

Email: manager@henleynursery.com

Web: henleynursery.com

Tel: 07713187353

Registered company no: 10102453

Enrolment Form

For

Henley Village Montessori Nursery School

For Office Use Only

Date of Application:

Start Date:

Key person:

Confirmation / welcome email and invoice sent ___/___/___

Safeguarding and Compliments, complaints & feedback policy emailed

___/___/___

Child's details

Full Names: _____

Name Known By: _____

Date of Birth: _____

Gender: Boy / Girl

Address: _____

_____ **Post code** _____

Home language: _____

Other languages: _____

Medical Details

Name of GP: _____

GP contact number and address: _____

Name of Paediatrician: _____

Paediatrician contact number and address: _____

Name of health visitor: _____

Other information we may need to know (include recurring illness, asthma, allergies, seizures, medication, etc) Please provide copies of supporting medical documentation if necessary. Known allergies are to be accompanied by a letter from an Allergist, unfortunately a letter from a GP will not be sufficient:

Parent / Guardian details

Parent / Guardian 1

Full name: _____

Contact: (mobile) _____

(work) _____

(email) _____

Address (if different from child):

Occupation and place of work:

Parent / Guardian 2

Full name: _____

Contact: (mobile) _____

(work) _____

(email) _____

Address (if different from child):

Occupation and place of work:

Other

Please provide the details of two emergency contacts in case we cannot reach you.

Full name: _____

Relationship: _____

Contact: (mobile) _____

(work) _____

(email) _____

Full name: _____

Relationship: _____

Contact: (mobile) _____

(work) _____

(email) _____

Sessions

Please mark the sessions you would like your child to attend.

	Monday	Tuesday	Wednesday	Thursday	Friday
1st Work Cycle & Lunch 9:00 - 13:00					
2nd Work Cycle 13:00 -16:00					

Payment

Monthly Payment

Invoices will be emailed out termly and are due for payment in advance by the 1st of each month. If you choose to pay your term fees in monthly instalments, a £10 administration fee will be added to each invoice.

Termly Payment

Invoices will be emailed out termly and are due for payment in advance by the 1st day of each term. Note that there is no administration fee charged on termly payments.

Please **select** your payment option:

I would like to pay **monthly**

I would like to pay **termly**

Please email invoices to:

Mum

Dad

Both

Please email newsletters and other info to:

Mum

Dad

Both

Nursery Fees

We have a minimum of 6 sessions per week. A session is half a day.

Parents can choose a combination of morning work cycles, afternoon work cycles and full days.

Daily Fee Structure of children under two years

1 Morning Work cycle (including lunch) = £50

1 Afternoon Work cycle (including lunch) = £31

1 Full day (both work cycles including lunch) = £7

Daily Fee Structure for children under three years:

- 1 Morning Work cycle (including lunch) = £41
- 1 Afternoon Work cycle (excluding lunch) = £26
- 1 Full day (both work cycles including lunch) = £62

Daily Fee Structure for children three years and over:

- 1 Work cycle (including lunch) = £37
- 1 Afternoon Work cycle (excluding lunch) = £23
- 1 Full day (both work cycles including lunch) = £58

Lunch and Snacks:

Please note that a hot lunch and healthy snacks are provided to each child every day. Provided your child attends a minimum of 6 sessions per week, there is no additional cost for this. If you have arranged a lesser number of sessions for your child, you will incur an additional cost of £4 per day to cover the meals.

Lateness:

While we realise that life is unpredictable and lateness is sometimes unavoidable, we do require a call to alert us of any changes at least 15mins before your pickup time. If you are going to be more than 15mins late your child will stay in the next session and the cost will be added to your next invoice.

Inset Days:

While nursery fees are charged per session (ie you do not pay for bank holidays or nursery holidays) we do charge each child for two inset days per term.

Deposit:

A deposit of £450 is required to register your child. £350 is held in a separate secure account and is returnable with one written terms notice.

Late payments:

A late payment fee of £5 per day is applied to payments made after their due date. Note: Monthly payments are due by the 1st of each month and termly payments are

due by the first day of nursery each term. The right is reserved to terminate attendance if fees are not remitted.

