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Download nowA free childcare tuition contract template to save you time Download nowA free checklist of common childcare tuition billing mistakes with tips to save time and get paid faster Download nowA template to create a clear pricing structure for your childcare program Download now Are you in need of Childcare Forms? The Daycare Lady™ can help you. The following pages are filled with over 450 childcare forms that can be customized to fit your business needs. These forms have been collected from childcare professionals from ...everywhere!(A special thank you to Michelle in Canada, Linda, Clara, Colleen, Michelle in TX, Jackie, and the ladies of the Childcare Management List server.The idea behind this form section is to provide a central location for providers to obtain the necessary paperwork, or examples of paperwork that may be adapted for business use.The forms on this site are available FREE of charge.Yep, you got that right... FREE.... to all providers!!You may come across websites that sell childcare forms, but most of those forms are generic and some have even been taken from the same sources that donated them here! The Daycare Lady™ and her helpers have spent a considerable amount of time researching and compiling this form collection for you to enjoy and benefit from!A friendly reminder... Please do not attempt to log onto our server to download all of the forms to sell in a collection or off of eBay. This is not only dishonest, but rather silly. The forms can be traced back to this site and your name will be listed on this site for all to see. Whether you're thinking about registering with Ofsted or are in the process of submitting your application, this blog post aims to help you understand the registration process and the actions you need to take. Before you begin your application, you need to determine the type of childcare you intend to provide. You need to register with Ofsted unless you're exempt from registration or you're going to register with a childminder agency. Below is a useful flowchart to help you determine what type of provider you should apply to register as. You can contact your local authority early years team if you want advice. To understand which register you should join, first consider the ages of the children you plan to care for. It is completely up to you whether you join one or more registers, depending on what type of childcare you want to provide. If you plan to care for children aged from birth to the 31 August after their fifth birthday, you'll need to register on the Early Years Register and meet the requirements of the early years foundation stage (EYFS) statutory framework. If you plan to care for children from 1 September after the child's fifth birthday up until their eighth birthday, you'll need to register on the compulsory part of the Childcare Register. If you plan to provide care for children that does not require registration, for example if you're becoming a nanny, then you can register on the voluntary part of the Childcare Register. If you're registering on the Childcare Register, whether that's the compulsory or voluntary parts, you'll need to follow the relevant requirements for the type of care you intend to provide. Our registration manual, Childminders and childcare providers: register with Ofsted, gives some examples of different types of care and register combinations. It's important to use the correct form to complete your application. Which registration service you use will depend on the provider type you are applying to register as. To apply to operate as: Each form contains links to further guidance to help you with your application. You need to supply us with information to help us process your application and determine how suitable you are to provide childcare. It's important to supply this information as early as possible to avoid delays to your application. As an example, if you're applying to register as a childminder you'll need: a valid DBS certificate for yourself and anyone living or working with you; first aid training for the age group you intend to look after; a completed health declaration form; and contact details of 2 references (one of which must be from your most recent childcare employer). We also need details of the setting, your address history and any previous registrations you have held with Ofsted or a childminder agency. If you're applying to register a nursery or other daycare, we'll send you an invoice with details of your application fee. Please pay the fee as quickly as possible to avoid delays. You can find more details on the information we require at the point of application for your type of child care at: Early years and childcare registration. If you're applying to register on the Early Years Register, once you've submitted your application form we'll contact you to let you know whether we can accept it. We will usually phone you but we may try by email if we are unable to reach you. During this call, we'll confirm that you understand the type of service you are registering and outline what to expect. Where applicable, we'll also schedule a registration visit with you. This will usually be 8 weeks after we've accepted your application. Once we've confirmed that your form has been accepted, we will give you a unique reference number (URN) and start to carry out suitability checks. If you're already known to us, for example if you've been registered before, we may not need to schedule a registration visit during the initial call. This is because we have already carried out suitability checks on you and therefore it's likely a registration visit can be organised earlier than 8 weeks. We will contact you to confirm this. We aim to complete applications within: 12 weeks for childminders and group providers wishing to register on the Early Years and Childcare Register(s) 10 weeks for nannies These timescales apply from the point at which we confirm your application has been accepted. If we need to carry out further checks, we'll contact you to request these - and it may result in a longer timescale. We'll keep in touch with you throughout the process. You do not need to contact us to chase your application. Please only contact us by email to make a change to your application or to send us any information we've requested. You can do this via enquiries@ofsted.gov.uk from the email address you have registered with us. Our guidance Childcare: application review provides further details on what to expect while your application is under review. It's important to have the required information ready when you begin your application. If we receive an incomplete form, we'll return it to you and this may cause delays to your application. To avoid delays, here are some key points to consider when submitting your application: Access the supporting guidance for your provider type to help you understand the registration requirements. Get a DBS check before you submit the application form. DBS checks can take around 6 weeks to complete. Read the application form carefully to make sure you've supplied the correct details about both yourself and your setting. Allow as much time as possible and make sure you factor in the timescales set out above into your planning. For example, if you intend to begin operating in September, you should allow 4 months to register as a minimum. Applications with Ofsted take on average 12 weeks and you may need more time to apply for a new DBS certificate. If you're applying to work on domestic premises, for example as a childminder or childcare on domestic premises provider, you must include everyone who lives and/or works on the premises on your application form. If you're already registered with Ofsted and want to add an additional setting to your registration, you must apply to register the new premises. You can do this through our service: Add another setting to your nursery or other daycare organisation (EYS). We need to approve any additional setting before you can begin operating from it. We may need to complete an approval visit at the new premises or do an inspection at one of your existing settings before we can make an approval decision. You'll also need to pay an approval and annual fee for each setting. Sign up in one minute, no payment details required. Member benefits include: Add a free profile detailing your requirements or services Search by postcode for local members near you Read and reply to messages for free Optional paid services available Listed below are our childcare provider application forms. Please note When you type into the forms your text will wrap to multiple lines. If you type more text than can be displayed in the box, a scroll bar will appear. When printing you will not see characters held in the expanded view. Please send your emails securely via Microsoft Encryption. Form name Purpose of Form Form Send form To Specific child form To provide targeted support for a child who cannot access learning, or the broader social and cultural curriculum, within the resources of the school/setting because they have additional needs/emerging SEND. The forms can be found on SEND Local Offer Funding (See instructions at end of forms) SEND support request form Form for setting SENCo's to request support from the Area SENCo and Early Development Learning Advisor. The forms can be found the SEND Local Offer Forms and Resources Survey - Welcome to Preschool Letter - Late Payment Notice - Accident Report - Termination Notice - Baby's Daily Report Sheet - Infant Supply List - Boo Boo Report - Daily Report Sheet - Weekly Menu Template - Printable Progress Forms Here are some free printable sample child care forms that you can modify and print for your own use. Please do not distribute them for profit. These child care forms include printable curriculum forms and child care lesson plans. Play Observation - Preschool Lesson Plan Weekly Chart - Sample Daily Schedule - Printable Personnel and Staff Forms Here are some free printable sample Personnel and Employee forms and reports that you can modify and print for your own use. Please do not distribute them for profit. These child care forms include printable employee contracts and staff notices. Time Off Request for Staff - Staff Notice for Schedule Change - Employee Contract - Sample Job Descriptions Staff Survey - Annual Professional Development Training Record - Center Phone Shop Checklist - Customer Service Quiz - Communication Log - Staff Emergency Card - You Have a Tour! Notice - 12 Questions to Measure Employee Engagement - 12 Questions to Measure Employee Engagement - Printable Director Forms Here are some free printable sample forms and reports for directors that you can modify and print for your own use. Please do not distribute them for profit. Communication Log - Management Staff Task List - Employee Counseling Statement - Employee Performance Appraisal Form - Applicant Reference Check Form - Printable Signs Here are some free printable signs you can use in your child care. Please do not distribute them for profit. Tuition Reminder - Open House Signs - Nav opener/closer < BackSchemes, guidance and resources. To register your childcare on the Childcare Register, you must be either the: sole owner nominated individual of an organisation, such as a company or partnership Education, or any other supervised activity, provided by a school during school hours for a registered pupil (from the 1 September following their fifth birthday) is not childcare and cannot be registered with Ofsted. A school is also not required to register childcare provision with Ofsted in certain circumstances. See Registering school-based childcare provision. Requirements of the Childcare Register There are 2 parts to the Childcare Register. These are the voluntary and compulsory parts and they have their own requirements to register. You will need to be looking after children for more than 2 hours in a day in order to register on either part. There is one exception to this in relation to childcare immediately before or after school. You will have to register on the compulsory part of the register to provide childcare in the specified circumstances. You can choose to register on the voluntary part in different circumstances. You can apply to both parts of the Childcare Register in the same application. Compulsory part of the Childcare Register If you do not have to register as a different type of provider, you will need to apply to join the compulsory part of the Childcare Register if you are going to be looking after children from the 1 September after their fifth birthday, up to their eighth birthday. More information is available on whether you will be within the compulsory part of the Childcare Register. Voluntary part of the Childcare Register You do not have to register, but can choose to do so in certain circumstances if you look after children under 8 years old either: for 14 days or less each year for each individual provision for 4 hours or less each day and the children's parents will stay in the immediate area You might also be able to register voluntarily if you offer specific types of childcare to children aged 3 and over. More information is available on this type of childcare in our guide on whether you can register for the voluntary part of the Childcare Register. Different types of childcare provider If you meet the requirements for one of the following childcare providers, you must use that service instead: Before you start You will need a specific type of criminal record (Disclosure and Barring Service (DBS)) check. You must read the guidance below on what DBS check you need, as having the wrong type will delay your registration. At least one person caring for the children on the premises must have: a first-aid certificate training that meets the requirements of the compulsory and/or voluntary part of the childcare register, depending on which you join These do not have to be held by the same person, but there must always be staff qualified with these on the premises when children are being cared for. Which DBS check to apply for You will need an enhanced criminal record (DBS) check with barred lists. If you are going to be living or working in domestic premises such as the home where the childcare is taking place, you must make sure to select 'yes' on question x66 to say you are going to be in a home-based role. If you are going to be working in non-domestic premises, make sure to select 'no' on question x66 to say you are not going to be in a home-based role. Ofsted also recommends joining the DBS Update Service to keep your details up to date. Other people connected to the registration You will also need to read our dedicated guidance to know who else connected to your daycare will need to apply to Ofsted. Lived abroad If you have lived abroad in the last 5 years, you may need a certificate of good conduct or other evidence from the relevant embassy. How much it costs It usually costs £114 to apply to register with Ofsted. The registration fee is not refundable. You will need to pay your registration fee each year. Find out about other costs and renewal fees. How long the application takes It should take you about 30 minutes to complete this application. Apply to register Apply Next steps Your application to register as a nursery or other daycare will not be reviewed by Ofsted until these 2 steps are also completed. When you have completed this application, you must also: After you are registered, you must tell Ofsted when there are changes to the people associated with the childcare. This includes children already living or working at the childcare who turn 16.