid by the child's last day. If there is any amount to be paid back to the parent/carer this will be arranged by the Childcare Bookings Administrator to be paid by a BACs transfer.

#### **4. Time of payment:**

4.1 Invoices for Dinky Ducks Day Care, Little Barn Owls Pre-school and Magpies Pre-school are produced monthly on the 21<sup>st</sup> of each month or the nearest working day to that date.

4.2 Payment must be made at the beginning of each month. Monthly payers must pay by the **first day** of the month.

4.3 In certain circumstances an agreement may be reached with an individual family that weekly payment will be acceptable. When this is the case the weekly payment must be made on the **first day** that the child attends childcare each week if paying by cash, or on the Monday of each week if paying by BACS transfer.

4.4 If a child's place is funded through a college or similar funder, it is the parent's responsibility to ensure all paperwork required by that funder is completed. Failure to do so will mean the parent will be liable for all childcare fees.

4.5 For new children payment for the first month must be received before they start and must be paid by cash or BACS transfer.

4.6 Invoices are emailed directly to the email address you have given on the registration form. It is your responsibility to read your invoice.

4.7 Children who attend Universal EYE only or 2-year funded sessions only will not be charged a registration fee.

4.8 All childcare fees must be paid in full before a child's last day at any Oaktree Family Group provision.

4.9 If there is a debt on the account, we may stop sessions/meals. If the child is attending 2 year or EYE funding sessions, as well as paid sessions or meals, the paid sessions or meals will be stopped but the 2 year or EYE funded sessions will continue.

4.10 Oaktree Family Group shall be entitled to recover from the parent/guardian/fee payer all costs incurred in recovering any outstanding amount from the parent/guardian/fee payer.

#### **5. Method of payment:**

5.1 **The preferred payment method is by BACS.** Please use your child's name as a reference. If your child attends more than one of our settings or you have more than one child in our settings you must make a payment for each of your children in each setting and not add the payments from two settings together.

The Oaktree Family Group **bank details** for BACS payment are:

**Account name: Oaktree Family Group**

**Bank account: 91641255**

**Sort code: 40-22-17**

5.3 Payment by childcare voucher or tax-free childcare is acceptable. You as the parent/carer, are responsible for checking that the voucher/tax free childcare payments have been processed through your online account, for the voucher system or Tax-free childcare system.

5.2 Payment by cash is acceptable. If paying by cash, you are responsible for giving this to the Duty Manager (Senior Early Years Manager/Early Years Manager/Team Leader) or the Childcare Bookings Administrator who will count the money in front of you and issue you with a hand-written receipt.

5.3 Payment by cheque is not accepted.

5.4 If in receipt of Universal Credit and paying by BACS transfer, it is your responsibility to ask the Childcare Bookings Administrator by email ([admin@oaktreefamilygroup.org](mailto:admin@oaktreefamilygroup.org)) or in person to send a digital receipt to you by email.

5.5 It is parents/carers responsibility to keep all receipts, invoices, and copies of forms; if email or paper duplicates of this information are required an administration fee of £10.00 plus any printing charges, will be charged to your account. If you require any form of invoice/payment report/letter an administration fee of £10.00 will be charged to your account.

## **6. What will happen if a parent arrives with a child at childcare and the fees have not been paid:**

In certain family crises circumstances the Early Years Manager, Senior Early Years Manager or Head of Oaktree Family Group may use discretion and admit a child without payment.

6.1 If a parent arrives to use childcare facilities without the childcare fees presenting a situation that has prevented the availability of the fees [e.g. problems with Universal Credit delay through situations outside of parent control or severe family problems], then the Duty Manager will take a decision regarding whether the child will be admitted to the facility or not. This decision will rest with the Duty Manager, who must then be responsible to ensure the fees are received when the child is collected from childcare.

6.2 A child will not be admitted on a second day if the fees are not paid.

6.3 A late handling charge of £5.00 will be added if a parent arrives the following week presenting with a similar situation.

6.4. If childcare changes are required due to an emergency situation, payment for additional care must be received within 48 hours of the childcare being given.

6.5 When booking extra sessions or meals these must be paid for on the day the session is being attended or we will not be able to accept the child in for the extra session. If there is a debt on the family account extra sessions/meals will not be authorised.

6.6 You will not be able to make a change of session to increase a child's attendance for non-funded sessions/time if there is an outstanding amount on the family account.

6.7 You will not be able to add meals to a session for funded and non-funded sessions if there is an outstanding amount on the family account

## **7. Sessions:**

7.1 2-year funding and EYE funding (both universal and extended) can be accessed both at Dinky Ducks Day Care, Little Barn Owls Pre-school and Magpies Pre-school. However, our EYE funded extended places are limited in each setting. A child becomes eligible for EYE universal the term following their third birthday. A child becomes eligible for EYE extended the term following their third birthday, if the family meet the 30-hour funding criteria and present their unique 30-hour code (parents can apply for this through the childcare choices website). A child becomes eligible for 2 year funding the term after their second birthday if the family meet the government criteria.

