



Park View Childcare

Parent Starting Pack

Vision

“For our staff team to work diligently to provide each child access to a supportive, high-quality environment that enables each to become confident, competent and happy lifelong learners”.



Park View Childcare

Park View Childcare is excited to create an inclusive and high-quality learning environment where all children will thrive and learn independently, led by their own interests and ideas. Their individual needs and learning will be supported through strong pedagogical practice, well-planned observation, planning and assessment. The focus will be on a good balance of adult led and child led activities, predominately following the interests of children in their play.

Our approach is to deliver outstanding early childhood education through the provision of rich opportunities for all children to build, through play, skills such as concentration, curiosity, and a love for the natural world. Thus, actively supporting each child to grow into a competent and confident learner as they develop their skills and abilities.

Operational Director Lorraine Wheatley with a wealth of early years' experience, will utilize her strong knowledge base training background to upskill existing educators to the sector. She will ensure the relevant qualifications and ratios are always met in full and nurture staffs developing careers, continuing their highly valued professional development.

Educational Director Sonja Fenton-Pryor who has an extensive background of leading nurseries to outstanding practice, will use her sound knowledge and drive to set and maintain high quality standards in implementing an educational curriculum to promote children's learning and development.

Both Lorraine and Sonja recognise the importance of working with parents to achieve these goals and are looking forward to meeting and supporting families in the area.

Operational Director

Lorraine Wheatley

Educational Director

Sonja Fenton-Pryor

Registration and booking requirements form

Child's Name:

Known as:

Date of birth: Male/Female

Home address:

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.....
.....
.....Postcode.....

Parent/carer name with whom child lives:

Email address:

Home address:
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.....
.....
.....
.....
Postcode:
Home telephone number:
Mobile Number:.....
Place of work address:
.....
.....
.....Postcode:.....
Position/departement:

Work telephone number:

PARENTAL RESPONSIBILITY: YES NO

LEGAL CONTACT: YES NO

Parent name:

Email address:

.....

Home address:

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.....Postcode:

.....

Home telephone number:

Mobile Number:

Place of work address:

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.....Postcode:.....

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Position/department:

Work telephone number:

PARENTAL RESPONSIBILITY: YES NO

LEGAL CONTACT: YES NO

Alternative contact 1 – (emergency contact 1)

NAME.....

Home address:

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.....
.....
.....
.....Postcode:
.....

Relationship to child:

Home telephone number:

Mobile Number:

Able to collect: YES NO

Alternative contact 2 – (emergency contact 2)

NAME

Home address:

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.....Postcode:
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Relationship to child.....

Home telephone number:

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Able to collect: YES NO

NAME

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.....Postcode.....

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Home telephone number:.....

Able to collect: YES		NO	
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36
37	38	39	40
41	42	43	44
45	46	47	48
49	50	51	52
53	54	55	56
57	58	59	60
61	62	63	64
65	66	67	68
69	70	71	72
73	74	75	76
77	78	79	80
81	82	83	84
85	86	87	88
89	90	91	92
93	94	95	96
97	98	99	100

Password

May 2024

circumstances will we permit a child to leave nursery with a person who is not known to us.

Signed	Grandparent	&
date:.....		

Signed parent/carers & date:
.....

Signed manager & date:
.....

Doctor’s name:

Address:
.....
...
NA
.....
.....
.....Postcode:
.....
Telephone number:
.....

Other professionals involved with your child

Name/agency:

Address:

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.....
.....
.....Postcode:
.....
Telephone number:
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- Early years action plan
- Early years action plus
- Statement of SEN
- Child protection plan
- Common Assessment framework

Comments:
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Known Allergies

Special diet:
.....
.....

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.....

Please tick to indicate which sessions you require:

Start date:

	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

2 year funding only:

3 year funding only:

Registration fee £100.00 (Cash only) is non-refundable when joining Park View Childcare Limited.

Paid: YES NO WAVERED

Parental consent form:

Name of child:
.....

Date of Birth:
.....

Please tick to confirm that you have completed the following consent forms:

Calpol:

Original birth certificate given to manager:

Birth certificate number:

.....

Issue date:

.....

Date checked:

.....

Nappy cream

I understand that the nursery will supply and apply sudocrem or Vaseline for nappy changes. Please indicate below which cream you will prefer to be used.

Sudocrem

Vaseline

Metanium

Parent signature:

.....

Manager's signature:

.....

Date:

.....

.....

Sun Cream

I understand that the nursery will supply children's SPF 50 + sun cream as appropriate in hot weather.

Parent signature:

.....

Manager's signature:

.....

Date:

.....

.....

Emergency Medical Advice or Treatment

If my child requires emergency medical advice or treatment whilst at nursery, I give my permission for the nursery to seek medical advice or administer treatment, subject to the use of nursery control, authorisation, and witness procedures.

Parent signature:

.....

Manager's signature:

.....

Date:

.....

.....

Application of plasters

I give my permission for the nursery to use hypoallergenic plasters on my child if needed. I understand that the nursery will apply plasters when necessary.

Parent signature:

.....

Manager's signature:

.....

Date:

.....

...

Outings

I give permission for my child to go on short walks in the local area. I understand that I will be notified of any arranged outings where transport is involved and will be asked to complete a permission slip.

