



**The Oaks Childcare**  
Community Interest Company

# Mini Oaks Preschool

Part of The Oaks Group

## Registration Pack

1-2	Welcome to Mini Oaks Preschool
3-4	Mini Oaks Preschool Registration Form
5	Medical Information Form
6-8	Permissions Forms
9	Learning Journey Form
10	Mini Oaks Preschool Privacy Form
11	Request to Administer Medicine Form
12	Fees Policy
13	Arrival and Collection Policy
14	Mini Oaks Administration Use only Form



### Information about your Child

It is important that we have up-to-date information about your child including their dietary needs, medical/health needs and parent/carer contact information. Please ensure that the attached **registration form** is returned to us as accurately and completely as possible and that you notify us immediately about any changes to this information.



# Welcome

**Mini Oaks Preschool** is part of The Oaks Group, providing a fun, safe place for children to grow, learn and play.

The Oaks was started over 15 years ago and has evolved from a single club, run by volunteer parents, to 8 clubs run by a dedicated management team with a wealth of experience set over four sites with over 250 children being looked after by a professional team of qualified & experienced staff.

In 2015, we changed our legal status and became Oaks Childcare Clubs Community Interest Company (CIC). Our CIC status means that legally, both now and in the future, we commit to using any money left over after running costs for the benefit of the schools where we operate, our employees and the children and families who use the services.

## Our objectives are:

- ✔ To provide the necessary facilities for the daily care and recreation of children, to aid them in their development and growth
- ✔ To advance the learning and development of the children, and our employees in the provision of such care, education and recreational facilities.

### Sessions:

Mini Oaks Preschool is in The Parish Centre attached to St Mary's Church in Burghfield Common. We are open between **8.30am** and **4.00pm**, and we offer a number of different sessions within these times to cover Mornings only, Afternoons only, or All Day. You can choose a combination of sessions.

### Contact Details:

To register and for general enquiries, please contact our Office Manager using email: [office@theoakschildcare.co.uk](mailto:office@theoakschildcare.co.uk) | Tel **0118 933 2960** 10am – 2pm weekdays.

Once your child is registered with us, if you have any queries you can contact our Preschool Manager using email: [minioaks@theoakschildcare.co.uk](mailto:minioaks@theoakschildcare.co.uk) or the Mini Oaks mobile number: **07521056222** during Preschool hours.

Morning, afternoon and all day sessions are funded. An additional hourly fee applies to cover Forest school, and other additional activities at Mini Oaks. If you wish to book the drop off and additional afternoon hour session, an hourly charge will apply as these fall outside our core funded hours.

## Arrival and Collection

Arrivals and departures from Mini Oaks are recorded in the daily register.  
*Further information is provided in our Arrivals and Collections policy (see page 13)*

## Invoicing/Childcare Vouchers

Invoicing of regular sessions is in **advance** and payment of fees must be made monthly **within two weeks** of invoicing. All booked sessions must be paid for even if your child does not attend for any reason.

Payment can be made by BACS transfer or childcare vouchers. If you wish to use childcare vouchers, please contact us with the voucher company details.

*Further information regarding our fees is provided in our fees policy (see page 12).*



# Useful Information

## Communication

We share information through newsletters and meetings if requested, as well as informal chats as you drop off/collect your child. Parents are always welcome at the Preschool and our Preschool Manager and the team are always available to discuss any aspect of your child's care. Please also feel free to leave comments for the staff and management in our suggestion book/box by the entrance door.

In the Preschool, you will find a display board with important club information including our Ofsted registration, Early Years registration, first aid, fire drill and insurance details.

Further information including copies of the club's policies, procedures and regulatory certificates are available on request.

You may also be asked to consent/counter sign an accident form or a form to provide permission for administering prescription information.

We will occasionally ask you to complete a Parent Survey. Your responses greatly help us to understand what you need from The Oaks, and to ensure that your children enjoy and benefit from attending our Preschool.

Please feel free to speak with the Preschool Manager or Office Manager to discuss any aspect of your child's care.

## Privacy, Confidentiality and Parental Access to Records

All staff respect the confidentiality of parents and children. Any details you provide are kept securely and only staff who work with the children or at the club will have access to their file. Parents may view these details on request.

