Stoke Bishop Montessori School, 70 Parrys Lane, Stoke Bishop, Bristol BS9 1AQ Tel: 0117 968 6960
Manager: Miss Sandra Harris
Stoke Bishop Montessori School is a division of Montessori Services Ltd A company registered in England and Wales number 05411200
Registered office 70 Parrys Lane, Stoke Bishop, Bristol BS9 1AQ Directors: S Harris (Managing), R Harris, Secretary NGM Secretarial Services

Registration Form

Childs name		Date of Birth:
Address		
Postcode		Home Telephone:

Mothers Name	
Occupation	
Work and Mobile Tel Numbers	
Email Address	
Address (if different to child)	

Fathers Name	
Occupation	
Work and Mobile Tel Numbers	
Email Address	
Address (if different to child)	

Legal Access

Please advise who has : -	
1. Legal contact with your child	
2. Parental responsibility for your child	

Doctors and Health Visitors Details:

Doctors Name		
Doctors Address		
Doctors Telephone No.		
Health Visitor Name		Tel No:

Medical Details:

Does your child have any medical problems we should know about? If so please provide details.	
Does your child suffer from any allergies that we should be aware of? If so please specify.	
Does your child have any special dietary requirements? e.g. vegetarian, coeliac etc. Please provide details.	
Is there any other information relating to the care and welfare of your child that we should be aware of?	

Permissions:

Permission (please tick yes or no)	Yes	No
Do you give permission for the nursery to photograph/video your child?		
Do you give the nursery permission to administer first aid and emergency medical treatment including obtaining emergency medical advice?		
Do you give permission for the nursery to take your child on outings?		
Do you give permission for the nursery to supply sun cream SPF 50?		
Do you give permission for your child to handle the nursery pets?		

Authorisations:

Please advise who is authorised to collect your child from nursery. Your child will only be allowed to leave with the people listed here. If you wish to change the authorised persons at any time you must notify the nursery manager in writing.

Name:	Relationship to child:

Please enter below your personal identification password which will need to be used by persons collecting your child. If you wish to change this at any time you will need to do so in writing to the nursery manager.

Password:	

Identification:
Please attach a copy of your child's birth certificate to this form for identification purposes.

I confirm I have attached a copy birth certificate, *(signature)*

Additional Information:
Is there any additional information that you feel we should be aware of that may help us in the care of your child?

To satisfy requirements of The Children Act we need to be able to demonstrate that we monitor equal opportunities. To enable us to meet this requirement we would be grateful for the following information:

Child's Religion	
Child's Ethnic Group	
What is the first language spoken at home?	

Booking Details:
Please tick the sessions that you require. Please note that we are unable to accept a child for less than 3 sessions.

	Mon	Tues	Wed	Thurs	Fri
Full time 8am – 6pm					
Part time 8am – 1pm					
Part time 1pm – 6pm					

Preferred start date	

I/We enclose a cheque for £200 pursuant to clause 1 of the Terms and Conditions as a deposit (made payable to **Montessori Services Ltd**) and accept the terms and conditions outlined in this letter.

Parent/Guardians Signature: Date:

1..... 2 .....

Terms and Conditions of Registration

1. To secure a place at the nursery a deposit of £200 is payable. The deposit is refundable against the final month's fees provided that attendance commenced on the contracted date for not less than the contracted number of sessions, but is not refundable for any reason if attendance did not commence at all, or attendance commenced at a later date than contracted, or attendance commenced at the contracted date but the number of sessions within the first three months of attendance was reduced to less than the original contracted number of sessions.

2. Fees are invoiced calendar monthly in advance and are due on the first day of the month. No charge is made for bank/public holidays or Christmas week (or any other period the management at its sole discretion decides to close the nursery for holiday) as no aspect of the service will be available. The nursery will be closed to children for an 'In Service Day' 3 times a year for staff training and the days used for 'In Service' will be rotated across the week. The fee for these days will be 50% of your usual session fee and you will be notified of these dates in advance via the newsletter and e-mail. You will be notified of the Christmas and any other closure dates at the start of each year. Any fees paid after the fifth day of any month will incur a surcharge of £4 per day. The nursery reserves the right to withdraw a place in the event of failure to pay fees by the due date or failure to pay late charges properly charged under the terms of the contract.

3. If for any reason a payment from your bank is cancelled or returned unpaid a fee of £35 will be charged to cover our administration costs. You may also incur late payment charges up to the time that the re-presented payment is credited to our account.

4. I agree to pay a late collection charge at the rate of £15 for each and any part of any quarter hour after the end of the session my child has attended.

5. I agree to give the nursery one calendar months written notice of the withdrawal of my child from the nursery. I accept that I shall be charged for any notice period not correctly given.

6. I agree to give the nursery one calendar months written notice of a reduction in the number of sessions my child attends. I accept that I shall be charged for any notice period not correctly given (we are unable to accept a child for less than three sessions per week).

7. Extra ad hoc sessions can be booked if sessions are available but once booked they cannot be cancelled. These fees will be invoiced in arrears.

8. Payment of fees must be made by cheque, bank giro credit or childcare vouchers from a registered voucher provider.

9. This agreement is subject to change in whole or in part by the nursery with one months notice. Notice is deemed to have been given provided that the changes have either been posted to all parents for whom the nursery has an address or emailed to an email address provided by the parent and notice has been displayed in the nursery for two weeks from posting. The nursery will not be held responsible if notice goes missing in the post and proof of posting is not required nor will it be responsible if for any reason an email fails to deliver.

10. Fees will be invoiced net of any free hours under the Free Early Education Entitlement, to which you are entitled provided you have completed the appropriate paperwork to make your claim by the due date.

11. Payment of fees is deemed to constitute acceptance of these terms and conditions.

12. Fees will usually be reviewed at least annually.

13. The nursery reserves the right at its absolute discretion to withdraw a place if in the management's view the behaviour of the child or the parent or guardian is detrimental to the well being of the nursery and its occupants.

14. Any settling in visits where a child attends on their own prior to their start date will be charged at the relevant rate

15. One change to a child's regular booking pattern can be accommodated for no extra fee. Any subsequent changes will incur an administration charge of £25 per change.