Parent signature:

.....

Manager's signature:

.....
Date:

Use of photographs/videoing

I give permission for my child to appear in photographs/video clips which may be used for commercial marketing in relation to Park View Childcare Ltd. This may at times include general promotional marketing internally and externally i.e. publications/websites/facebook/twitter social media platforms.

Parent signature:

.....

Manager's signature:

.....

Date:

.....

Nursery photographs (Nursery use only)

I give permission for photographs that my child may be included in the background or playing with other children to be used for displays in the nursery and in my child's and other children's profiles and agree that profiles will be shared with other parents and professionals and will be sent home with each child when they leave nursery.

Parent signature:

.....

Manager's signature:

.....

Date:

.....

Paying your child's fees Please tick method of payment

Tick

Direct debit	
Standing order	
Childcare choices	
2 year funding only	

3 and 4 year funding only	
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Alternative funding:

Name of funder: Address:
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.....Postcode..... Telephone number: Contact name: Level of funding: Term time/full time: Period of funding: Copy of agreement enclosed: Claim procedure: Other Method, please state: Parent signature: Manager's signature:Date.....
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Park View Childcare

Fees 1st April 2025

The chart below shows the daily rates for each of the three age ranges, along with the following pages again for each age range showing the monthly amounts.

Also, a chart showing the monthly consumable fees again calculated by 51 weeks over 12 monthly payments.

Late collection of children and late payment of fees is set out in our Terms and Conditions.

Annual fee increase is set as of 1st April each year in line with National Minimum Wage changes the cost of living, ensuring we are sustainable and give our dedicated team a more than fair salary.

Session	Start	Finish	0-2,s	2-3,s	3-5,s
Full Day	7:30am	6:00pm	£90.00	£90.00	£85.00
Morning	7:30am	1:00pm	£50.00	£50.00	£50.00
Afternoon	1:00pm	6:00pm	£50.00	£50.00	£50.00

Babies 0-2 yrs

Days	Hours	Weekly Cost	Monthly Cost
1	10.5	£90.00	£382.50

2	21	£180.00	£765.00
3	31.5	£270.00	£1147.50
4	42	£360.00	£1530.00
5	52.5	£450.00	£1912.50

Morning AM Sessions	Hours	Weekly Cost	Monthly Cost
1	5.5	£50.00	£212.50
2	11	£100.00	£425.00
3	16.50	£150.00	£637.50
4	22	£200.00	£850.00
5	27.50	£250.00	£1062.50

Afternoon PM Sessions	Hours	Weekly Cost	Monthly Cost
1	5	£50.00	£212.50
2	10	£100.00	£425.00
3	15	£150.00	£637.50
4	20	£200.00	£850.00
5	25	£250.00	£1062.50

Toddlers 2-3 yrs

Days	Hours	Weekly Cost	Monthly Cost
1	10.5	£90.00	£382.50
2	21	£180.00	£765.00

3	31.5	£270.00	£1147.50
4	42	£360.00	£1530.00
5	52.5	£450.00	£1912.50

Morning AM Sessions	Hours	Weekly Cost	Monthly Cost
1	5.5	£50.00	£212.50
2	11	£100.00	£425.00
3	16.50	£150.00	£637.50
4	22	£200.00	£850.00
5	27.50	£250.00	£1062.50

Afternoon PM Sessions	Hours	Weekly Cost	Monthly Cost
1	5	£50.00	£212.50
2	10	£100.00	£425.00
3	15	£150.00	£637.50
4	20	£200.00	£850.00
5	25	£250.00	£1062.50

Pre-School 3-5 yrs

Days	Hours	Weekly Cost	Monthly Cost
1	10.5	£85.00	£361.25
2	21	£170.00	£722.50
3	32	£255.00	£1083.75

4	42	£340.00	£1445.00
5	53	£425.00	£1806.25

Morning AM Sessions	Hours	Weekly Cost	Monthly Cost
1	5.5	£50.00	£212.50
2	11	£100.00	£425.00
3	16.50	£150.00	£637.50
4	22	£200.00	£850.00
5	27.50	£250.00	£1062.50

Afternoon PM Sessions	Hours	Weekly Cost	Monthly Cost
1	5	£50.00	£212.50
2	10	£100.00	£425.00
3	15	£150.00	£637.50
4	20	£200.00	£850.00
5	25	£250.00	£1062.50

Funded Sessions

Regardless of age all funded sessions will be upon availability of the below for either 15 hours or 30 hours stretched over 51 Weeks, making them completely free with no extra charges.