When information regarding their child is shared with parents, it is done in a sensitive manner in a quiet area of the Preschool. Discussions about a child are not held in front of him/her. In usual circumstances, staff will only pass on information about a child to another professional after gaining the consent of the child's parents.

Where there is a serious incident involving health and safety or safeguarding, we will not seek consent to share whatever information is required by us to deal with the incident and to comply with our legal and professional responsibilities. You will be kept fully informed of any serious incidents involving your child. For further information please refer to our Safeguarding, Site Safety and Health, Hygiene and Safety policies.

**The Oaks CIC is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. The law on data protection allows us to process your data for certain reasons only:**

- 1. In order to carry out our responsibilities in the contract we have with you, with our employees or with an agency;**
- 2. In order to carry out legally required duties as an employer or sponsor;**
- 3. So that we can carry out our Legitimate Business Interests.**

## Feedback/Complaints

We are committed to communicate with parents/carers openly and regularly and we welcome all comments on our service, regardless of whether they are positive or negative. Please refer to our **Working with Parents policy** for more information.

You are welcome to provide feedback to us at any time. We aim to deal with any issues or comments as quickly and positively as possible. We are aware of how important our three-way relationship (staff-parent/carer-child) is to the child's wellbeing. If you do have a complaint that you would like dealt with formally, then please refer to our **Complaints Policy**.



## Sessions Required

	Mon	Tue	Wed	Thur	Fri
8.30am - 12.00pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.00am - 12.00pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.30am - 3.00pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.00am - 3.00pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.00pm - 3.00pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.30am - 4.00pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.00am - 4.00pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.00pm - 4.00pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Total Hours

Desired Start Date

## Child's Information

Full Name  Known Name  DOB Gender 

Do they have a sibling already attending any of the Oaks clubs? If yes, please specify who and which club:

Child's Home Address  Postcode Child's 2nd Home Address (If Applicable)  Postcode Ethnicity  Religion 

## Parent / Carer / Guardian 1

Relationship to Child Title  First Name  Surname Does this child live with you? Y  N Address (if different from child's)  Postcode Mobile Phone  Alternative No. (work/home) Email Address   Please send invoices to this email (select ONE email for invoices only)National Insurance Number  Occupation Work Place and Address Do you have legal contact with the child? Y  N Do you have parental responsibility? Y  N Signature of Parent/Carer  Date



## Parent / Carer / Guardian 2

Relationship to Child Title  First Name  Surname Does this child live with this person Y  N Address (if different from childs)  Postcode Mobile Phone  Alternative No. (work/home) Email Address   Please send invoices to this email  
*(select ONE email for invoices only)*National Insurance Number  Occupation Work Place and Address Does this person have legal contact with the child? Y  N Does this person have parental responsibility? Y  N Does anyone else hold parental responsibility for the child?  
*If yes, please provide full name, address and relationship to the child.*Does anyone else have legal contact with the child?  
*If yes, please provide full name, address and relationship to the child.*

To ensure children's safety and in accordance to the Early Years Foundation Stage Statutory Framework, Mini Oaks will only release a child to those who are listed on this form, unless we have been notified in advance.

If staff are unable to contact parents / carers in an emergency, they will try and make contact with the named Emergency Contacts detailed below, as well as continuing to try contact numbers for the named parents/carers. Please ensure that you keep your child's contact details up to date, to allow the team to make contact easily.

*Two further contacts MUST be provided in order of priority in case primary or secondary contacts can not be reached.*

**EMERGENCY**1. Name  Contact Number Alternative Contact No.  Relationship to Child 2. Name  Contact Number Alternative Contact No.  Relationship to Child **PASSWORD**  Needed for an alternative authorised person to collect your childSignature of Parent / Carer  Date



Child's Name

DOB

Are there any medical conditions or recurring complaints which our staff should be aware of including allergies e.g. food, skin contact etc.?

Are there any medications that our staff should know about or have in case of an emergency?  
*If yes, please also complete the Request to Administer Medication form included in this pack*

Does your child have any special educational needs or physical disabilities?

Is there any other information including DIETARY REQUIREMENTS that staff caring for your child should be made aware of?

Doctors Surgery & Address

Telephone

Health Visitors Name & Address

Telephone

Are there any other External Agencies/Health Professionals involved with your child/family?  
Please provide names and contact details.

