

CHECKLIST

- Signed completed Registration Form page 2
- Signed Terms & Conditions page 3
- Fees page 3
- Childs Medical Information page 4
- Consent form page 5
- Dietary Requirements and Support page 6
- Settling in page 7

Registration form

Please complete all sections of the form

Child Detail			
Forename			
Surname			
Preferred to be called			
Date of birth		Age on day of admission	
Gender			
Child's home address			Post Code

Parent/Guardian 1 Detail			
Forename			
Surname			
Mobile Number			
Daytime Phone number			
Email address			
Home address			Post Code

Parent/Guardian 2 Detail			
Forename			
Surname			
Mobile Number			
Daytime Phone number			
Email address			
Home address			Post Code

Emergency contact details	
Please provide details of 2 other adults who you authorise to collect your child and you authorise to act in an emergency for your child if we are unable to contact you.	
Name	
Contact Number	
Relationship to the child	
Name	
Contact Number	
Relationship to the child	
Password for pickups*	

*password is required for safeguarding reasons, preferably one word

Sessions, Dates of Term & Fees							
Early Bird*:	08:30 – 0:900	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thur <input type="checkbox"/>	Fri <input type="checkbox"/>	£4.20
Morning:	09:00 – 12:30	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thur <input type="checkbox"/>	Fri <input type="checkbox"/>	£28.20
Afternoon:	12:00 – 15:00	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thur <input type="checkbox"/>	Fri <input type="checkbox"/>	£24.15
Full day:	09:00 – 15:00	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thur <input type="checkbox"/>	Fri <input type="checkbox"/>	£48.15
Late Bird*:	15:00 – 15:15	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thur <input type="checkbox"/>	Fri <input type="checkbox"/>	£2.20
Proposed Term you would like your child to start and Year		Autumn <input type="checkbox"/> Year: 2021		Spring <input type="checkbox"/> Year: 2022		Summer <input type="checkbox"/> Year: 2022	
Term		From		Until			
Autumn'21		Monday 6 September		Friday 17 December			
Half Term		Monday 25 October		Friday 29 October			
Spring'22		Monday 3 January		Friday 8 April			
Half Term		Monday 21 February		Friday 25 February			
Summer'22		Monday 25 April		Friday 22 July*			
Half Term		Monday 30 May		Friday 3 June			

*No funding available for Early and Late bird sessions and for the w/c 18 July as Hampshire county council provides funding for 38 weeks in total

There is 15 hours of universal funding available for 3- and 4-year olds and up to 30 hours based on criteria set out by HMRC. There also is funding available for 2-year olds, again based on criteria set out by HMRC. Please see the document Funding and tax saving opportunities for parents to determine eligibility.

I understand that the above information given by me will be held on the school filing system and will only be used by the School for administrative and contact purposes. If for any reason the child does not join the Nursery this form will be destroyed.

We/I wish to apply for the admission of my/our child to Privett Montessori Nursery School Montessori. We/I have received, read, signed and returned the Terms and Conditions and agree to comply with them.

There is a non-refundable registration fee of £35.00 per child made payable to Veronica van Ingen of Privett Montessori Nursery School with:

Sort Code: 82-60-25 Bank Account number: 30021959

Please use your child's name as a reference for the payment

Terms and Conditions

I/we have read the terms and conditions reflected on page 8 to 10 and agree with them

Signature and name of Parent(s)/ guardian:

Date:

Childs Medical Information

Doctor	
Family doctor	
Phone number	
Address	
	Postcode
Health Visitor (if applicable)	
Has your child attended a 2-year check with the Health Visitor?	Yes / No
Were there any developmental concerns?	Yes / No
If yes, please specify	

Record of immunisation			
Diphtheria/Tetanus/Pertussis	Yes / No	Polio	Yes / No
Meningitis C	Yes / No	Hib	Yes / No
Pneumococcal	Yes / No	Whooping cough	Yes / No
Record of any infections, diseases, operations, accidents:			
Details of ongoing treatment, medication:			

Does your child suffer from any of the following (now or in the past)? Please answer Yes or No:					
Hear conditions	Yes / No	Epilepsy/fits	Yes / No	Sight impairment	Yes / No
Asthma	Yes / No	Tuberculosis	Yes / No	Convulsion/Fits	Yes / No

