

Registration Form

Should you wish to register your child to attend The Olive Tree Nursery,
Please complete the following registration form and return it to a member of the management team.

PLEASE COMPLETE IN BLOCK CAPITALS

Child's Full Name _____ Date of Birth _____

Boy / Girl (please circle) In which year will your child start compulsory education _____

Languages spoken _____ Nationality _____

Address _____

Post Code _____ Are there any agencies involved with you or your family? _____

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 _____

Request Commencement Date (We cannot guarantee the preferred start date) _____

Requested Sessions:

	Mon	Tues	Wed	Thurs	Fri
Start Time					
Finish Time					
Please specify in space below if you would like Term time only or All year round (This cannot be guaranteed)					

Term Time Only sessions are only available to children in receipt of funding

If you will be claiming 2-year-old, 3 & 4-year-old universal, or the 30-hour additional funding please complete the relevant section(s) overleaf.

Invoicing

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

Other, please provide details _____

*If you do not have an email address that is secure and checked regularly please speak to reception.

2-Year-Old Funding

Are you registering 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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Please provide The Olive Tree Nursery with your eligibility letter, without this letter we may not be able to validate your claim.

3 & 4-year-old universal funding

Are you registering your child to access ONLY your 3 & 4-year-old universal 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.

National Insurance number of main carer:

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3 & 4-year-old additional 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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*When registering your child at The Olive Tree Nursery a copy of your child's original birth certificate must be taken.

*If you wish to only register for your 'funded only' hours but are unsure how to do this please speak to reception or a member of the senior management team.

*If you would like a member of staff to contact you to discuss your funding options, please tick this box

In registering my child at The Olive Tree Nursery, I have read and agree to abide by the Terms and Conditions as laid down by the Nursery.

Signed (Parent) _____ Date _____

Signed (member of the management team) _____ Date _____

Nursery use only: Date registration form received _____ Added to waiting List Y / N

Inputted on Nursery Management Software _____

Key Person Allocated _____ Visits Booked _____