



St. Luke's Community Hall, *First Floor*, 194 Ramsden Road, First Floor London SW12 8RQ
Tel: 07958 567 210 Email: info@nightingalemontessori.co.uk

Dear Parent,

Thank you for your enquiry.

The Nursery is located at St. Luke's Community Hall. The classrooms are on the first floor. We have access to a large enclosed garden area for outdoor play.

Our main intake is September. The school is inspected by OFSTED and can therefore accept funding and make an application for the **Free Nursery Education Place (FNEP) Grant giving a reduction of fees according to sessions attended per term for all 3 and 4 year olds upon qualifying.**

To register, please complete and return the Registration Form together with a non-refundable registration fee of £50.00.

- We regularly update our waiting lists and inform parents if a place of their choice comes available. Due to the high demand for places at the Nursery, places are confirmed by payment of the Acceptance Deposit of £500.00. *(The Acceptance Deposit is a sum of money payable on acceptance of a place. It is retained by the school as part of its general funds but is returned without interest from the final term's fees less outstanding fees and charges and subject to correct notice.)* Following confirmation the first term's fees are Invoiced and will be payable.
- Children attending afternoon sessions and siblings are given priority for morning place attendance.
- In the term before entry parents/carers are invited with the child to the Nursery, for an induction to become familiar with their surroundings before starting school.

Please do not hesitate to contact the school should you require any further information or the availability of spaces.

Yours sincerely,

Mrs. T. Earp
PRINCIPAL



NIGHTINGALE MONTESSORI NURSERY SCHOOL

St. Luke's Community Hall, *First Floor*, 194 Ramsden Rd, London SW12 8RQ.
Tel: 07958 567210. Email: info@nightingalemontessori.co.uk

REGISTRATION FORM AND AGREEMENT

Full Name of Child:
(same as on birth certificate, please underline child's surname)

Nickname: Date of Birth: Boy/Girl (please circle)

Address:
..... Postcode:

Parents' Details:	Parent 1	Parent 2
Title:
First Name:
Surname:
Landline:
Mobile:
email address:

Emergency Name/Address/Tel.
.....

Child's Doctor Name/Address/Tel.
.....

Please list all Vaccinations and Immunisations that your child has had
.....
.....

Other health details (including allergies, disabilities, learning difficulties), which we should be aware of
.....

Date required for entry Date anticipated to leave Nursery
(A full term's written notice is required prior to child leaving the nursery or a term's fees will be invoiced)

Sessions Required (Please Tick)	09.00am - 12.15pm	<input type="checkbox"/>	sessions (5)	
Sessions can be added individually if attending mornings	1.00pm - 3.30pm	<input type="checkbox"/>	sessions (3)	<input type="checkbox"/> (4)
	9.00am - 3.30pm	<input type="checkbox"/>	Mon-Thurs. Fri to 12.15	

*Names are placed on a waiting list and sessions are offered 6 months prior to entry according to availability.
Priority is given to siblings and to children attending afternoon sessions to move to morning sessions.
Upon confirmation and deposit being paid the first term's fees will be invoiced.*

We take children to the park, library - please tick giving your permission. Yes No

Please refer to fee regulations on prospectus. I request that the name of the above named child be registered as a prospective pupil. Registrations are subject to availability and the admission requirements of the nursery at the time when places are offered.

Signing the Registration Form and Agreement you agree to our Terms & Conditions (copy attached and on website).

Signed..... Date.....

Please return registration form together with a £50.00 non-refundable registration fee to the nursery:
NIGHTINGALE 1 MONTESSORI NURSERY SCHOOL, 194 RAMSDEN ROAD, LONDON SW12 8RQ

Please indicate where you heard about the Nursery..... August 2017

Do you have another child at Nightingale Montessori or on our registration lists? **Yes/No**

For office use:
Sessions offered: _____ Deposit paid: _____ Fee invoiced: _____

Date:

Terms & Conditions

1. The Nursery

Our Aims: We are committed to providing a happy and secure environment in which each child can develop at his/her own pace. Parents are involved in giving support and encouragement to the aims of the Nursery and to uphold and promote its good name maintaining appropriate standards of punctuality, behaviour, discipline and hygiene.

The Child's Health: Parents must inform the Nursery if the child has any known medical condition or health problem / infectious diseases. The child must not be brought to school if unwell.

