



Eden Montessori Nursery application form

Thank you for your interest in Eden Montessori Nursery School.

Please complete this admission pack and return it to the above address with the registration fee of £100.

Mary Williams
 Director
 Eden Montessori Nursery

Child's details	
First name:	Surname:
Date of birth:	Sex:
Requested entry date:	Age at entry:
Does the child live with both parents?	Yes <input type="checkbox"/> No <input type="checkbox"/>
I confirm that both parents have parental rights.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I confirm that only has parental rights to the child. <small>(please provide evidence)</small>	
Proposed future school (if known):	
Child's emergency collection password:	
Siblings:	
Concerns/Anxieties	
Parent's signature:.....	Date:

Parents' details**Mother**

Title:	First Name:	Surname:
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Home Address:
.....Postcode:

Home Telephone:	Mobile Telephone:	Work Telephone:
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Email Address:	Occupation:
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Language spoken at home:	Nationality:
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Father

Title:	First Name:	Surname:
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Home Address:
.....Postcode:

Home Telephone:	Mobile Telephone:	Work Telephone:
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Email Address:	Occupation:
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Language spoken at home:	Nationality:
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Nanny (if applicable)

Title:	First Name:	Surname:
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Home Address:
.....Postcode:

Telephone number:	Email address:
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Nationality:	Language spoken:
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Health and Immunisations

Doctor's Name:

Address:

.....Postcode:

Telephone number:

Please tick all the boxes that are appropriate

Has your child had any of the following?

Chicken Pox

Diphtheria

Polio

Scarlet Fever

Measles

Hepatitis

German Measles

Whooping Cough

Has your child been immunised against?

Diphtheria

Polio

Measles

Hepatitis

Tetanus

Whooping Cough

Does your child suffer from?

Epilepsy

Diabetes

Asthma

Allergies

If ticked, please specify

.....

Dietary restrictions

Any medical conditions

If ticked, please specify

.....

Do you consent for the manager or staff, to act in loco parentis in a medical emergency?

Yes

No

Print name

Signature
Of parent

Date:
.....

Nursery sessions (Please tick your preferred sessions)				
	Morning session	Lunch	Afternoon session	Full day
	9.00am-12.00pm	12.00pm-12.30pm	12.30pm-15.30pm	9.00am-15.30pm
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fees Academic year 2018/2019 (September 2018 – July 2019)

Sessions	Under 2 Includes Nappies and wipes	2 years and over	Under 2 Includes Nappies and wipes	Under 2 Includes Nappies and wipes	2 years and over
Three sessions	£2170.00	£1925.00	Seven sessions	£3905.00	£3330.00
Four sessions	£2530.00	£2120.00	Eight sessions (4 full days)	£4180.00	£3465.00
Five sessions	£2860.00	£2365.00	Nine sessions	£4455.00	£3520.00
Six sessions (3 full days)	£3630.00	£3190.00	Ten sessions (5 full days)	£4730.00	£3795.00

*The above fees exclude lunch

Additional session (morning or afternoon)	£49.00	Lunch 2 sessions per week	£120.00
Registration fee	£100.00	Lunch 3 sessions per week	£180.00
Holding Deposit	£800.00	Lunch 4 sessions per week	£240.00
Lunch 1 session per week	£60.00	Lunch 5 sessions per week	£300.00

*Lunch fee is per term

*Deposit is refundable in accordance with our terms and conditions

Terms and Conditions

A signed copy of the Terms and Conditions must be enclosed with the completed admission Form

1. Admission Procedure

- a. A completed Admission Form should be submitted with the registration fee of £100. This registration fee covers the expense of the application process and is not refundable. This first step places your child on the waiting list for admission.
- b. Once a place has been offered and prior to entry, a deposit of £800 is payable. On receipt of this deposit your child's place is guaranteed. In the event of a cancellation after a place has been accepted the deposit will not be refunded. The deposit will be refunded when your child leaves the nursery, provided a term's notice has been given in writing.
- c. A full term's fee must be deposited prior to the child commencing nursery

2. Parents' Authority

- a. Parents authorise the nursery to act in loco parentis in all respects. Parents' consent for teachers to give comfort to any child in distress or to practise and maintain safety. Parents' consent to any medical emergency treatment given if they cannot be contacted in time.
- b. Parents must notify the nursery if the child has any known medical condition or health problem. Children must remain at home if unwell.

3. Loss and Damage

The nursery will not be liable for any loss or damage to property in the possession of children unless caused by negligence on the part of the nursery. Spare clothing must be provided and clearly marked with the child's name.

4. Fees

- a. Fees cover all extra curricula activities such as music, drama, and sports. Drinks, fruit and snacks are also included.

- b. Fees will not be refunded in the case of absence due to sickness, family holidays, or when the nursery is closed for group outings i.e. should your child not take part in the outing no refund will be given.
- c. If you decide to remove your child from the nursery before the end of term, fees will not be refunded.
- d. Fees must be paid one month before the beginning of each term, by cheque or standing order, unless another method of payment has been agreed.
- e. Fees are reviewed annually and may change with a given notice period of 3 months.
- f. An interest rate fee of 2% per month plus an administration charge of £50.00 will be charged in relation to late fees.

5. Change of circumstances

- a. Parents must inform the nursery of any change in their address.
- b. Parents must inform the nursery of any changes of their home, work or mobile telephone numbers.
- c. Parents must inform the nursery of any change in circumstances that may affect the child's learning and wellbeing.
- d. Parents must give a term's notice in writing before removing a child from the nursery. Failure to do so will result in forfeiting the deposit.

I have read and understood the terms and conditions and hereby agree to adhere to them.

Print name:

Signature:

Date: