



Registration Form

If you wish to register your child at Kingston Vale Montessori Nursery School, please complete this form and return it to the school office address together with your non-refundable registration fee of £50.00. Once your child is registered, we are legally obliged to obtain proof of identification for your child in the form of a copy of your child's passport or birth certificate.

Please use BLOCK CAPITALS.

Child's Full Name:

Date of Birth:

Sex: M / F

Address:

Postcode:

Tel no:

Email:

Religion (optional):

Ethnic Origin (optional):

Child's First Language:

	Parent 1	Parent 2
Full Name:		
Occupation:		
Work tel no:		
Mobile tel no:		

Person to collect child:

GP Practice:

Address:

Postcode:

Tel no:

Illnesses since birth:

Vaccinations:

Allergies (incl. food):

* Please note that we require a doctor's letter confirming any allergies

Dietary restrictions:

Should the staff be aware of anything else:

Preferred start date:

Preference for number of sessions per week (minimum 2)	5	4	3	2
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Proposed leaving date:

Proposed next school:

Terms and Conditions

Parents agree the following:

- The school requires a non-refundable £50 registration fee to secure a place on the school's waiting list.
- A deposit of £500 is payable on confirmation of a place. Deposits will be refunded at the end of your child's last term, and not deducted from the last term's fees, accepting stipulated notice has been given. Once paid, should you later decide not to take up the place at Kingston Vale Montessori School, this deposit is non-refundable.
- An acceptance form and appropriate consent forms must also be completed and signed before a place at Kingston Vale Montessori School may be taken up.
- Fees are payable in advance, on the date stated by the proprietor, prior to the start of each term, for the full termly amount as published. Fees are subject to annual change, and will be made known through invoicing.
- There is no reduction in fees should a child be absent from school during normal term dates.
- One term's written notice is required when a child is leaving the school or reducing days of attendance, else parents/carers will be liable for a full term's fees in lieu of such notice.
- It is requested that children be dropped at the school for the start of their session at 9.15, and collected promptly at the end of their session at 12.45. It is requested that the staff be informed as to whom is collecting the child.
- The school has a comprehensive sickness policy to which parents / carers are asked to adhere.
- The proprietor reserves the right to resign charge of any child should she deem necessary.
- Should an emergency occur, the parents will be contacted and if necessary come to school to collect the child e.g. to take child to hospital casualty department. If parents cannot be contacted or child's injury requires urgent attention, a member of staff will take the child to hospital to meet parents there.

Signature Parent 1:

Date:

Signature Parent 2:

Date:

If at any time you decide that you will no longer require a place at Kingston Vale Montessori School would you please be kind enough to let us know.

Thank you for your interest, and we hope to be able to meet your requirements.

Please make cheques payable to Kingston Vale Montessori.

Please return this form to: Kingston Vale Montessori School, 13 Burley Close, Norbury, London, SW16 4QQ

Official use only							
Reg fee:		Acknowledgement:		Offer:			
Accepted:		Deposit received:		Notice:		Deposit returned:	