Full Day Monday's and Fridays (1 or 2)	7:30am – 6pm
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Morning Session (2 or 4)	7:30am-12.45pm
Afternoon Session (2 or 4)	12:45pm-6pm



Park View Childcare

My Care Plan

Child's name:

Date of Birth:

The type/amount of milk I drink and time I feed:

My stage of weaning:

I have dietary requirement that are due to:

An allergy	An intolerance	My religious beliefs
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Food and drink I cannot have:

Details of medical conditions, disabilities or developmental delays that I suffer from:

Medication I take:

Specialist equipment I need:

How I should be handled:

Reactions I may suffer from:

When I might need emergency medical attention:

- Details of my additional needs: (if applicable)
- I have special educational needs
 - I am working towards on individual Education Plan
 - I am the subject of a Child Protection Plan
 - Other. (please specify)

Any additional information:

Staff signature:

Date	Change	Parent signature	Manager's signature

Parent’s name:

Parent’s signature:

Date:



Park View Childcare

Terms and Conditions

Admission

A completed childcare agreement form, and enrolment fee are required to secure your child's place. There is a minimum booking pattern requirement when joining Park View Childcare Woodstock Limited to ensure continuity for your child – 4 sessions a week. This can be made up of morning and afternoon sessions or 2 full days.

Registration Fee

The enrolment fee of £100.00 covers administration and settling sessions. *Please note the enrolment fee of £100.00 is non-refundable and a CASH only payment.*

Fees and invoices

Childcare invoices are payable monthly, in advance for a calendar month of childcare, and paid by either Cash, BACS or standing order and made payable to the following:

Park View Childcare Limited (NatWest)

Bank Sort code 51-70-15

Account number 85811262

Any additional extra sessions from contractual agreed session are paid in advance by cash only.

We accept childcare vouchers and have funding via the Local Authority as per the Governments 15- and 30-hours initiative, please note all funding is stretched over 51 weeks that the nursery is open and not termly and therefore means if a child is eligible for 15 hours funding termly, they will receive 11 hours a week over 51 weeks. *It must be stressed that the funding given by Local Authority does not cover the cost of hourly/session fees, and each funded session given is charged a consumable fee (see the current fee sheet).* All funding as per the initiative is the TERM AFTER a child's birthday and not as of the birthday itself.

Invoices will be issued around the 18th of the month and be due for payment on the last day of that month.

A charge of £50.00 will be made for fees outstanding after 1st of the month. Any parent or carer whose fees remain unpaid after 2nd of the month, risks their child's place at the nursery being withdrawn. Any payments that are cancelled or returned from the

bank will incur a £30.00 administration charge, and the parent/carer will be asked to pay by cash in the future.

Unless we are in breach of these terms and conditions all booked session must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness or holidays, unavoidable nursery closure and once booking patterns have been confirmed no swapping of sessions is given.

Be aware that fees are charged pro rata over the 12-month period. Bank holidays are charged for. However, we are closed for one week over the Christmas period and this is not chargeable.

If you expect to be late collecting your child, please notify the nursery as soon as possible. If notified, the additional time will be charged at the standard hourly rate. Unnotified late collection will be charged at a rate of £10 per quarter hour to cover emergency staffing and other arrangements.

In case of default on payment the nursery reserves the right to apply a £60 administration fee for preparation of court papers and interest will be charged at 8% above the bank's prevailing base rate. The nursery is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance. The nursery will give parents and carers one month's notice of increase of fees which will normally be reviewed in April.

Opening times

The nursery sessions run from 07.30 to 18.00 the core nursery opening hours will be 07.30 18.00. The nursery is open for 51 weeks of the year except bank holidays. Christmas & New Year closure. The nursery closes at 1pm on the last day, before the Christmas break.

Termination, cancellation and change of sessions

One-month notice is required by either party for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are nonrefundable. The minimum period for any permanent change of sessions is one month. If the notified start date is changed by the parent, we reserve the right to change from the original start date notified on the agreement form. If your child becomes ill or on holiday and do not attend their booked session/s the nursery does not offer a swapping facility. However, extra additional sessions can be requested with 24 hours' notice at sessional/daily cost if available, however, if you choose to not use the extra session booked it is still chargeable and non-refundable. All extra sessions are CASH payments only.

The nursery reserves the right to terminate the agreement with immediate effect in case of non-payment of fees, or if a parent, carer, or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

Insurance

The nursery has extensive insurance cover for nursery-based activities and outings. Details of the insurance may be requested from the Park View Directors. The certificate is displayed in the entrance way of the nursery.

Personal Property and Belongings

The nursery cannot be held responsible for any loss or damage to any parent's carer's or child's property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labelled and we do not allow toys, books and equipment from home to nursery unless they are comforters, such as dummies, blankets, and small soft toys.

Liability

The nursery accepts no liability for any losses suffered by parents arising directly or indirectly, because of the nursery being temporarily closed or the non-admittance of your child to the nursery for any reason. We accept no responsibility for children whilst in their parent's care on nursery premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect, or consequential loss or damage of any kind.

Accidents and illness

The nursery reserves the right to administer first aid and any emergency treatment as required.

Parents will be informed of all accidents and will be asked to sign an accident record form. If emergency treatment at hospital is required, the nursery will make all reasonable attempts to contact the parents but if this not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

We will administer prescribed medicines only if parents have completed a medicine consent form.

We may require parents to withdraw their child from nursery if they require special medical care or attention which is not available or refused by the parent., or it is considered that the child is not well enough to attend nursery. We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our health illness and emergency policy regarding exclusion and incubation periods by which we are bound. Parents must inform the nursery if the child is suffering from any illness, sickness, or allergies before attending the nursery. The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the "UK Health Security Agency" by which the nursery is bound.

Agreement

These terms and conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreement, warranties, conditions, terms, and representatives, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update/amend these terms and conditions at any time. One month notice will be given of any changes made.

