The Little House

Montessori Nursery School

REGISTRATION FORM

Child's surname	Child's forenames
Child's address Postcode	
Child's date of birth	Telephone number
Proposed start date	Email address

Please tick the sessions you would prefer your child to attend. Extended days are available the term a child turns 3 years.

We will endeavour to accommodate your request whenever possible, and will contact you one month before admission to discuss any changes to your requested days.

	9.15 – 12.30	9.15 – 14.30
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		Not available

A non-refundable registration fee of £45.00 is charged to reserve your child's place, this includes a school fleece and personalised backpack which are issued when your child takes up their place, as well as a small charge for administration. Payment may be made by online transfer using the information below, please quote your child's full name as a reference.

Account name: The Little House Montessori Nursery School
Sort Code: 30-96-26
Account No: 73970060

This form should be completed and returned to the correspondence address below.

I confirm I have read and understood the terms and conditions provided with this information and request a place is reserved for my child as detailed above.

Signed _____ Date _____

Name _____

TERMS AND CONDITIONS

PLEASE READ CAREFULLY & RETAIN FOR FUTURE REFERENCE

Important Note

We strongly recommend children do not attend other pre-school settings, as this is not compatible with the Montessori approach of care and education. In any case, this must be with the express agreement of the Principal, Mrs Price.

Parents agree to the following:

- Fees are payable termly in advance. Full payment must be received within five days of the first day of each term, otherwise a late payment charge of 5% will be levied, unless prior arrangements have been made.

- One academic terms notice must be given in writing before reducing the number of sessions your child attends, or withdrawing your child from the school. (e.g. if you wish you child to leave in October notice must be received by the first day of the Summer term preceding) If this is not received, payment of one term's fees in lieu of notice will be charged. This includes a child leaving to start primary school at any time other than that noted on your child's Enrolment form.

- In order to secure your child's place, please complete and submit a Registration Form together with a non-refundable fee of £45.00. A formal letter confirming our offer of a place will then follow. The half-term before your child is due to start you will be sent a Welcome Pack including an Enrolment Form, which must be returned as soon as possible. If your requested sessions are not available, we will contact you to discuss the matter, the registration fee will be refunded if we are unable to accommodate a convenient alternative.

- Children in receipt of Early Years Free Entitlement funding must attend for a minimum 15 hours per week

- Refunds will not be given for absence due to illness or holiday taken in term time.

- The school reserves the right to increase fees once per academic year.

- Written consent will be required from parents prior to any outings or visits.

- School outings and entertainment will be at an additional cost.

- The Principal retains the right to resign the charge of any child.

- The person signing the Enrolment Form confirms acceptance of the place and shall be deemed responsible for the payment of fees.

- Children must arrive and depart on time. Please note a late collection charge of £20.00 will be levied for every 15 minutes, or part thereof, for late collection. Should you be unavoidably delayed it is essential you notify us using the school telephone number.

- Session times begin at 9.15 and end at either 12.30pm or 14.30pm.