

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:

	Start	Finish
<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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Terms & Conditions

All Year Round Contract- September 2016

There is a registration fee of £30.00, payable at the time of enrolment to reserve your chosen sessions. This is a non-refundable fee. If enrolling more than four weeks prior to the child's start date, a deposit of £100.00 will be required – this will be refunded on the first invoice after the child starts. If you choose not to take up the place, the deposit is non-refundable. 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.

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 my registration fee is non-refundable.
3. I understand that should I decided not to take up a place at Lower Covey after paying the £100 deposit, the deposit is non-refundable.
4. I understand that it is a requirement for all children attending Lower Covey to attend a minimum of two sessions a week.
5. I agree to pay the fees fortnightly in advance upon receipt of an invoice.
6. 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.
7. I also understand that if payment remains outstanding at the end of the first week of the next invoice period, my child will not be eligible to attend sessions booked until invoice payment has been made and that these sessions will still be chargeable.
8. Should I wish to withdraw my child from the Nursery I understand that four weeks notice is required or four weeks full fees are payable.
9. Should I wish to change my child's bookings I understand that four weeks notice is required or four weeks fees for those sessions are payable.
10. During the Nursery closures for Bank Holidays, I understand that any sessions falling on the Bank Holidays will be charged for at the normal session rate.
11. I understand that for early drop off / 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.
12. I understand that once sessions are booked, I am unable to swap them for different sessions. There may be capacity available to book extra sessions, and these will be charged at normal rate in addition to the sessions already booked.
13. I agree to pay 50% fees over two weeks of the year as holiday entitlement and realise that any extra holiday will be charged at the normal rate.
14. I understand that four weeks notice must be given for holiday entitlement to be allocated.
15. As my child approaches their last term at Lower Covey, prior to leaving for school, I should notify Lower Covey of their leaving date before 31st May.
16. I understand that I may only swap to a term time only contract either in September commencing a new academic year, or the term in which my child becomes eligible to receive early education funding.
17. I give permission for my child to be taken out of Nursery for the purpose of nature walks.
18. I give permission for my child to have their photograph taken from time to time to provide us with evidence for your child's development file and to give you the opportunity of seeing your child taking part in a range of activities during their day at Lower Covey.
19. I have read and understood the Nursery's Policies & Procedures and agree to support my child's learning link between our home and Lower Covey Montessori Nursery. I also understand that they are available on the Nursery website (www.lowercovey.co.uk) for me to access at any time.
20. 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).
21. If my child develops a high temperature, I consent to Calpol or the equivalent being given.
22. 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.
23. I understand that should my child be unable to attend nursery due to illness, their sessions will be charged at the normal rate.
24. 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.
25. The terms and conditions are updated annually, the most current version always being applicable. Parents will be notified of any changes made.

Signed: (Parental Consent) _____ Dated: _____

Date I wish my child to start at the Nursery _____

For future reference could you please indicate how you heard about the nursery?

Please return the form and any payments required to:

The Setting Manager, Lower Covey Montessori Nursery, Chapel Lane, Yetminster, Sherborne, Dorset, DT9 6LJ



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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) for educational EYFS observations, on the Lower Covey website (without names) and in the nursery brochure (without names).

Signed: _____ Date: _____

Forest School (applicable for 3 year olds plus)

I do/do not (delete as appropriate) give permission for my child _____ to be taken to Vecklands Woods, Yetminster for the purpose of Forest School sessions. Parents will be made aware of the dates of any sessions prior to them taking place. My child may use the following tools, with supervision and when deemed safe and appropriate by staff running the session:

Please tick or cross as appropriate:

Bow saw Mallets Potato peeler Small hacksaw
Handsaw Cordless drill/screwdriver

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, for the purpose of visits to the church, nature walks and other educational purposes.

Signed: _____ Date: _____

Sun Cream

My child, _____ may have sun cream supplied by nursery applied as and when deemed necessary by the setting manager. I understand that a small charge will be applied to by invoice periodically to cover the cost of this.

OR

My child, _____ may **not** have sun cream supplied by nursery applied as and when necessary. I will ensure that my child attends nursery with sun cream already applied during sunny weather and will supply my own sun cream for nursery to apply to my child as and when deemed necessary by the setting manager.

Signed: _____ Date: _____