The nursery is operated by Park View Childcare Woodstock Limited.

I have read and understand these terms and conditions and agree to be bound by them.

Signed (parent).....

Print name.....

Date.....

Parental/Carer Permission Form – Inhaler

For your child to receive prescribed medication whilst at Park View Childcare, you need to complete and sign the form below. This form needs to be completed, signed, and dated.

Staff cannot administer prescribed medicines without parents' permission on the day the prescribed medicine is to be given.

Please bring prescribed medicine only when your child attends the nursery and take home again when your child leaves. (the only exception to this is long term illness medication).

All medicines will be stored appropriately in the office/medicine fridge.

Should my child need to use an Inhaler whilst at nursery? I understand that you will try to contact me to obtain permission before administering this. You will then administer the Inhaler according to my instructions below.

I understand and accept that I will also be asked to sign the medicine control form at the end of any session in which my child has been given the inhaler.

TO BE COMPLETED BY PARENT/CARER FOR PRESCRIBED MEDICINES:

Full name of child:

Name of parent/Carer:

Full name of Prescribed Medicine to be given:

PARENTAL INSTRUCTIONS

(please give instructions as to frequency and dosage)

Parent/carer signature:	Date:
Manager signature:	Date:

Parental/Carer Permission Form – EpiPen

For your child to receive prescribed medication whilst at Park View Childcare, you need to complete and sign the form below. This form needs to be completed, signed and dated.

Staff cannot administer prescribed medicines without parents' permission on the day the prescribed medicine is to be given.

Please bring prescribed medicine only when your child attends the nursery and take home again when your child leaves. (the only exception to this is long term illness medication).

All medicines will be stored appropriately in the office/medicine fridge.

Should my child need to use an EpiPen whilst at nursery? I understand that you will try to contact me to obtain permission before administering this. You will then administer the EpiPen according to my instructions below.

I understand and accept that I will also be asked to sign the medicine control form at the end of any session in which my child has been given the inhaler.

TO BE COMPLETED BY PARENT/CARER FOR PRESCRIBED MEDICINES:

Full name of child:

Name of parent/Carer:

Full name of Prescribed Medicine to be given:

PARENTAL INSTRUCTIONS

(Please give instructions as to frequency and dosage)

Parent/carers signature:

Date:

Manager signature:	Date:
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IMAGE CONSENT FOR USE IN MEDIA AND MARKETING

We ensure that any photographs or recordings taken of your child/children in our nursery are only done with prior written permission.

By signing the below, you give permissions for photographs and video recordings for each different use including, use in the child learning journeys, for display purposes, for promotion materials including our nursery website, social media platforms and brochure and to use in the local press.

If you do not wish to give parental consent, then please specify when signing the below.

Staff are not permitted to take photographs or recordings of a child on their own devices and only use those provided by the nursery.

The management team will strictly monitor all photographs and recordings to ensure that your wishes are adhered to.

All children must have parental permission to be photographed.

We promote the safety and welfare of all staff members and children therefore ask parents and visitors not to post publicly or privately information about any child on social media sites such as Facebook and Instagram. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the management team at Park View Childcare Limited.

Declaration

I give permission for my child to appear in photographs which may be used for commercial marketing in relation to Park View Childcare Limited. This may at times include general promotional marketing internally and externally i.e. publications, websites and social media.

Parent's name:

.....

Parent's signature:

.....

Date:



Park View Childcare

Conflict Resolution with Parents and Aggressive Behaviour Policy

At **Park View Childcare Ltd** we believe that we have a strong partnership with our parents and an open-door policy to discuss any matters arising.

If, as a parent, you have any concerns or issues you wish to raise with the nursery then please follow the complaints procedure.

In the case of a parent emailing, calling or using social media to complain the nursery will direct them to the correct procedure for raising a complaint.

We have a zero tolerance on abusive calls, emails, communication apps and social media contact and face-to-face confrontation.

Calls of an aggressive or abusive manner

The call taker receiving a call leading to abuse or aggression will remain calm and professional and ask the caller to follow the Complaints and compliments policy. If the abuse continues the call taker will end the call. Abusive and aggressive calls will be logged with an outline of the conversation.

Emails of an aggressive or abusive manner

The responder will ask the parents to come into the setting to speak in person, as per our Complaints and compliments policy. If the emails persist the manager may seek legal action. All emails will be kept as evidence until the matter is resolved.

Social media

If slanderous or abusive messages appear on any social media sites, we will address these immediately with a request to follow our Complaints procedure. We will endeavour to resolve any issue raised

through our complaint's procedure. If slanderous or abusive messages continue, we will seek legal action against the complainant.

WhatsApp

We as a nursery do not support parents WhatsApp group chats and do not expect any chats or comments to be repeated and brought into the nursery team, to then create a negative environment for all.