7.2 All funded children receive a set amount of hours per year. 2 year old and Universal funding is for those who have the 15 hours option, which totals a maximum of 570 hours per year, for those that are eligible for the extended 30 hours option they will receive the maximum of 1140 hours per year. If in your childcare booking of sessions you have booked more funded hours than you have funding for in a term you will be informed in writing and given three options, reduce the number of hours that your child attends in that term, finish the term early or pay for the additional hours.

7.3 For both 2-year funding and 3 and 4-year-old Universal funding the child will be able to access fifteen hours EYE per week/570 hours per year term time only. Or through the stretched offer which is still 570 hours in total but less hours per week; at Dinky Ducks Day Care, they can access 11 hours EYE 51 weeks per year or 12.5 hours a week 45 weeks a year. At Little Barn Owls, they can access 12 hours EYE 47 weeks a year and 6 hours 1 week of the year. For a child who is eligible for the EYE extended funding which is 1140 hours per year, the child will be able to access thirty hours EYE per week term time only. Or through the stretched offer; at Dinky Ducks Day Care they can access 22 hours EYE per week, 51 weeks per year or 25 hours a week 45 weeks a year. At Little Barn Owls Pre-school, they can access 24 hours a week 47 weeks of the year and 12 hours a week 1 week of the year. The parent/carer can choose to take these hours over a minimum of two days or a maximum of five days per week, for a minimum of 3 hours or a maximum of 10 hours in Dinky Ducks, 6 hours in Magpies and 8 hours in Little Barn Owls.

7.4 If the child attends during lunch time and the parent/carer chooses a hot meal for their child, the parent/carer will be charged for the meal by monthly invoice. Or the parent can choose to bring a packed lunch, which is in line with our health eating policy and packed lunch procedure. If a pack lunch is brought in that is not suitable, the child will be given a hot dinner which the parent/carer must pay for.

7.5 If the child attend Dinky Ducks Day Care and is in over tea time you are required to bring a pack tea, which is in line with our health eating policy and packed lunch/tea procedure

7.6 Children attending universal and extended 3 and 4-year-old EYE funded hours will be charged the consumables charge for each funded hour they are booked in for.

7.7 Magpies Pre-school offer a concessionary rate for those children that are not eligible for 2-year funding until they are in receipt of their EYE funding.

7.8 Dinky Ducks Day Care provides a limited amount of term time only and 45 week a year (the non-attendance weeks on this option are set by OFG) non-funded sessions.

7.9 Little Barn Owls Pre-school is closed for two weeks at Easter and two weeks at Christmas inline with the Hampshire County Council term dates.

7.10 Dinky Ducks Day Care full week and full day rates are only for under three-year olds attending 51 weeks a year and not in receipt of any funded hours.

7.11 Little Barn Owls Pre-schools full day rate is only for non-funded hours

7.12 Any child in receipt of 2-year-old funding and all 3- and 4-year olds will be charged as detailed on the fee structure for any additional sessions or extras.

7.13 Extra sessions are just extra additional hours or one-off sessions not a reoccurring booking or a full week booking. E.g. If your child comes term time only at Dinky Ducks Day Care/Little Barn Owls, you cannot book every half term.

7.14 Nappies are provided in Dinky Ducks Day Care only for non-funded children under three years old.

**As the parents/ guardians with the parental responsibility for \_\_\_\_\_  
I/ We have read the regulations in the declaration above and agree to comply with them at all times and I/ We understand this is our contract with Oaktree Family Group, which is the registered company and charity for Dinky Ducks Day Care, Magpies Pre-school and Little Barn Owls Pre-school.**

**Parent/Guardian 1**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**

**Print name: \_\_\_\_\_**

**Relationship to child: \_\_\_\_\_**

**Parent/Guardian 2**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**

**Print name: \_\_\_\_\_**

**Relationship to child: \_\_\_\_\_**

Office use only							
	Yes	No	Details				
Registration fee of £40.00 paid			Cash/Chq/bacs				
Home visit booked			Date: _____				
Has this child previously attended an OFG setting?			If yes which one:				
Is this child a sibling?			If yes to whom: _____				
Term time only (All)							
45 weeks a year (DDDC)							
48 weeks a year (LBO)							
51 weeks a year (DDDC)							
Birth certificate seen			Date seen: _____				
Copy of birth certificate taken and filed			If no what proof of birth was seen? _____				
Funding information							
EYE funded				38 weeks	45 weeks	48 weeks	51 weeks
If 30 hours funding			EYE 15 hours				
Claim number:			EYE 30 hours				
_____			Consumables charge				
2-year funding			If yes.....(circle below) 38 weeks / 45 weeks / 51 weeks stretched				
			Unique claim number: _____				
If funded or doing a session with no meals included will the family be providing (please circle):							
Breakfast Yes / No      Packed lunch Yes / No      Packed Tea Yes / No							
Details of the distribution of the funded hours:							
Funded Session	Mon	Tues	Wed	Thurs	Fri		
Hour many hours							
Payment information							
Weekly fee amount	£						
Weekly retainer amount	£						
Who is paying for fees? (please circle)	Parent / St Vincent's College / Fareham College / University funding / Children Services / Other (details) _____						
Once the above has been completed this is to be entered on the company database and a file be put in place for the child.							
Inputted: Signed: _____ Date: _____							
Childs key person:							