

LOWER COVEY MONTESSORI NURSERY

Chapel Lane, Yetminster, Dorset, DT9 6LJ
01935 872544
lowercoveynursery05@hotmail.com

_____ since 1989 _____

Enrolment Form

Please use block capitals.

Full Name of Child: _____

Date of Birth: _____ Tel No: _____

Address : _____

Parent 1 Name: _____ Relationship to Child: _____

Parent 2 Name: _____ Relationship to Child: _____

Parent 1 Mobile No: _____ Parent 2 Mobile No: _____

E-mail(s): _____

Are you happy to have invoices emailed to the above email address? Yes No

Languages spoken at home: _____

Named persons for collecting the named child above are:

Please enter the times required in the spaces below:

	Tea Required	5.30 collection	6.00 collection
<i>Monday</i>	_____	_____	_____
<i>Tuesday</i>	_____	_____	_____
<i>Wednesday</i>	_____	_____	_____
<i>Thursday</i>	_____	_____	_____
<i>Friday</i>	_____	_____	_____

Parent 1 Employer: _____ Tel No: _____

Address: _____

Parent 2 Employer: _____ Tel No: _____

Address: _____

Doctor: _____ Tel No: _____

Health Visitor: _____ Tel No: _____

Details of injections/immunisations received by your child:



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Permissions

Please read and complete the permission forms below

Photographs

I give permission for my child, _____ to have their photograph taken, as set out in the terms and conditions. My child's photograph may be used (delete if necessary) on the Lower Covey website (without names) and in the nursery brochure (without names).

Signed: _____ Date: _____

Village Walks

I do/do not (delete as appropriate) give permission for my child, _____ to be taken out of nursery for village walks.

Signed: _____ Date: _____

Height and Weight

Discussions within the Department for Transport in April 2016 have released new advice for transporting children safely. In line with this advice, we will ensure that all children will travel in high back booster seats, until they are at least 125cm tall and weigh at least 22kg. For this reason, please complete the form below. Please note that although children who attend St. Andrew's school will mostly walk to Lower Covey after school, in poor weather they will be transported to Lower Covey in one of our vehicles. Therefore we ask that parent's of children who attend St. Andrew's also complete this form.

Child's weight: _____

Child's height: _____

Signed: _____ Date: _____



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Terms & Conditions

After School Club Terms & Conditions – September 2016

There is a registration fee of £10.00, payable at the time of enrolment to reserve your chosen sessions. Please enclose payment with this application, cheques should be made payable to Lower Covey Limited.

I wish to apply for the admission of _____ to Lower Covey Montessori Nursery for the After School Club provision.

1. I have received and read the regulations of the Nursery and agree to comply with them and any other conditions which may arise in future.
2. I understand that the £10 registration fee is non refundable.
3. I agree to pay the fees fortnightly in advance upon receipt of an invoice.
4. I understand that if fees are not paid by the end of the first week of a current invoice period, I will be subject to a charge of £3.00 per day, including bank holidays and weekends.
5. I agree to pay full fees throughout the term for the weekly sessions that I have booked my child to attend, with the understanding that fees will not be charged during half terms or school holidays.
6. I agree to pay fees for school closures (ie staff strike, adverse weather conditions, closure due to school maintenance issues etc), with the understanding that inset days will not be charged for as long as at least 2 weeks notice is given to the Nursery to advise of the inset day. I understand that it is my responsibility to inform the Nursery of the inset day and know I will be charged for the session if the required notice is not given.
7. I understand that for late collection of my child (without prior notification to the Manager or Deputy Managers) there will be a charge of £5 per 15 minutes for time outside of their usual session bookings.
8. Should I wish to withdraw my child from the Nursery After School Club, I understand that ½ terms notice is required or ½ terms fees are payable (excluding half term and school holidays).
9. Should I wish to change/reduce my child's bookings I understand that ½ terms notice is required or ½ terms fees for those sessions are payable.
10. The nursery recognises the extra curricular opportunities the schools provide. Should I wish my child to attend these clubs, I understand I have the option to amend the after school care sessions within the first two weeks of the half term to alternative days – there is no option to cancel a session without providing the required ½ a terms notice.
11. I understand that if I chose to amend my child's sessions for a club and the club is cancelled, it is my responsibility to arrange collection of my child from school. I appreciate that the After School Club might be able to accommodate my child at short notice and understand that the booking will be charged for as an additional session as long as they are notified prior to 2pm.
12. I give permission for my child to walk back from school (if attending Yetminster School) with a member of the School Room staff at Lower Covey.
13. I give permission for my child to be driven back from school by a member of staff at Lower Covey and understand that there will be a £1 per session charge for this service.
14. I give permission for my child to be taken out of After School Club for the purpose of nature walks.
15. I give permission for my child to have their photograph taken from time to time to give you the opportunity of seeing your child taking part in a range of activities during their day at Lower Covey.
16. I have read and understood the Nursery's Policies & Procedures. I also understand that they are available on the Nursery website (www.lowercovey.co.uk) for me to access at any time.
17. I give permission for Lower Covey to use the photographs of my child for use on the Nursery website (www.lowercovey.co.uk) and in the brochure (without names). I also give permission for Lower Covey to use these photographs of my child in the local newspaper from time to time.
18. If my child develops a high temperature, I consent to Calpol or the equivalent being given.
19. If my child displays symptoms of sickness and/or diarrhoea, I understand my child cannot attend nursery until they have been symptom free for 48 hours.
20. I understand that should my child be unable to attend nursery due to illness, their sessions will be charged at the normal rate.
21. In the case of an emergency situation occurring and you are not contactable; the Nursery reserves the right to take your child to hospital if it is necessary and appropriate to do so.

Signed: (Parental Consent) _____

Dated: _____

Date I wish my child to start After School Club _____

Child's School (to be collected from) _____

For future reference could you please indicate how you heard about the nursery/after school club?

(Please notify us immediately of any changes to the information given).

