

Change of Details

This form can only be used by existing parents to update any contact or emergency information

PLEASE COMPLETE ALL RELEVANT SECTIONS TO BE CHANGED, PLEASE COMPLETE IN BLOCK CAPITALS

Child's Full Name _____ Date of Birth ___/___/___

Have your personal details changed?

Child's main Address _____
_____ Post Code _____

Mother's Full Name _____

Address _____
_____ Post Code _____

Occupation and place of work _____

Daytime contact number _____ Mobile Number _____

Mother's email address _____

Father's Full Name _____

Address _____
_____ Post Code _____

Occupation and place of work _____

Daytime contact number _____ Mobile Number _____

Father's email address _____

Do you need to change your collection or emergency contact details?

Full Name _____

Address _____
_____ Post Code _____

Home Number _____ Mobile Number _____

Allow this person to.....Collect my child from nursery Be contacted in an emergency

Please be aware anyone who can be contacted in an emergency will automatically be allowed to collect the child from nursery.

Does this person need to be.... Added on Removed Details updated

Do you need to change your collection password?

Password _____

Do you need to change how you are invoiced?

In the first instance The Olive Tree will send all invoices by email, please tell us which email address you would like these to be sent to:

- Mother's email address Father's email address
 Postal invoice Other, please provide details
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Has your child become eligible for means tested government funding?

Which funding stream have you become eligible for?

- 2 year old funding 30 hour extended entitlement

Please complete the relevant section below

2-Year-Old Funding

Do you want your child to access ONLY your 2-year-old funding? Yes No

By selecting No your hours could mean you will incur a bill that will be payable by you, by the 15th of each calendar month, * Funding cannot be claimed 12-1, This is charged at the full rate.

Please complete the following details in order for us to claim your 2-year-old entitlement

National Insurance number of claimant:

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You MUST provide The Olive Tree Nursery with your eligibility letter, without this letter we may not be able to validate your claim.

30 Hour Extended Funding

Are you registering your child to access ONLY your 3 & 4-year-old additional funding? Yes No

By selecting No your hours could mean you will incur a bill that will be payable by you, by the 15th of each calendar month,

Please complete the following details for us to claim your 3 & 4-year-old additional funding.

National Insurance number of claimant:

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Unique Reference Number:

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PLEASE NOTE: Without the 11-digit unique reference number we will not be able to validate or claim the additional funding.

By Signing this form, you agree to The Olive Tree Nursery checking your eligibility on a regular basis to ensure your entitlement is still valid.

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Signed (Parent) _____ Date ____/____/____

Signed (member of the management team) _____ Date ____/____/____

Nursery use only: Date registration form received ____/____/____

Date Information updated ____/____/____

Information updated By _____