

LITTLE ELMS MONTESSORI NURSERY

ENROLMENT FORM

Office use: Date received:

Invoice No.

Start Date:

Deposit:

Child's Full Name:

Male/Female

Date of birth:

Present age:

Ethnic background
(optional):

Other languages
spoken:

Years months

Child's home address:

Home telephone number:

Post Code:

Email address for confirmation/information:

FOR THE SAFETY OF THE CHILDREN PLEASE FILL IN BELOW THE DETAILS OF PEOPLE WHO ARE AUTHORISED TO COLLECT YOUR CHILD AND/OR CAN BE CONTACTED IN CASE OF AN EMERGENCY

Person who has parental responsibility for the child.

Full name:

Home/Business telephone no:

Relationship to child:

Mobile telephone no:

Occupation:

Email address(s) for newsletter and information:

Main Carer National Insurance Number and Date of Birth:

Carer 2

Full name:

Relationship to child:

Occupation:

Home/Business telephone:

Mobile telephone:

Carer 3 - Emergency contact details required if parents are not available

Full name:

Relationship to child:

Home/Business telephone:

Mobile telephone:

Please list names and ages of brother/sister and schools they attend:

Child's medical history (including dietary needs, food/other allergies)

Name and address of family doctor:

Child's NHS number:

Doctor's telephone number:

When is your preferred starting date at Little Elms:

What childcare provision(s) has your child previously accessed, e.g. child minder, playgroup, pre-school sure start children's centre? Please add the name and dates they were registered there:

CONDITIONS OF ADMISSION

1. *At the time of enrolment, a registration fee of £60 is required to reserve a child's place. It is therefore not refundable nor deductible.*
2. *A refundable deposit of £100 is required, and is credited to you on the final term's fees.*
3. *All Nursery fees must be paid and cleared in advance by the last day of the previous Term by BACS, cash or Cheque (payable to Little Elms Montessori Nursery) to hold your child's nursery place.*
4. *Fees should be paid by the date given to avoid occurring late payment fine of £50 in the first week of the new term and a further £25 will be charged for any cheque given in payment of any sum due is dishonoured on presentation at the drawee's bank.*
5. *We reserve the right to withdraw your child's place if the balance is not paid, or place confirmed. Please discuss any issues with us as soon as possible.*
6. *Notice of withdrawal or cancellation must be given a term in advance **IN WRITING**, or a term's fees will be charged in lieu thereof. Fees are not subject to adjustment of absences, variations, illness, holidays, etc.*
7. *If a child is unable to attend a session at the Nursery for whatever reason, then the session cannot be "swapped" for a different day or time. Extra sessions can be booked in advance, subject to be spaces being available, and an extra fee being paid.*
8. *If the nursery has to close, due to Bank holidays, emergency, weather conditions or unforeseen circumstances, the nursery term will not be extended nor will any part of the fee be refunded.*

Please see full terms and conditions on our website and in the starter pack

Note: unfortunately we can no longer offer any 2 year funded spaces.

What are you applying for (term time only): Please tick boxes applicable

(BC Breakfast Club, LC Lunch Club)

Monday (BC) Tuesday (BC) Wednesday (BC) Thursday (BC) Friday (BC)

Monday (am) Tuesday (am) Wednesday (am) Thursday (am) Friday (am)

Monday (LC) Tuesday (LC) Wednesday (LC) Thursday (LC) Friday (LC)

Monday (pm) Tuesday (pm) Wednesday (pm) Thursday (pm)

Additional information – what other information is important for us to know about your child, family health/history, or any details of agencies/other professionals involved/working with your child, referrals made by child development centre (CDC), speech and language, educational health and care plan, exceptional needs in place or going through, born premature etc:

Acceptance of our offer of a childcare place

Please sign below to indicate that you have read and understood the above and full terms and conditions (found on our website) and to confirm you're acceptance of a childcare place with us for your child. You agree to conform to all the rules/policies of Little Elms Montessori Nursery.

Signature is required by both person(s) with parental legal responsibility, consent given to use all data supplied, see GDPR policy for more details. For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign the contract on your behalf. The contract would therefore be between Little Elms Montessori Nursery, you and the guarantor.

Signed (Mother/Main Carer) Date

Signed (Father/Main Carer) Date

Kindly enclose non-refundable registration fee and refundable deposit of £160
with this application form and post or hand into:

Little Elms Montessori Nursery, Elm Court, 363 Mutton Lane, Potters Bar, Herts, EN6 3BP.

BACS payments Barclays Bank: Little Elms Montessori Nursery, Account: 90706094 Sort code: 20-92-54