If any person inside the nursery starts to act in an aggressive manner at the nursery, our policy is to:

- Direct the person away from the children and into a private area, such as the office
- Ensure that a second member of staff is in attendance, where possible, whilst continuing to ensure the safe supervision of the children
- Remain composed and professional to calm the aggressive person, making it clear that we do not tolerate aggressive or abusive language or behaviour
- If the aggressive behaviour continues or escalates, we will contact the police to ensure the safety of our staff team, children and families
- If the person calms down and stops the aggressive behaviour a member of staff will listen to their concerns and try to resolve the issue
- Following an aggressive confrontation an incident form will be completed detailing the time, reason and any action taken
- Any aggressive behaviour from a parent could result in the withdrawal of their child's place. Parents will be informed, by the management team, in writing within three days of any incident that involved aggressive or threatening behaviour to their staff
- Management will provide support and reassurance to any staff member involved in such an incident
- Management will signpost parents to organisations or professionals that can offer support, if applicable.

This policy will be followed in the event of any other visitor or member of the public displaying this type of behaviour either by phone, email, communication apps and social media or in person.

This policy was adopted on	Signed on behalf of the nursery	Date for review
8 th September 2025	Lorraine Wheatley	September 2027



Park View Childcare

Authorisation by phone to collect a child (other than parent/carer)

If a parent/carer phones to inform the nursery that someone else will be collecting their child the following details must be obtained. Remind them that a password must be given to the person collecting allowing access to the nursery; they will be asked for photographic I.D. and be expected to know the child's date of birth. The parent will be expected to sign the bottom of this form when next available.

Name of
child.....

Date of collection.....

time of collection.....

Full name, address and contact number of person collecting child

.....
.....
.....
.....
.....
.....

Relationship to child.....

Password.....

Reason for collection by
other.....

Name of staff member taking
message.....

Staff
signature.....

Date of message.....

Time of message.....

Person collecting the child

Signature of person collecting
child.....

Date.....

time collected.....

Person handing child over

Staff member
name.....

Staff member
signature.....

Date.....

time.....

The person collecting will be seen as the child's guardian and all information regarding your child's day will be passed on to them.

Signature of parent/carer

Date.....

SAFEGUARDING CHILDREN PARENTAL STATEMENT

PARK VIEW CHILDCARE LIMITED is committed to safeguarding and promoting the welfare of children.

We support all children within our care, protect them from maltreatment and have rigorous procedures in place to prevent the impairment of children's health and development.

Park View Childcare Limited will work with children, parents, external agencies and the community to ensure the welfare and safety of children and give them the very best start in life. All children have the right to be treated with respect and to be safe from any abuse in whatever form.

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time the report is made, except where the guidance of the Local Safeguarding Children's Board (LSCB) does not allow this.

We have a duty of care and responsibility to inform parents/carers of any accidents or injuries a child sustains whilst in our care; all accidents will be duly recorded on designated company accident forms that you will be asked to sign on collecting your child. It is essential that parents and carers also inform us of any accidents or injuries that their child has sustained at home or elsewhere. These will also be recorded on the child's arrival at nursery.

Our safeguarding policy can be always found on the nursery premises and can be accessed by you should you wish.

If your child is absent from nursery and you have not notified the nursery of the absence your child's key person/buddy will contact, you to ascertain the reason for the absence. If you cannot be contacted and your child is absent for two weeks or if the absence raises any concerns the nursery manager/person in charge will contact Children's Social Care for advice.

I HAVE READ AND CLEARLY UNDERSTOOD THIS STATEMENT

Parent's name:	Date.....
Parent's signature:	Date.....

Babysitting Parental Statement

We do not provide a babysitting service outside of operational hours. We recognise that there are times where parents may approach staff members to provide babysitting services.

Park View Childcare Ltd discourages this practice and is not responsible for any private agreements or agreements that are made. This is because, we have a thorough recruitment process and procedure to ensure that we employ competent and professional members of staff and uphold our duty to safeguard children whilst they are on our premises and in the care of our staff. Whilst in our employment, all staff are subject to on-going supervision, observation and assessment to ensure standards of work and behaviour are maintained in accordance with our policies.

We have no such control outside of their position of employment and our duty to safeguard children as above, therefore this duty does not extend to private arrangements between staff and parent/carers outside of nursery hours.

If you have arrangements where- by a staff member looks after your child outside nursery hours, this is a private arrangement taken up by yourself and the member of staff. As such nursery confidentiality is to be maintained at all times, failure to do this could lead to the staff members' dismissal.

- Park View Childcare Ltd will not be responsible for any private arrangements or agreements that are made.
- Out of hours work arrangements must not interfere with a staff members' employment at the nursery.
- Confidentiality of employment must be always adhered to and respected.
- Parents should be aware that other adults accompany the babysitter may not have the relevant disclosure and barring clearance and it may not be appropriate for them to care for children.
- The nursery will not be held responsible for any health and safety or other issues that may arise from these private arrangements.

