



Little Oaks  
CHILDREN'S NURSERY

**For office use only**

Welcome pack:

Entered on Nursery booking software:

Date received:

Registration paid by: £

Cash

Bacs

Chip/pin

Direct debit

First month's fees paid by: £

Cash

Bacs

Chip/pin

Direct debit

## Little Oaks Children's Nursery Registration Form

Please complete and return this registration form with your non-refundable £50 registration fee and £200 Deposit.

### Personal details

Name of child	
Date of birth	
Home address	
Postcode	
Religion	
Nationality	
Language(s) spoken at home	
Details of any disabilities/special needs	
How did you hear about us	
Preferred start date	

### About your family

Mother/carer 1	
Title	
First name	
Surname	
Password (please create for security e.g pets name )	
Home address	
Postcode	
Home tel numbers	
Mobile	

Home email	
Work address	
Postcode	
Work tel numbers	
Work email	
Responsibilities (Tick all that apply)	Parental responsibility <input type="checkbox"/> Payment of fees <input type="checkbox"/> Collect child from nursery <input type="checkbox"/> Contact in <input type="checkbox"/> emergency

Father/carer 2	
Title	
First name	
Surname	
Home address	
Postcode	
Home tel numbers	
Mobile	
Home email	
Work address	
Postcode	
Work tel numbers	
Work email	
Responsibilities (Tick all that apply)	Parental responsibility <input type="checkbox"/> Payment of fees <input type="checkbox"/> Collect child from nursery <input type="checkbox"/> Contact in <input type="checkbox"/> emergency

**Other contacts**

Contact one	
Title	
First name	
Surname	
Relationship to the child	
Address	

Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)	Collect child from nursery	<input type="checkbox"/>	Contact in emergency <input type="checkbox"/>
Contact two			
Title			
First name			
Surname			
Relationship to the child			
Address			
Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)	Collect child from nursery	<input type="checkbox"/>	Contact in emergency <input type="checkbox"/>
Contact three			
Title			
First name			
Surname			
Relationship to the child			
Address			
Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)	Collect child from nursery	<input type="checkbox"/>	Contact in emergency <input type="checkbox"/>

### Medical details

Does your child have any allergies?	Yes / No (please circle)
If yes, please give details of the cause and reaction	
Does your child have any special dietary requirements?	Yes / No (please circle)

If yes, please give details		
<p>Has your child had any of the following immunisations?</p> <p>Please tick and date</p> <p>(Having this information can help us act more efficiently if there is an outbreak of infection, a health issue or in an emergency.)</p>	Immunisation	Date of immunisation
	BCG	
	Diphtheria	
	HIB	
	MMR	
	Meningitis C	
	Poliomyelitis	
	Tetanus	
	Whooping cough	
Name of GP		
Name of surgery		
Address		
Postcode		
Telephone number		
Health visitor details		
Name		
Address		
Postcode		
Telephone number		
Other agency details		
Name		
Address		
Postcode		
Telephone number		

Any other details that we should know about?

**Sessions:**

**Please indicate your preferred sessions.**

<b>Session</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
<b>Full day</b> 8am-6pm (Including Breakfast, mid-morning snack, lunch, snack and dinner)					
<b>Morning only</b> 8am-1pm (Including Breakfast, mid-morning snack and lunch)					
<b>Afternoon only</b> 1pm-6pm (Including snack and dinner)					
<b>Early Start</b> 7:30am-8am					
<b>Late Finish</b> 6pm -6:30pm					
<b>Short day, 3 and 4 year olds only</b> 8am-3:30pm, (Including Breakfast, mid-morning snack, lunch and snack)					

We do not offer term time only, all sessions outside term time will be charged at our standard rate.

I/We would like our child to start attending nursery

From: .....

I/We would like our child to attend: All Year Round (Excluding FEET)

If I/we find that I/we no longer need the place, I/we will inform the nursery as soon as possible. If less than one month's notice is given before start your deposit will be retained.

Signature of parent.....Date.....

Where did you hear about the nursery? .....

**Little Oaks Children's Nursery Terms of Business**

A full set of Little Oaks policies and procedures is held in the manager's office and available for you to look at and available on request.

**Registration with the Nursery**

In order to apply for a place at the Nursery, parents are required to complete a Registration Form and to pay a non-refundable registration/administration fee of £50.