Has an Early Help Assessment (EHA) been offered/in place/declined?

## EMERGENCY INFORMATION

**Primary Emergency Contact:**

Name

Contact Number

Relationship to child

In the event that my child is involved in a serious incident while at the club, please use the emergency contact details above. In the event that my child requires immediate medical treatment before I will be able to get to them, I hereby authorise the Oaks Staff/Office Manager to consent to emergency medical treatment on my behalf. I understand this authorisation will remain valid unless I contact the Preschool Manager/Office Manager to withdraw it.

Signature of Parent / Carer

Date



Child's Name

## Adhesive Dressings

Sometimes, when children explore their environment they may have a tumble. If the first aider feels it is required, they may want to apply an adhesive dressing (plaster).

I hereby give consent for my child to have an adhesive dressing applied, if they require it.

Signed:

## External Outings

There may be occasions where we take children on local outings around the external environment, including the local library, our allotment and the local shops. Full risk assessments of the visiting areas will be carried out in advance. Children will be supervised by the staff team during the outings and child:staff ratios will be halved to ensure a high level of supervision is in place.

If the outing is for an extended period of time or is away from the nursery surrounding area, a more detailed permission form will be issued – giving exact details of the location.

I hereby give consent for my child to participate in local outings to the surrounding area.

Signed:

## Forest School/Outdoor Learning

Once your child turns 3 they are invited to take part in Forest School/Outdoor Learning sessions at our forest school site at Mortimer West End Chapel. The site is totally enclosed and fully risk assessed and adult:child ratios are reduced to ensure a high level of supervision. The children travel on the minibus, which is fully insured and equipped with appropriate child safety seats, to the site.

I give permission for my child to attend Forest School/Outdoor Learning sessions and travel on the minibus.

Signed:

## Nut Traces

When preparing and cooking food, we do not use any products containing nuts or nut products. However, due to the number of products now on the market carrying a disclaimer stating that nut traces may be present, there may be times when the nursery will use these products where no alternative is available.

I consent to my child being given products that may contain traces of nuts.

Signed:



## Face Painting

At times during the year, we may carry out face painting. Before we can carry this activity out, we need to ensure children who are participating have no allergies / sensitive skin.

I am happy for my child to have their face painted

Signed:

## Sun Cream

When the weather is warm during the summer months we ask that you apply sun cream to your child prior to them arriving. We will then re-apply sun cream prior to going outside.

I give permission for staff to apply sun cream to my child.

Signed:

## Sudocrem / Other Nappy Cream

There are occasions when your child may require nappy cream to be applied. We supply Sudocrem for use when required. If you would like to use an alternative nappy cream, then we ask that it is provided by you and is labelled with your child's name.

I give permission for staff to apply supplied Sudocrem or my alternative nappy cream (please specify).

Signed:

## Photographs

I / We give permission for my/our child to be photographed by Mini Oaks, for the following reasons (please tick all that apply):

- To record the child's daily routine for professional development or statutory frameworks (e.g. to accompany an Oaks member's course work or for EYFS)
- For the Mini Oaks' photo album
- For the Mini Oaks' promotional literature (*which will not include any names*)
- For the Mini Oaks' website (*which will not include any names*)
- For the Mini Oaks Facebook page (*which will not include any names*)
- For other organisations' promotional literature (such as schools) (*which will not include any names*)

Signed:





## Emergency Calpol Consent

In the event of an emergency and we are unable to contact you, we would like to be sure that it is safe to give Calpol. We will administer the recommended dosage as per the table below. If your child requires a different dosage please let us know in writing.

2.5ml	5ml	7.5ml	10ml
3-6 Months	6-24 Months	2-4 Years	4-6 Years

**If your child is prescribed antibiotics, they will be unable to attend nursery until 48 hours have passed since they received their first dose. (This period will also depend on the type of illness your child has) Information of periods of exclusion can be found in the main entrance(s) of the setting.**

After the 48 hours, we will be able to administer the medicines according to the label on the container. This container MUST be the original container issued by the dispensing chemist and labeled with your child's name and the date it was prescribed. Containers not displaying this information will not be allowed to be administered.

