



Burgh Wood Montessori Nursery School | Registration Form

About your child...

Personal details

Surname: _____

Gender: _____

Forenames: _____

Nationality: _____

Date of birth: _____

Religion: _____

Age at entry: _____

Ethnic Origin: _____

Important information

Primary Language: _____

Secondary Language: _____

About you...

Primary contact details

Primary Contact Name: _____

Relationship to Child: _____

Occupation: _____

Contact Number 1: _____

Contact Number 2: _____

Email Address: _____

Address details

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

Address Line 4: _____

Postcode: _____

Secondary contact details

Secondary Contact Name: _____

Relationship to Child: _____

Occupation: _____

Contact Number 1: _____

Contact Number 2: _____

Email Address: _____



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Address details

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

Address Line 4: _____

Postcode: _____

Security

Family password¹: _____

Medical information

GP contact details

GP Name: _____

Surgery Name: _____

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

Address Line 4: _____

Postcode: _____

Contact Number: _____

Email Address: _____

Does your child require any vaccinations: Yes / No

Does your child have any medical conditions: Yes / No

Does your child have any dietary requirements: Yes / No

Does your child have any allergies: Yes / No

Does your child have any special educational needs²: Yes / No

Note | If the answer is yes to any question please provide additional information in a covering letter.

¹ You can provide a family password to be given by another person (other than the primary/secondary contact) when picking up your child.

² Including physical impairments and/or learning difficulties.



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Session Requirements

We are open term time only, Tuesday to Friday, and we operate two sessions per day - a morning session from 09:00 to 12:00 and an afternoon session from 12:00 to 15:00. If you are entitled to the Extended 30-hour Government funded childcare, you can utilise your full entitlement by attending the full day session at The Orchard Nursery School on a Monday, and the full day sessions at Burgh Wood Montessori Nursery School Tuesday through to Friday.

Sessions required

Tuesday	Morning Session	<input type="checkbox"/>	Afternoon Session	<input type="checkbox"/>
Wednesday	Morning Session	<input type="checkbox"/>	Afternoon Session	<input type="checkbox"/>
Thursday	Morning Session	<input type="checkbox"/>	Afternoon Session	<input type="checkbox"/>
Friday	Morning Session	<input type="checkbox"/>	Afternoon Session	<input type="checkbox"/>

Start Date: _____

Consent

Medical consent

If GP and/or hospital treatment is needed in an emergency and all contact numbers have been attempted without success, it may be necessary for a Burgh Wood Montessori Nursery School employee who is known to your child to either 1) administer medical treatment or 2) be taken to his/her GP or hospital in case of an emergency.

In any such event, copies of all medical forms, accident report forms or equivalent will be retained for your records. Further, Burgh Wood Montessori Nursery School will continue to attempt contact with the named contacts on this registration form until successful.

I consent to my child being given the necessary medical attention in my absence: Yes / No

Using images of children consent

Burgh Wood Montessori Nursery School may take photographs and/or video recordings of your child. The images and/or recordings may be used on project display boards, for school conferences, monitoring a child's progress or another educational use.

To comply with the General Data Protection Regulation and Data Protection Act 1998, Burgh Wood Montessori Nursery School requires your permission prior to taking photographs and/or video recordings of your child. Please consider the following questions and, if satisfied, confirm your consent where indicated.

1. We have your permission to use your child's photograph for our project display boards?
2. We may use your child's images for school conferences in PowerPoint presentations?
3. We may record your child's image on video during an event e.g., nativity play or outing?
4. We may use your child's image for their learning profile?
5. We may invite an official photographer to take individual or group portraits/photographs of children.

I consent to my child's image being used for the aforementioned purposes: Yes / No



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Registration

Registration fees

To register your child at Burgh Wood Montessori Nursery School please complete this form and either 1) print and sign or 2) email and return to Joanne Stewart-Nash, Principal, Burgh Wood Montessori Nursery School.

A £100.00 (£75.00 for subsequent siblings) non-refundable deposit is payable upon registration which includes a Nursery School polo shirt, sweatshirt and book bag and two settling-in sessions (each two hours in duration).

Fees

Session Fees

Private nursery school fees will be invoiced at £7.50 per hour for the 2019/20 Academic Year. These fees are applicable to the following:

- Two-year olds who are not eligible for FEET;
- Two-year olds with FEET for any additional hours above the eligible government funded childcare; and,
- Three-year olds and four-year olds for any additional hours above the eligible government funded childcare.

Consumables and additional service fees will be invoiced at £1.50 per morning session, and £1.50 per afternoon session (three-hour session) for the 2019/20 Academic Year. These fees include:

- Snack fees: the provision of a healthy snack bar (morning session) and fruit snacks (afternoon session) as recommended by Ofsted; and,
- Daily consumables and additional services: the provision of consumables, for example tissues, wipes and sun cream (*excluding nappies*) and the provision of regular externally delivered drama, music and sport sessions throughout the term (*excluding Forest School*).

We do not charge “top-up” fees and/or “lunchtime supervision” fees.

Free entitlement sessions

Free Early Education for Two year olds (“FEET” funding) is available for some two year olds. FEET funding offers eligible families up to 15 hours of free early education a week for 38 weeks (equating to 570 hours) year.

All three and four year olds are entitled to up to 15 hours of Government funded childcare, known as *Universal Childcare*, per week for up to 38 weeks a year (equating to 570 hours a year). You may be able to get up to 30 hours a week funded childcare, known as *Extended Childcare*, per week for up to 38 weeks (equating to 1,140 hours a year). If you are eligible for the additional hours, you must apply online to obtain an 11-digit eligibility code.

Please note that funded early education and childcare is available from the Government for 38 weeks a year. **Burgh Wood Montessori is open 39 weeks a year**, and the additional days over and above the funding offered by the Government will be invoiced each term as private nursery school fees (typically this equates to two to three days’ private fees each term, dependent on the term dates set by Surrey County Council). This structure means that Parents/Guardians can make full use of the 15 hour per week funded childcare available during each term if a child attends the nursery school for 15 hours a week (the only charges are for the additional days over and above the Council entitlement).

I will be claiming free entitlement sessions: **Yes / No**



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Payment details

We accept a range of payment options, including bank transfer, childcare vouchers and credit card. The payment of fees can also be spread over three months within a term.

Bank account details:

Account Name: Burgh Wood Montessori Nursery School
Bank: HSBC
Sort Code: 40-19-22
Account: 21611178

Cheques should be made payable to Burgh Wood Montessori School.

Payment terms

1. Payment due within 14 days of invoice date unless otherwise specified.
2. In the event of late payment, we reserve the right to charge interest on outstanding fees at 2.5% per month.
3. A full term's notice in writing must be sent to the Principal prior to the withdrawal of a pupil. Failure to give such notice will require payment of one term's fees.

Marketing

Please indicate where you found out about us: _____

Declaration

I declare that the information included in this registration form is accurate, and that I will inform Burgh Wood Montessori Nursery School of any changes to the primary and secondary contact names and/or details included in this registration form.

I have read and agree to the Burgh Wood Montessori Nursery School terms and conditions.

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____