**Allocation of Places**

We offer a child a place based on the availability of spaces in the nursery taking into account the staff/child ratios and the number of sessions required. A place is offered on the basis of the following:

- Already attending Little Oaks (requesting extra sessions)
  - Sibling already in attending Little Oaks
  - Amount of Sessions
  - Date of request
- We will notify parents of this availability by email.

**Reserving your child's place**

Once availability has been confirmed by the nursery you must complete and return the registration form along with a **non-refundable £50 admin fee** and £200 Deposit. Parents will be requested to respond and formally reserve the place within 10 days otherwise the offer of a place will lapse.

If you register within 2 months of your start date your place is reserved once you have paid the £50 registration fee and £200 deposit.

If you register more than 2 months before your start date your place is reserved once you have paid the £50 registration fee, £200 deposit and your first month's fees.

**All payments** (£50 and £200 as well as the first months fees if registering more than 2 months in advance of intended start date) made in order to reserve your place are **non-refundable** in the event you withdraw your place before starting.

If you wish to withdraw/terminate your place after starting at Little Oaks the normal notice of 1 full calendar months notice applies.

**Please sign to confirm you understand the terms and conditions of reserving a place:**

Parent/carer Signature:.....

**Nursery Deposit**

The deposit (£200) is paid on acceptance of an offer and is held by the Nursery until such time as your child leaves the Nursery subject to giving 1 months written notice. The deposit will be refunded following your child's departure subject to the nursery fees being paid. Interest is not paid on this deposit. Should parents withdraw their application to join the nursery then the deposit is non-refundable.

**Waiting list**

In the event that a place is not available you have the option to be place on our waiting list. In order to secure a place on the waiting list we require your £50 registration fee and £200 deposit. In the event that you decide to be taken off the waiting list because you no longer require the place or for any other reason, your £50 registration fee and £200 deposit is **non-refundable**. Once you have been offered and accepted a place from our waiting list normal terms and conditions to terminate your nursery place or change sessions apply, both requiring 1 month's written notice.

**Please sign to confirm you understand the terms and conditions of the waiting list, if applicable:**

Parent/carer Signature:.....

### **Termination of nursery place or reduce number of sessions**

If you wish to terminate/reduce attendance sessions we require 1 full calendar month's written notice from the parent/carer. Your deposit will be returned on leaving the nursery providing that the nursery has been given the required period of notice. If the required amount of notice is not given and you remove your child without notice, we have the right to retain your deposit.

Once the child's place has terminated, you are unable to re-register the child for a minimum of two months from their leave date.

### **Payment of Fees**

Fees are payable calendar monthly; invoices will be for the exact number of sessions in that month.

All fees are to be paid in full before the 1ST of every month (including childcare vouchers).

Fees can be paid with bank transfer, direct debit, chip and pin or Child Care Vouchers (please refer to childcare voucher policy or ask the nursery manager).

If fees are late or your Direct debit fails a **late fee of £25.00** will be incurred. If the fees remain outstanding after 5 working days, the late fee will increase to **£75.00**. This incorporates the existing £25.00 late fee, plus an additional £50.00.

If the payment of fees is outstanding for more than 7 days after the 1st of the month then the nursery reserves the right to serve 7 days notice in writing to terminate the contract.

Fees can be increased at any point during the year; the parent/guardian will receive 28 days notice in writing of the increase.

### **Holidays and absence**

Little Oaks is open 51 weeks of the year and is closed for one week at Christmas (Including Christmas eve through to the first working day of January) and standard bank/public holidays.

Little Oaks Children's Nursery does not provide any reductions or refunds for absences when children do not attend nursery on their registered days.

### **Nursery attendance**

The nursery must be informed by 9am if a child is absent and of any change to the child's arrival and collection times.

Children must be collected promptly and if a child is collected late (anytime after the end of their session eg 1pm or 6pm) a £10 late collection fee will be charged and a further £10 for every fifteen minutes thereafter that the parent is late.

The parent must inform the nursery if their child has been in contact with any infectious disease. If a child is unwell they must not be brought to the nursery. If a child becomes ill during the day, a member of staff will contact the parent/carer and request that the child is taken home.