You will be required to sign this medication in at the start of their session and sign to acknowledge the administration of it upon collecting your child. Please sign to acknowledge this information:

Please sign below which applies:

I give permission for my child to be given Calpol in an emergency

I do not give permission for my child to be given Calpol in case of emergency



## Learning Journey

Your child's Learning Journey tells the story of their learning. Over time, it will become a celebration of their achievement and progress, recording the activities that your child has enjoyed in the setting and with family and friends at home.

We will get to know each child really well because the more we understand about their interests, skills and special talents, the better we are able to support their learning.

Your child's key person will work closely with you to make sure that your child settles quickly, feels safe, enjoys being here and makes good progress.

This learning journey will become available through our I-Connect system and through the Parent Zone you can access photos, observations and much more. Through logging on to this system you will have access to your child's 'magic moments' that you enjoy together as a family.

The staff will add photographs, observations and examples of your child's work to share with you. They will be observing and talking to your child as s/he is playing and learning. This helps us to plan for their progress and to make sure they are feeling 'at home' with us. You can also add your own observations from home, including 'wow' moments that your child has achieved and activities that you have enjoyed at home. When your child feels ready, they can choose special things to add to their journey.

Staff will use the Learning Journey on our system to note new things that your child achieves. Please keep us informed about your child's achievements at home so that we can work together to plan what is best for them.

The list below gives you an idea of some of the ways that we will capture significant steps in your child's learning:

**Photographs:** we use these as a way of recording the learning process. We then add captions to explain what your child was learning, and we sometimes record exactly what they say. This helps us to gain an accurate picture of their language development.

**Observations:** these are brief notes of significant things we notice about your child's learning, your child's work and their creations - we try to capture a range of different experiences.

**Learning Stories:** these are more detailed observations of children's learning through play. They then include photographs. We use learning stories to help us to identify emerging patterns (schemas) in your child's learning, so that we can respond to their preferred ways of doing things.

We hope that you and your child will enjoy sharing with us the many precious moments in the learning that happens at home and Mini Oaks.

If you have any questions regarding the above or regarding your child's learning, please speak to either your child's keyworker or the Preschool Manager.

### Agreement

- I understand that Mini Oaks Preschool will collect observations about my child and use them to help to plan for their learning and development.
- I consent to these records being kept and stored within the nursery environment.
- I understand that our child's photograph may appear in other children's learning journeys.

Signature of Parent/Carer:



Child's Name

We respect the privacy of the children attending Mini Oaks and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required\* is erased after your child has ceased attending Mini Oaks.

We will use the contact details you give us to contact you via phone and email (and post if necessary), so that we can send you information about your child, Mini Oaks and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- Have a safeguarding concern about your child
- Are required to by government bodies or law enforcement agencies
- Engage our childcare IT system supplier (Connect Software Solutions Ltd) to process data on our behalf (eg to record details of your child's bookings and to issue invoices)
- Have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- We will not be able to continue to care for your child if we do not have sufficient information about them
- Even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time\* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

**Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.**

Signed

Date

Name

*\* We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*



# Request to Administer Medicine

MINI OAKS PRESCHOOL

CONFIDENTIAL

In accordance with our Administering Medicine policy, please complete this form if there is regular medication that your child will need at club.

PLEASE COMPLETE ONE FORM PER MEDICATION REQUIRED

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Child's Name  DOB

Address  Postcode

Parent / Carer Contact Number

Name of Medicine

Medicine Dosage

Times to be taken

Any additional comments or requirements

---

I understand that:

- I am responsible for providing and disposing of medication safely, and for advising of administration and storage requirements
- The medication must be in date, clearly labelled with contents, dosage and, for prescription medicine, labelled with the child's name, medicine and dosage in accordance with the information provided to us
- Mini Oaks staff will only be permitted to administer medication to your child if you have completed this form in full
- Under no circumstances will members of staff administer medication against the will of a child.
- We will only administer medication containing aspirin if prescribed by a doctor

Parent's Signature

Date:

Parent's Name:



## Fees

Mini Oaks exist to provide a high quality, safe and stimulating environment for children. In order to ensure the continued high standards and sustainability of the Mini Oaks, we must ask that parents/carers respect our policy in terms of fees.

The level of fees will be set by the Directors and reviewed regularly in light of market rates, the Mini Oaks financial positions, future strategic plans and any other broader economic or social consideration deemed relevant. We are a not for profit organisation and timely payments are critical to the continued operation of Mini Oaks.

