

Dulwich Oaks Montessori Nursery School



Registration Form

Please complete, sign and return to School Office, Dorincourt, The Approach, Dormans Park, Surrey, RH19 3NU or scan and email the form to office@dulwichoaks.co.uk

Name of child: _____ Date of Birth: _____

Known as _____ Gender **M / F** Position in family _____

Language spoken at home _____ Religion _____

Parent(s) Name(s): _____

Parental Occupation(s) _____

Address: _____

Postcode _____ E-mail _____

(for invoicing and correspondence)

Home Tel: _____ Mother's Work No: _____

Mobile No: _____ Father's Work No: _____

Father's Mobile No: _____ Other Contacts: _____

Please indicate below the sessions you wish your child to attend by ticking the appropriate boxes (minimum 2 sessions per week):

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast Club 7.45-8.30am					
Early start 8.30am-9am					
9a.m. - 1p.m.					
9a.m - 3 p.m.					
3pm - 6pm					
1pm - 6pm					
Fresh hot lunches					
Tea (if attending 3pm-6pm)					

Please tick: **Term Time** (38 weeks per year) **All year school** (51 weeks, monthly fees)

Starting Date/Term _____ Any allergies _____

Next School and Date of entry if known: _____

I would like to register my child for the Dulwich Oaks Montessori Nursery School, details above, and I enclose a cheque for non-refundable **registration fee** of £25, plus a **deposit** of £75, total £100.00, payable to Dulwich Oaks Montessori Nursery School (the £75 deposit is deducted from fees for child's final term) or I have paid the deposit and the registration fee to Dulwich Oaks Montessori Nursery School, Bank - HSBC, Sort Code 40-24-37, A/C no 51443720 (please put your child's name as the Reference).

I promise to give the Directors of Dulwich Oaks Montessori School **one term's notice in writing**. I understand that if one term's notice in writing is not given I will be liable for **one term's fees in lieu of notice**. Verbal notice is not acceptable and notice must be given by post or email to the Directors (Office) and not given to any other member of staff.

I agree to the **terms and conditions** of Dulwich Oaks Montessori Nursery School, which are overleaf.

Signed _____ Dated _____ Fee enclosed _____

TERMS AND CONDITIONS

Registration Fees and Deposits

A £25.00 non-refundable registration fee and a refundable deposit of £75 are required at time of registration. The deposit will be deducted from fees for child's final term. If the place is cancelled before the child starts the deposit won't be returned. If the notice is given after the start of the term after which a parent wants to withdraw their child the deposit will not be refunded.

Fees and Invoices

Nursery fees are payable in advance by bank transfer, cheque or employer childcare vouchers. All invoices will be emailed at least two weeks prior to the beginning of term. Any late payments delivered after 14 days from the date of the Invoice will incur a **10.00%** late payment charge. All sessions booked must be paid for, regardless of whether the child attends. No refunds will be given for sessions missed due to holidays or sickness. All unpaid fees are passed to debt collectors and will incur additional charges paid by the debtor (i.e. debt collectors' and court fees). The place is reserved until September following child's 5th birthday. One term's written notice is required to cancel the place. The notice must be given in writing to the Directors (Office) only by email (office@dulwichoaks.co.uk) or post. A 5% sibling discount is given for each sibling if they attend the Nursery at the same time. If you are late collecting your child, a late collection charge of £5.00 for every 10 minutes will be imposed.

Operating Hours

The Nursery is open from 7.45am – 6.00pm, Monday to Friday, with term time (38 weeks) and all year (51 weeks) options. Breakfast Club is from 7.45am, Early Morning Club is from 8.30am. We are closed on bank holidays.