If your child has an accident at school may we apply the following, if required?	
A plaster/dressing/bandage	Yes / No
In summer/ hot days we may apply sun cream to your child	Yes / No
In case of any skin sensitive, can you please bring your child sun cream?	Yes / No

Consent Form

Consent for Emergency Medical Treatment

I give permission for a suitably qualified First Aider to administer First Aid to my child, or take my child to Accident and Emergency, or call for medical assistance and to sign on my behalf any consent forms required by medical authorities, if they know that it would not be advisable to wait for my own signature. I do this knowing that every reasonable effort has been made to locate me and that my child's medical needs are paramount in this situation. Please note that in the event of your child being injured or taken ill whilst at Privett Montessori Nursery School, a member of staff would immediately attempt to contact the child's Mother, Father or carer. If unable to make contact, staff would then try the emergency contacts you have nominated. If a child needs to go to hospital than an ambulance will be called. A member of staff will accompany the child and take the child's profile with them.

Do not provide permission

Consent for Photograph

With your consent, we will record your child's activities for their individual learning record (via electronic journey Tapestry). This will include photographs. Furthermore, photographs and other media. From time to time, we take photographs and/or videos of the children for things such as learning journals and general marketing purposes. Your child's name or any other identifying information will never be used for any marketing purposes. You may withdraw this consent at any time in writing by post or email. Our written reply will confirm us understanding this withdrawal of consent.

Do not provide permission

Consent to take part in cooking/food relating activities

We hereby give permission for our child to participate in cooking, lunch and party activities and accept that this will involve our child eating food at school and have informed the school of any allergies/intolerance's. We agree to keep the school informed and up to date of any changes or developments with regard to allergies/intolerance's.

Do not provide permission

Consent for walks

We hereby give permission for our child to go for a walks during school time in the surrounded areas of the school with a key worker of the school

Do not provide permission

If you provide permission, please sign below and if you do not provide permission, please tick the relevant box above.

Signature and name of Parent(s)/ guardian:

Date:

Dietary Requirements and Support

Diet	
Please List Dietary Allergies/Intolerance's /Requirements:	
Datils of any dietary requirements:	

Support	
Diagnosed Special Educational Needs or additional support required:	Yes / No
If yes, please specify:	
Does your child have any special needs or disabilities?	Yes/ No
Please specify if Health professionals currently are involved in your child's care (paediatrician, speech therapist, etc) development	
Details of any other needs e.g. Speech & language concern:	

Settling in: To help us, please could you answer the following questions?

To Help us, please could you answer the following questions?	
Is your child used to being left with a familiar adult?	Yes / No
Has your child attended any "classes" with you e.g.?	Yes / No
Is your child left or right-handed or not sure?	
Is there anything you feel we should know?	
Does your child have any religious or cultural needs, which you would like to make us aware of?	
Is your child toilet trained?	Yes / No
Please do not worry if your child has the odd "accident". Please Provide spare clothes in the peg bag we provide. Please provide nappies and wipes as necessary.	

What special support will he/she require in our setting? Please use a separate page for more information if necessary.

Terms and Conditions

1. A place will be offered in writing on receipt of the completed Register form in case spaces are available.
2. All fees are due in the first week of term, and you will be invoiced in the month prior to admission.
3. Once you have confirmed the acceptance of your child's place and paid the registration fee, we will hold the place for your child until the agreed start date which will be advised where possible prior to the term your child will start. The registration fee is non-refundable
4. Once attending the School, one full terms notice must be given in writing, if the child is to be leaving the school or if you decide to reduce the number of hours your child attends. Otherwise, a full term's fees will be charged. Notice must be in writing to the manager to be received on or before the first day of term. Unfortunately, no reduction can be made for temporary absences of illness or holidays taken during term time.
5. We will confirm the sessions available prior to your child's starting with us. We will also look for accommodate any additional sessions subject to availability.
6. Fee levels will be reviewed at least once a year and any increase will be notified in writing a half term in advance.
7. Fees are charged based on a 14 weeks term for Autumn, 12 weeks for Spring and 13 weeks for Summer. Over the course of the year we will be open for 39 weeks and Hampshire county council provides funding for 38 weeks, except for the last week of the summer term. There is no reduction given should your child attend on a bank holiday and the school be closed.
8. Children will occasionally be taken on school trips for which you will be separately invoiced.
9. In the interests of child safety, parents are required to inform the school if there is a change to the appointed person collecting their child.
10. The school retains the discretion to pass on to parents any bank charges howsoever incurred.
11. Parents are required to complete any medical records and inform the school of any changes in their child's health and any changes in address, contact numbers and persons authorised to collect their child.
12. By signing this form, you are giving written consent to share information about additional needs your child may have to any necessary person or body, or to pass on children development summaries to your child's next provider/school.
13. We cannot be held responsible should the school need to close due to severe weather conditions, flood, fire or any other event which is beyond our control and which might prevent us opening or our staff being able to safely journey to the nursery, or having to remain at home, and so put our staff: child ratio beyond

- that which is acceptable by Ofsted. Under these circumstances we are unable to provide any refund or reduction of fees.
14. We accept children from the age of 2 years. They do not need to be toilet trained; however, parents are required to provide their child with spare nappies/pull-ups.
 15. You will keep us informed of the identity of the persons who will be collecting your child. If the person who is due to collect your child is not usually responsible for collecting them, we will require prior notice. If we are not reasonably satisfied that the person collecting your child is who we were expecting, we will not release your child into their care until we have checked with you.
 16. If you have requested additional sessions, we will request payment under a separate invoice
 17. You must inform us immediately if you are not able to collect your child by the official collection time. You must make arrangements for another authorised person to collect your child as soon as possible. If the person chosen is not someone authorised on your registration form, we will set up a password system to correctly identify them.
 18. The school will advise of any changes to the school day or curriculum a half term in advance.
 19. Our policies and procedures are freely available on our website for you to read. These are subject to change from time to time and are reviewed regularly.
 20. We will compile a learning journal for your child to which you will have access at any time. Any extra curriculum activities will be discussed accordingly with the parents and this may incur in extra charge.
 21. No reduction can be made for temporary absences of illness, holidays taken during term time or bank holidays or any absences deemed necessary due to recently visiting areas affected by Coronavirus – COVID 19.
 22. To claim Early Years funding for your child a funding form must be completed each term for which you claim, and a suitable ID document provided. Providing false information or failure to complete the form may result in funding for your child being withdrawn by Hampshire County Council. The parent or legal guardian will then be liable to repay the funding amount.
 23. Early Years Funding can be claimed for up to 30 hours based on eligibility per week up to 6 hours per day, for morning (3.5 hrs), afternoon (3 hours) or full day sessions (6 hours). Early and Late bird sessions are excluded from funding.
 24. Privett Montessori Nursery School, reserves the right to revise these Terms and Conditions at any given time. You will be notified in writing of these changes within half a term them being made.
 25. We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend your child's place at the nursery whilst we look to address these issues with you and any external agencies as appropriate. we will work with any

external agencies where reasonably required to identify appropriate provision or services for your child.

26. Should the period of suspension for non-payment of fees exceed one month either of us may terminate this agreement by giving written notice which will take effect on receipt of the notice. Where notice is not delivered by hand proof of postage shall evidence receipt.
27. If you child is suspended part way through a term for behaviour issues we will credit you for any fees you have already paid for the full time of suspension up to a maximum of the remaining pro-rata booked sessions for that term. If fees are owed to us, then this amount will be offset against those.
28. Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden. Our policies and procedures are available on our website or by request. By signing this form, you are confirming that you have read and understood our 'Information Sharing' policy.

Termination of this Agreement

This agreement may be terminated by providing one full term's notice in writing.

This agreement may be terminated upon:

*failure to pay fees;

*breach of any obligations under this agreement and failure to put right that breach within a reasonable period of time after it has been brought to attention.

*Unacceptable behaviour such as physical or verbal abuse or threats towards staff or other parents. *We take the decision to terminate trading. As much notice as possible will be given in such an event.

*It may become apparent that the care and support we are able to offer your child is not sufficient to meet their needs. In these circumstances we will work with you, the local authority, welfare agencies and any other necessary professional bodies where appropriate to identify appropriate support, at which point we may end this agreement