2. Parent's Authority

In Loco Parentis: The Parents authorise the Nursery to act in loco parentis in all respects. Parents consent to the use of such physical contact with children as may be lawful, appropriate and proper for teaching and to provide comfort to a child in distress or to maintain safety and good order. Parents consent to emergency medical treatment including surgery and/or general anaesthetic, if certified necessary by a doctor and if parents cannot be contacted in time.

Accidents and Loss: The Nursery and its Head will not be liable for accidents or loss of property unless caused by their negligence.

3. Entry to the Nursery:

Registration: Children will be considered for entry to the Nursery when the registration form has been completed and returned to us with the non-refundable registration fee paid.

Offer of a Place: If a place is offered, the deposit will be payable when you accept the offer. This will be refunded in the final term's invoice taking into account any balance due and provided a full term's notice is given in writing.

Standard Terms & Conditions: Acceptance of the place is on the basis that reasonable changes may be made from time to time to these terms and conditions to the fees, curriculum, structure, composition of classes and the length of Nursery Terms. Notice will be given to parents as soon as practicable but on occasions it will be less than one term.

4. Fees and Extras

- **Fees** cover the normal curriculum including class Music, Dance, French, Games together with drink and snack at break. Outings / Workshops are charged as extras. Fees will not be waived or refunded for absence through sickness or family holidays: before the normal end of term; or for any other cause except in the sole discretion of the Principal.

- The first term's fees must be paid by the date stipulated in the offer letter. Each subsequent invoice must be paid before the first day of term. A child may be excluded from the Nursery at any time when fees are unpaid and will be deemed withdrawn without notice 28 days after exclusion.

The Nursery is agent only in respect of any goods and services, which are supplied by a third party via the Nursery to parents or pupils.

Administration Fee and Interest will be charged on overdue accounts on a daily basis. Further costs will be charged in relation to unpaid fees and recoverable by legal action if necessary.

Responsibility for Payment: Fees are the joint and several responsibility of each person who has signed the Registration Form or who has parental responsibility for the child or has paid fees or who has given instructions to the Nursery in relation to the child.

EECP Grant Funding (formerly known as Free Nursery Education Place: FNEP): 15 and 30 hours

The EECP Grant provides a free entitlement of 15 hours only for all 3 & 4 year olds upon qualifying. The EECP entitlement is offered from the term following the child's 3rd birthday. Nightingale Montessori will apply for each child and eligibility dates are stipulated by Wandsworth Borough Council. Please contact the manager to check eligibility. Forms will be at school to be signed when received. Please provide a photocopy of the child's Birth Certificate for our records.

30 hours funding: Please contact HMRC and return your eligibility code (DERN) to the nursery.

To cover the additional time spent at nursery, extra-curricular activities (Ballet, Music, French, Football), healthy snacks (fresh fruit or veg.), cooking materials, school bag, smock, art bag and specialised equipment we charge an "Agreed Package". Proportioned according to sessions attended.

5. Cancellation, Withdrawal and Fees in Lieu

- **"Notice":** means a term's written notice delivered to and actually received by the Principal / Head. No other notice will suffice.

- **"Term":** means the period between and including the first and last days of each nursery term.

Withdrawal: Except in the final term of the Nursery a Term's notice must be given before the child is withdrawn (including places funded by a Nursery Education Grant) or a term's fees in lieu will be due and payable as a debt at the rate applicable on the date of Invoice whether or not a place can be filled.

Cancellation: A term's fees in lieu of notice (less deposit) will be paid by the parents if they, for any reason cancel their acceptance of a place or the child does not join the Nursery. Discretion may, however, be exercised in cases of serious illness or genuine hardship.

Removal: Parents may be required to remove the child permanently if, because of the conduct of a parent or the child, it appears to the Head that the continued presence of the pupil is incompatible with the interests of the Nursery. There would be no refund of fees in these circumstances but the deposit would be returned and the fees in lieu of notice would not be charged.

6. General Conditions

Special Precautions: The Head must be notified in writing immediately of any court orders or situations of risk in relation to the child for which any special precautions may be needed.

Learning difficulties: Parents will be notified if it appears to the Nursery that the child may have learning difficulties. Our Staff are however not qualified to make a medical diagnosis of learning difficulties.

Insurance's: The Nursery undertakes to maintain those insurance's, which are prescribed by law. All other insurance's are the responsibility of the parent.

Prospectus: Although believed correct at the time of printing, the Prospectus is not part of the contract.

Waiver: Any waiver of the terms and conditions is only effective if given in writing by or on behalf of the Principal.

Jurisdiction: This contract was made at the Nursery and is governed by English Law.