I HAVE READ AND CLEARLY UNDERSTOOD THIS STATEMENT

Parent's name:
Parent's signature:
Date:

May 2024



Childcare entitlements parental declaration form

Step 1: Your child's details- parents/carers to complete

Child's Forename(s):	
Child's Surname(s):	
Name by which the child is known (if different from above):	
Date of Birth: Your will need to show your childcare provider evidence of your child's date of birth.	
Sex:	
Child's first language:	
Address:	
Child's Ethnicity- Please tick from the below options	

Bangladeshi	☐	Traveller/Irish Heritage	☐	Any other Asian background	☐
Black African	☐	White Asian	☐	Any other Black background	☐
Black Caribbean	☐	White/Black African	☐	Any other Mixed background	☐
Chinese	☐	White/Black Caribbean	☐	Any other White background	☐
Indian	☐	White British	☐	Any other Ethnic group	☐
Pakistani	☐	White Eastern European	☐	Information not obtained	☐
Roma/Roma Gypsy	☐	White Irish	☐		

Step 2: Your details-parents/carers to complete

Parent / Carer/Guardian 1	Parent / Carer/Guardian 2
Forename:	Forename:
Surname:	Surname:
Date of Birth:	Date of Birth:
National Insurance number or Asylum Support Reference Number (previously NASS):	National Insurance number or Asylum Support Reference Number (previously NASS):
Parental responsibility Yes ☐ No ☐	Parental responsibility Yes ☐ No ☐

Step 3: Your child's eligibility- parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick from the **three** options below which entitlement you will be using. If your child is two years old and eligible for both

entitlements, tick the box 'Entitlement for children from 2 years old receiving some additional forms of support' for the first 15 funded hours, then tick the working parent box for the second 15 hours, making sure to include both codes.



1. Entitlement for children from 2 years old in families receiving additional forms of support:

- If parents/carers live in England and are in receipt of certain benefits,
- If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.
- If parent/carers immigration status states 'no recourse to public fund's'. Must live in England and the family's household income must be no more than:
£26,500 for families outside of London with one child
£34,500 for families within London with one child
£30,600 for families outside of London with two or more children
£38,600 for families within London with two or more children
You cannot have more than £16,000 in savings or investments.

Early Years Pupil Premium Funding (EYPP) will automatically be checked for any family receiving this criteria. Please see further details below

Enter your 2-year-old funding code in format XX-XXXX-XXXX	
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2. Working parent entitlement for children from 9 months old.

Parent to apply for code via childcare choices before 31st March (for an April start), 31st August (for a September start) , 31st December (for a January start).

Enter your working parent entitlement code in the format 50012345678 (11 digits) . Codes could start in 114, 400,401, 501, 502	
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3. Universal entitlement for 3- and 4-year-olds. No code needed.

Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.



Yes No

Please select if you have given your provider an up-to-date copy of your child's most recent Disability Living Allowance letter.	☐ Yes ☐ No
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If your child is splitting their free entitlement across two or more settings, please nominate the main setting where the local authority should pay the DAF

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

1. Are you in receipt of any of the following benefits, any if yes then please specify which

☐ Yes ☐ No

- ☐ [Income Support](#)
- ☐ Income-based [Jobseeker's Allowance](#)
- ☐ Income-related [Employment and Support Allowance](#)
- ☐ support under [part VI of the Immigration and Asylum Act 1999](#)
- ☐ the guaranteed element of [State Pension Credit](#)
- ☐ [Child Tax Credit](#), provided they are not also entitled to [Working Tax Credit](#) and have an annual gross income of no more than £16,190
- ☐ [Working Tax Credit](#) run-on, which is paid for 4 weeks after they stop qualifying for working tax credit
- ☐ [Universal Credit](#) (household income must be less than £7,400 a year after tax, not including any benefits - this is assessed on up to 3 of the parent's most recent universal credit assessment periods) - further guidance on checking eligibility is set out below

2. Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

☐ Yes ☐ No

Step 4: Setting and attendance details- parents/carers to complete

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement in order to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

Your child can attend a maximum of two settings in a single day and if your child attends more than one setting the local authority will distribute the funding appropriately between the settings. No session can be longer than 10 hours.

To note: the maximum number of funded hours your child can receive is:

- 1) for 2-year-olds in families receiving additional forms of support: 15 hours a week for 38 weeks of the year = 570 hours.

2) for children aged from 9 months of eligible working parents: 15 hours a week for 38 weeks of the year (this will increase to 30 hours from September 2025) = 1140 hours. For 3 and 4 years old this can be combined with the below entitlement to a maximum of 30 hours.

3) for all 3 and 4YOs: 15 hours a week for 38 weeks of the year = 570 hours.

Please note some settings offer a 'stretched funding offer'. This means that the maximum amount of funding per year can be 'stretched' over more than 38 weeks. For example, if your child is offered funding for 50 weeks of the year and the maximum term time only funded hours your child can receive is 15 hours per week, then your total funded hours per week will be 11.4. The calculation for this would be 15 funded hours x 38 weeks = 570 hours per year then 570 hours / 50 weeks = 11.4 funded hours per week.

Your child cannot attend more than 15 or 30 funded hours per week over fewer than 38 weeks of the year. However, a parent can choose a setting that is open for fewer than 38 weeks of the year and therefore receive 15 or 30 hours a week during fewer weeks.

Please fill out the grid below and ask your provider to explain in more detail if you are unsure.

Setting name:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38,45,51)
Total funded entitlement hours attended per day							n/a	
Total extra (chargeable) hours per day								
Total daily hours attended								

To fill in if your child attends more than one setting:

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting:

.....