Invoicing of regular sessions is in advance and payment of fees should be made monthly within two weeks of invoicing. All booked sessions must be paid for even if the child does not attend for any reason. Payment can be made by BACS transfer or childcare vouchers. Extra fees do apply to cover Forest School, and other additional activities at Mini Oaks. If you have difficulties paying the additional fees please contact us in confidence.

A £5 late payment charge will be applied if the payment deadline is not met.

We require four weeks' notice, in writing, for any permanent reduction or changes to the sessions that your child attends, including if they are leaving. This is to allow us to manage staff ratios and rotas fairly and responsibly. Where there is a waiting list for any session for which you are giving notice, we will waive that notice period for that session.

If fees are paid persistently late or remain unpaid without explanation, Mini Oaks will no longer accept bookings for that child and their place will be released.

We will consider requests for alternative payment arrangements on a case by case basis. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Treasurer or Office Manager at the earliest possible opportunity.

If your child is eligible for funding, you will need to complete and provide us with a funding declaration form.

### Daily Register

It is the responsibility of the Preschool Manager to ensure that an accurate record is kept of all children in the Club and that any arrival and departure to and from the premises is recorded in the register. It is the responsibility of parents/carers to ensure that their child's arrival and departure from Mini Oaks is recorded in the register. The register will be kept in an accessible location on the premises at all times.

### Medicine

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must be aware of the Administering Medicine Policy and have completed the Request to Administer Medicine form.

### Sickness/Absences

**It is important that you notify Mini Oaks in advance if your child will not be attending a booked session due to illness or alternative arrangements.**

Our staff will always try to understand the causes of prolonged absences and give support when necessary.



# Arrival and Collection

## Arrivals

On arrival at Mini Oaks, parents/carers should record the child's attendance in the daily register including their name and time of arrival.

## Collection

**It is very important that you collect your child on time and notify us in advance of any changes to collection arrangements.**

Upon departure, the register will be signed by parents/carers to show that the child has left the premises, and the time recorded.

## Alternative arrangements

Anyone collecting the child must know the password provided to us and provide suitable identification on request. If the child is to be collected by someone other than the primary or secondary parent/carer this must be notified to a member of staff in advance. In the event of someone arriving to collect the child who is not the primary, secondary or emergency contact, and has not been notified/introduced to us in advance, the child will not be released until parental permission has been received.

It is important that at all times one of the primary, secondary, emergency contacts or additionally notified contacts is able to collect within one hour of a phone call or, at the very latest, by club closure times.

If the parent/carer or emergency contact is going to be late to collect their child, staff must be informed of this on arrival or as soon as the parent/carer is aware of a delay.

## Late Collections

**In the event of a child not being collected by 4.30pm from Mini Oaks, the following steps will be taken:**

- 1** - The Preschool Manager will contact the primary and secondary contact.
- 2** - If no reply, the emergency contact number will be used.
- 3** - We will not allow a child to leave with any other adult unless the parent/carer gives permission to the Preschool directly.
- 4** - Late collections will be monitored and discussed with parents/carers if repeated.
- 5** - If parent/carer is late in collecting their child without prior arrangement or warning or is persistently late, they will be liable to pay a cost:

**£10.00 for the first 15 minutes after Mini Oaks closure, increasing by a further £5.00 for each 5 minute period thereafter.**

**If the child is not collected by 4.30pm from Mini Oaks, there has been no communication from the parent/carer or designated adult and we have taken every reasonable action to make contact, the following procedure will be followed:**

- Social Services will be contacted who will decide on further action to be taken.
- A notice will be displayed on the front door indicating what action has been taken.



**FOR MINI OAKS ADMINISTRATION ONLY**

Name of child

Sessions required

	Mon	Tue	Wed	Thur	Fri
Morning 9.00am-12.00pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Afternoon 12.00pm-3.00pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All day 9.00am-3.00pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drop Off 8:30am-9.00am	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Afternoon hour 3.00pm-4.00pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Requested start date

Confirmed start date

Funding paperwork completed:

Signature

Date

Original Birth Certificate seen and details confirmed:

Signature

Date

1 hour settling visit date:

3 hour settling session date:

Notes