Nursery staff are not allowed to release the children to anyone other than those listed on their personal forms. Should it be necessary for someone different to collect the child due to an emergency the nursery should be informed as soon as possible and that contact collection password/contact details (photo where possible/full name/address/telephone number) must be shared. We are unable to accommodate swapping your child's sessions from one day to another. School Leavers will not be able to attend Little Oaks Children's Nursery after 31<sup>st</sup> August for those in their last year.

### **Extra sessions**

Extra sessions are available on request, these are subject to availability and **payment must be taken at the time of booking, using cash or chip and pin only**. Extra sessions can only be booked a month in advance. If you wish to cancel these sessions we require **48 hours written notice** otherwise you will still be charged.

### **Other Policies and procedures**

- Any changes to the child's information must be given to the nursery as soon as possible.
- We operate a strict non-smoking and no mobile phone policies in the nursery.
- All personal items brought to the nursery should be clearly named. Little Oaks does not accept responsibility for lost items.
- We have both employers Liability and Public Liability insurance.

### **Government Funding**

We accept the government funding for three and four year olds. The funding starts the term after your child turns three. Funding is available stretched for 11 hours per week, 51 weeks of the year.

2 year old funding is available for 15 hours per week, 38 weeks a year, term time only however is subject to eligibility

**30 Hour code declaration**

Every family that is eligible for the Extended 15 hours funding (30 hours) will be required to apply online at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk), if eligible each family will receive a 11 digit code.

**It is the parents/carers responsibility to apply for this additional funding, every three months parents/carers HAVE to re apply.** If you do not re verify your codes every three months your eligibility will lapse.

If parents/carers do not apply they will be charged the full nursery fees. If parents/carers have already paid an invoice that has been charged at the reduced funding rate and after which the parents/carers is either not eligible or no longer eligible after re applying, the parents/carers will be required to repay the difference.

**Please sign to confirm you understand the terms of the 30 Hour code declaration set out above:**

.....

**We do not offer term time only, all sessions outside term time will be charged at our standard rate.**

**Privacy Notice**

Little Oaks Children’s Nursery processes personal data including but not limited to sensitive data, such as name; address; telephone contacts; date of birth; email addresses; authorised and medical contacts; employment information if relevant; gender; physical conditions; disabilities or allergies; dietary requirements; child photographs and care, learning and development records (Personal Data).

Little Oaks Children’s Nursery processes Personal Data for the following purposes: (1) ensure a safe, healthy and successful environment for your child; (2) administer first aid/medical care when necessary; (3) comply with government regulations and Nursery policies and procedures; (4) aid in the administration of services; (5) allow your employer to assess utilisation and quality of services information if applicable; (6) staff training and development.

Little Oaks Children’s Nursery may share Personal Data under the following circumstances: (1) if you receive government funding the Nursery will share Personal Data with the funding provider; (2) if you receive childcare as an employee or student benefit, the Nursery will share utilisation and quality of care information with your employer/education provider; (3) with any other setting your child attends or may attend; (4) third party processors that are subject to confidential non-disclosure agreements; (5) as required by Court Order, law or regulation; and (6) if the Nursery suspects child abuse and/or neglect, it will report these concerns to the relevant authorities in accordance with its policies and procedures and regulatory requirements.

**Declaration:**

We understand that the terms and conditions of the nursery will undergo reasonable changes from time to time as circumstances require and will apply in all our dealings with the nursery. We understand that the nursery (through the Nursery Manager, as person responsible) may obtain, process and hold personal information about our child, including sensitive information such as medical details, and we consent to this for the purposes of assessment and, if a place is later offered in order to safeguard and promote the welfare of the child.

**I have read and understood the Terms of Business and agreed to them.**

NAME OF CHILD.....

SIGNED BY PARENT/ GUARDIAN.....

DATE.....

SIGNED BY THE NURSERY.....

DATE.....

**N.B. Please return completed along with copies of your child’s birth certificate/ID, as well as parents/guardian ID**

By signing this Registration Form, you acknowledge and accept the following:

- you have read the privacy notice(Also detailed on our website) and give your consent to the processing and transfer of the PersonalData;
- you will at all times abide by all relevant Nursery policies and procedures(which are available upon request from the Nursery),as amended from time to time

**Signature of Parent/Legal Guardian: . . . . . Date . . . . .**

**Signature of Parent/Legal Guardian: . . . . . Date . . . . .**