Total funded entitlement hours attended per day

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Setting name:						
Setting name:						

Step 5 Provider to complete with parent:

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
Additional charges for consumables or additional charges per day						

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

Step 6: Parent/Carer/Guardian with legal responsibility declaration

Declaration: I (name of parent/carer/guardian) of
(address)

confirm that the information I have provided above is accurate and true. I understand and
agree to the conditions set out in this document and I authorise (Name of Provider/s)

.....
to claim early education funding as agreed above on behalf of my child. I understand that the data
collected in this form will be shared with my chosen provider and local authority. I understand that if
I have given any misleading information on this declaration or have claimed more than the allowed
entitlement, I may be asked to reimburse the provider(s) or my child's place may be withdrawn.

Parent/Carer/Guardian with legal responsibility	Childcare provider
Signed:	Signed:
Print name:	Print name:
Date:	Date:

Oxfordshire County Council is collecting your data for the purposes of checking your eligibility for the
funded entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in
accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School
Standards and Framework Act 1998.

Data Protection The Data Protection Act 2018 (the Act) puts in place certain safeguards
regarding the use of personal data by organisations, including the Department for Education, local
authorities, schools and other early education providers. The Act gives rights to those about whom
data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your
child/ren is being or will be used, please contact your provider or Oxfordshire County Council.
Please note that information about whether a child is in receipt of Disability Living Allowance is,
under the Act, Special Category Data which should be handled appropriately. Providers are asked to
pay particular note to advice from the Information Commissioner's Office on holding personal data
including sensitive personal data available at: [https://ico.org.uk/for-organisations/uk-gdprguidance-
and-resources/training-videos/handling-more-sensitive-information/](https://ico.org.uk/for-organisations/uk-gdprguidance-and-resources/training-videos/handling-more-sensitive-information/)

[https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-
moresensitive-information/](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-moresensitive-information/)

Provider Declaration – To be completed by the provider

This declaration is your evidence of a claim and must be retained for seven years to complete claim forms and for future reference, including auditing. Please note you may be asked by Oxfordshire County Council to produce evidence of a claim at any time.

It is a requirement of the EYFS for providers to 'enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting' (section 3.68 'Information and records'). By signing the below statement, you are agreeing to share information with the provider named by the parent, if the parent has indicated they wish to split funding.

When a child who is, or becomes, eligible for Early Education Funding registers with your setting, you must obtain proof of identity and age, and therefore eligibility. Please indicate documents seen by completing the relevant box below. Early Education Funding must be used strictly in accordance with the Early Education Funding Terms and Conditions.

Parents should only be asked to re-sign their parental declaration if the information on the current form changes. For example, if:

- they want to reduce the number of hours they take up
- change the days their child attends
- change which settings their child attends

Documentary proof type	Birth Certificate ☐ Passport ☐ Other ☐
Name of staff member that has checked the proof:	
Provider validated eligibility code within the portal before funded place offered?	Yes ☐ No ☐

Provider Declaration

Print name:	
Signed:	
Job title:	
Date:	



Park View Childcare

15/30 hour Funded Childcare offer!

If your child is entitled to either 15 or 30 hours funded childcare, please read the information as set out below.

What is it?

It is a funding scheme designed for working families with 2 and 3- or 4-year-olds, where both parents live and work in the UK. So, you and your partner will both need to earn the equivalent of 16 hours a week at the national minimum wage or living wage and no more than £100,000 a year each.

You can claim up to 15/30 hours of free childcare from the start of the term after your child turns 2 or 3.

Terms follow the school year. For example, if your child's birthday is in November, provided you are eligible for 30 hours you'll get the funding from January.

To get started, you'll need to apply through the Childcare Choices website to get an eligibility code,

You will be eligible for funding from the start of the first term after your child's 2nd or 3rd birthday.

To make sure you get your code as soon as possible, you will need to apply before the end of the previous term.

You can apply for your code up to 16 weeks before their third birthday, and it's a good idea to do it early, just in case you need any help. If you do, just ask.

How to apply?

Just go to childcarechoices.gov.uk to apply. Once you are done, they will send you a code, which is 11 numbers long starting with 500..... Once you have the code, let Park View know and we will ask you to complete the nursery funding form declaration.

Do I need to apply again for the next term?

Yes. It is the parent's responsibility to renew. The way the scheme's set up, you will be asked to **confirm you are still eligible every three months usually via your email**. It only takes a minute or two to do, and you will be sent a reminder when it is time

If you do not go on and confirm your eligibility, you will lose the 15/30-hour funding and normal nursery fees will apply.

What funding will I receive?

You will be entitled to 15/30 hours of funded childcare for 38 weeks a year, which here at Park View we stretch to match the 51 weeks of the year the nursery is open (570 or 1,140 hours per year which equates).

Park View will offer set days and sessions for the funded hours and may not be the days or sessions your child had before funding eligibility, usually both 15 and 30 hours funded are offered on Mondays and Fridays in the main.

Childcare Choices Tax Free Childcare Information

About the government's new childcare offers

What is Tax-Free Childcare?

Tax-Free Childcare is a government scheme to support working parents with childcare costs.

For every £8 you pay in, the government will pay in an extra £2. You can get up to £2,000 per child per year, or £4,000 for disabled children.

What is 30 hours?

Working parents of 3 and 4 year olds in England may be entitled to up to 30 hours of childcare, for 38 weeks of the year (or fewer hours over more weeks). This is an additional 15 hours of childcare on top of the 15 hours universal entitlement for all 3 and 4 year olds in England.

Am I eligible?

Find out if you are eligible at childcarechoices.gov.uk. The website also has a Childcare Calculator where you can learn more about which government offers might be best for you.

How do I apply?

You can apply via childcarechoices.gov.uk

You, and your partner, if you have one, will need your:

- National Insurance number(s)
- Details of one or more of the following – your UK Passport, tax credits, P60 or a recent payslip.

In some cases, additional checks may be needed to confirm whether you're eligible, so it's important to apply in good time. If you are found ineligible we will tell you why.

When can my child access a 30 hours place?

You can claim 30 hours from the term after:

- your child turns three, and
- the date you receive your eligibility code from HMRC. Whichever date is later.

We recommend that you apply in good time, so that you **receive your code the term before your child becomes eligible**. You can apply up to 16 weeks before your child turns three.

Will I have to pay for additional charges if I am using 30 hours?

Just like at school, your childcare provider can charge for additional services, for example, lunch, trips or music classes. These charges cannot be a condition of accessing your 30 hours place and alternative arrangements should be made available. Any charges should be itemised and cannot be a supplementary 'top-up'. You should speak to your provider for further information about any additional charges.

Is 30 hours only available in term time or all year round?

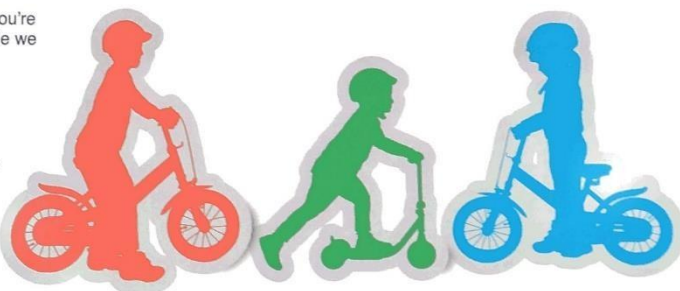
Like the existing 15 hours, eligible parents are entitled to a maximum of 30 hours a week in each of the 38 weeks of the academic year. However, you can stretch this offer over the year, for instance, you can take 22 hours a week for 52 weeks, or just under 24 hours for 48 weeks. You should speak to your provider about how they are offering 30 hours.

Can I use Tax-Free Childcare at the same time as 30 hours?

Yes, you can get Tax-Free Childcare and 30 hours at the same time. You can't get Tax-Free Childcare at the same time as tax credits, childcare vouchers or Universal Credit but you can get 30 hours alongside these schemes.

I don't have access to the internet. How do I apply?

If you need assistance or do not have access to the internet, you can call the childcare service helpline on **0300 123 4097** and apply over the phone.



Please do not email funding codes to Park View, you MUST complete in FULL and return the parent declaration document provided.

1st April 2025 Provision of Funding Hours at Park View Childcare Ltd.

Due to the changes imposed on nurseries by the DFE (Department of Education) to take effect from 1st April 2025, we cannot charge a consumable fee for funded hours/session, which was in place for 2- and 3-year-olds to make up the deficit between the funded hourly rates given by the DFE, minus the administration cost the LEA (Local Education Authority) take, ensuring we are sustainable.

This has meant higher increases in our fees than anticipated and how we offer the hours/sessions, therefore any child about to start here Park View will have the below options, if spaces are available and days of our choice to again ensure we are sustainable and staffed accordingly.

Funding Band	Morning's	Afternoon's
15 Hour's either. 2 Morning Sessions or 2 Afternoon Sessions	7:30am- 12:45pm	12:45pm – 6pm
30 Hour's either. 4 Morning Sessions or 4 Afternoon Sessions	7:30am- 12:45pm	12:45pm – 6pm

There will be limited funded sessions available as per our LEA agreement and will be on a strict allocation when starting at Park View Childcare Ltd by the Directors.

Our usual morning and afternoon sessions will still apply but as per the funded sessions above the start and end time slightly different, as they are privately paid for, as with full days, that either or will and can be still used.

Invoices as they do now will show your privately paid session and full days, then same as they do now the number of hours funded.

You will see no consumable charges and please do take onboard that just because you have code does not mean the funding will start the very next day.

We have strict procedures to follow, and timelines set out by the DFE, so we can only access funding at certain points in the calendar and must have the fully completed parent declaration in place.

Funding is paid termly in arrears! Yes, in arrears which highly impacts on our financial operations.

Please be aware that the Government Funding of Hours for any child can change so do keep up to date and view our Parent Funding Board for information accordingly.



Park View Childcare

Parent Signed Declaration

By signing this declaration, you are agreeing to have the following documents/policies and understand their meaning.

Document	Date	Signature
Nursery Fees		
Childs Registration		
Care Plan		
Terms & Conditions		
Parental Permission Inhalers		
Parental Permission Epipen		
Parental Permission Social Media		
Authorisation Phone Collection		
Safeguarding		
Babysitting Statement		
Early Years 15/30 Hours Funding		

Park View Signature:

Date:

Enrolment Fee Paid: Y N

May 2024