

# Dulwich Oaks Montessori Nursery School

## Registration Form



**For 2 year old children offered 15 hour places funded by the Council from September 2014**

**PLEASE RETURN TOGETHER WITH THE ELIGIBILITY CONFIRMATION LETTER FROM THE COUNCIL AND YOUR CHILD'S BIRTH CERTIFICATE**

Please complete, sign and return to School Office, Dorincourt, The Approach, Dormans Park, Surrey, RH19 3NU or scan the signed form and email it 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): \_\_\_\_\_

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: \_\_\_\_\_

**The free sessions totalling 15 hours which you have been offered for your child are indicated below (subject to availability).**

Children attending 9am-6pm and 9am-3pm must bring a packed lunch. Children attending 1pm to 6pm or 3pm to 6pm must bring a packed tea which will be kept in the fridge. If you require any extras such as cooked lunches or teas or additional time then you will need to pay for these. Please also indicate below any additional sessions, teas or lunches you require by ticking the appropriate boxes

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Early start 8.30am-9am (paid extra)					
1p.m. - 6p.m. (3 sessions)					
3p.m. - 6p.m. (5 sessions)					
9am-6pm + 9am-3pm (please indicate 1 day until 6pm and 1 day until 3pm)					
Optional fresh hot lunches (payable termly)					
Optional Tea (if attending 3pm-6pm), payable termly					

Starting Date/Term \_\_\_\_\_ Next School and Date of entry if known \_\_\_\_\_

Any allergies or special needs? \_\_\_\_\_

I would like to register my child for the Dulwich Oaks Montessori Nursery School, details above.

I promise to give the Directors of Dulwich Oaks Montessori School **one term's notice in writing**.

We are not able to claim the funding if your child does not attend. 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. The free place is offered up to and including the term of your child's 3<sup>rd</sup> Birthday, thereafter we will offer a funded 3-4 year old place at Dulwich Oaks Montessori which will be either 3 afternoons 1pm to 6pm or 5 afternoons 3pm to 6pm subject to availability. I agree to the **terms and conditions** of Dulwich Oaks Montessori Nursery School, which are overleaf.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## TERMS AND CONDITIONS

### FREE PLACE FOR 2 YEAR OLDS

The free 15 hour place offered is subject to approval of your eligibility by the council, whose criteria are outlined in their '2 year old free early Learning guide'. This needs to be approved before your child starts so we need a copy of their approval letter. The free place is offered up to and including the term of your child's 3<sup>rd</sup> Birthday, thereafter we will offer a funded 3-4 year old place at Dulwich Oaks Montessori which will be either 3 afternoons 1pm to 6pm or 5 afternoons 3pm to 6pm subject to availability. Optional extra sessions and cooked meals will need to be paid for.

### Fees and Invoices

Nursery fees for any additional sessions or meals are payable in advance by bank transfer, cheque or employer childcare vouchers. Any late payments delivered after 14 days from the date of the Invoice will incur a **10.00%** late payment charge. All extra 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 invoices 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 5<sup>th</sup> 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](mailto:office@dulwichoaks.co.uk)) or post.

### Operating Hours

The Nursery is open from 9.00 am – 6.00 pm, Monday to Friday, term time only, 38 weeks per year. Early Morning Club is from 8.30am. We are closed on bank holidays. If you are late collecting your child, a late collection charge of £5.00 for every 10 minutes will be imposed.

### Termination / Cancellation / Change

We require **one full term notice**, in writing to terminate the place for any reason. The notice must be given before the first day of the term after which you wish to withdraw your child. The notice must be given in writing by post or by email to the Office ([office@dulwichoaks.co.uk](mailto:office@dulwichoaks.co.uk)). Verbal notice is not acceptable. The child is registered for the number of sessions stated on the Registration form. The sessions can be increased at short notice provided that there is a place available.

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 term's 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, 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.

### 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 at anytime. Two months notice will be given of any changes made.