Termination / Cancellation / Change

We require **one full term notice**, in writing to terminate the place for any reason. Parents still remain liable for fees throughout the notice period. If parents withdraw their child during this notice period, the fees shall still remain payable. If a parent cancels the place before the child starts without giving one full term's notice they will be liable for one term's fees in lieu of notice. The notice must be given before the first day of the term after which you wish to withdraw your child. If registered less than a term before the start date and wish to cancel the place one term's notice still applies. The notice must be given in writing by post or by email to the Office (office@dulwichoaks.co.uk). Verbal notice is not acceptable. The child is registered for the number of sessions stated on the Registration form. If a parent wishes to reduce the number of sessions booked we require a term's notice of this or the full fees will be due. The sessions can be increased at short notice provided that there is a place available. If the child is receiving the Grant funding the full fees will be due in lieu of notice (as per fees for 2 year olds) not the reduced fees as we are unable to claim funding for children not attending the Nursery.

We reserve the right to terminate a Nursery place with immediate effect if any fees are not paid by the due date, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour. In all other circumstances we will give one terms' notice, in writing, should we wish to terminate a Nursery place for any reason.

Liability

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the Nursery being temporarily closed or the non-admittance of your child to the Nursery for any reason, this applies to absence due to sickness, holidays etc., Nursery closures due to flu pandemic, bank holidays, extreme weather conditions (e.g. snow, flood), failure of heating systems etc. Fees are still payable in these circumstances. We accept no responsibility for children whilst in their parents' care on Nursery premises, i.e. prior to arrival or after pick up.

We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parents 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. We will make reasonable endeavours to keep parents and/or children's property in good order. Practical 'inexpensive' clothing is strongly recommended. It is the parent's responsibility to name and clearly label all items of clothing. We suggest that children do not bring toys (except comforters) or books from home.

Accidents and Illness

We may require parents to withdraw their child from Nursery, in the event that they require special medical care or attention, which is not available or refused by parents or it is considered that the child is not well enough to attend Nursery. We may also ask parents to withdraw their child from Nursery, if we have reasonable cause to believe that they are or maybe suffering from or has suffered from any contagious disease/infection and there remains a danger that other children at the Nursery may contract such a disease/infection until the infection is cleared. We accept no responsibility for children contracting contagious diseases/infections. Parents are requested to inform the Nursery if their child is suffering from any illness, sickness or allergies before attending Nursery. We reserve the right to contact parents and ask them to collect their child if they become ill during Nursery hours. Please refer to our Policies and Procedures located at Nursery for more information.

Security

Under no circumstances will the child be allowed to leave Nursery with anyone unknown to Nursery staff unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the Nursery will require the name, address and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival at the Nursery. A list of responsible adults who are authorised to collect the child should be given to the Nursery Manager.

Provision of hot lunches

Please notify us immediately if your child has any allergies. We are able to cater for a variety of special diets. Hot lunches are cooked by a specialist catering company and are delivered daily fresh and hot. In case of severe weather conditions or other force major cases when food can't be delivered we will contact you and ask to provide a packed lunch (lunch fee paid for that day will be refunded). Hot lunches can be cancelled before the start of each term. No cancellations accepted once the term has started. If you are not taking advantage of the hot lunches please make sure your child has a healthy packed lunch in a clearly signed lunchbox.

Term Time and All Year School

We have two options for parents. Term time school is 38 weeks per year and does not include Holiday School. Fees for term time school are paid termly in advance.

All Year School is 51 weeks per year (closed for 1 week at Christmas) and includes all half terms and school holidays. Fees for 51 weeks are divided into 12 equal monthly payments. Fees for All Year School are paid monthly before the start of each month.

General Information

Parents are requested to inform the Nursery of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction. Parents must provide details, in writing, of the severity of the allergy and must continue to inform the Nursery of any changes/progress to the condition, in writing, when they become aware. Parents are requested to inform the Nursery of any changes to all information kept in the Nursery.

Agreement

These Terms and Conditions represent the binding contract between the parents and the Nursery. We reserve the right to update/amend these Terms and Conditions anytime. Two months notice will be given of any changes made.