Illness:

Children with diarrhoea, vomiting, high fever, conjunctivitis, head lice or other infectious disease will be sent home immediately and at **minimum** may not return for 48 hours after symptoms have subsided. Please note, there is no reduction in fees due to illness, or any other reason.

Terms and conditions:

The right is reserved to terminate attendance if fees are not remitted or at the discretion of the Nursery Management. All adjustments to number of sessions must be agreed with the Manager and put into writing. Once sessions have been confirmed and invoiced for, full payment is due, with no concessions. Fees are not reduced for any reasons.

One terms written notice must be provided to the Nursery Manager before leaving the nursery, or the full term will be charged for.

Children are initially accepted into the nursery school on a trial basis and their attendance may be reviewed after an initial period.

Please sign to confirm you have read, understand, and agree to Henley Village Montessori Nursery's fee structure and terms and conditions.

Signature

Date

Signed by _____ (print name) parent or guardian of
_____ (child's name).



Consent Forms

For

Henley Village Montessori Nursery School

- Liability
- Permission for Emergency or Operative Treatment
- Activities Outside the Henley Village Montessori Nursery School
- Regular Medications
- Topical Products

- Name and Contact Details of Persons Allowed to Collect your Child
- Photograph and Video Consent

Liability

I, _____, (print name) parent or guardian of
_____ (child name) wish for my child to attend The
Henley Village Montessori Nursery School. I understand that every effort will be made
by staff at The Henley Village Montessori Nursery School, to ensure the safety and
security of my child. I consent to any minor medical treatment that may be necessary
during the course of the nursery day. All decisions relating to minor medical treatment
of my child shall be made at the discretion of the Henley Village Montessori Nursery
School Staff, although every effort shall be made to contact me should any problems
occur. If my child should require a pre-booked medical appointment, I shall notify the
nursery in writing.

Details of my child's medical needs / conditions which need treatment are listed
below:

Signed by (print name)
parent or guardian of (child name).

Signature

Date

Permission for Emergency or Operative Treatment

In an emergency and when a parent cannot be present immediately, it may be necessary to obtain treatment for your child from a Doctor or a hospital A&E Department. A delay could be detrimental to your child, thus we ask that you give your consent by signing this form in case of an emergency.

I _____, (print name) parent or guardian of
_____ (child's full name) born ____/____/____ (child's date of birth), agree to emergency treatment of said child if recommended by a doctor or paramedic, including any operative and / or administration of a general anaesthetic to my child.

Signature

Date

Activities outside the Henley Village Montessori Nursery School

I, _____, (print name) parent or guardian of
_____ (child name) give my consent that my child can take part in outings and events outside the Henley Village Montessori Nursery School on a regular basis.

I also certify that my child, as far as I am aware, is medically fit to undertake these outings and events and there is no medical reason that s/he should not participate.

I authorise medical treatment to be sought and provided if necessary, during the outing or event.

I understand that Henley Village Montessori Nursery School Staff, supervising my child are in 'loco parentis' and will exercise the high standard of care that would be expected of a responsible parent.

Signature

Date

Medications and Individual Health Plans

If your child requires regular medications, medication on a once off basis or a health plan, then please be sure to read our '*Administering Medications and Individual Health Plans*' policy. This is available in the Policies and Procedures file in the entrance hall or by request.

My child requires... (please select):

an individual health plan (if this option is selected, we will make an appointment to discuss this with you further)

a regular medications form (if this option is selected, we will supply you with the appropriate form)

neither of the above (if this option is selected, and your child's health status changes, you may request an individual health plan or administering of medications form, from your child's key worker or the nursery manager)

Topical Applications Form

From time to time it may be necessary to treat your child with topical treatments. This form gives consent to use our nursery topical treatments, although if you provide your own (with your child's name on) we will endeavour to use your chosen product.

I _____ (print name) parent or guardian of _____ (child name) give permission to a Henley Village Montessori Nursery School staff member to apply the below mentioned topical treatments to my child at the complete discretion of the Nursery staff. Please select:

Sunscreen Moisturiser Nappy/ rash cream Plasters

Antiseptic cream / wipes / spray Insect sting / bite relief cream / wipes / spray

Signature

Date

Persons allowed to collect your child

In the enrolment pack you provided the names of two persons whom we may contact in case both parents are unreachable.

Please tick the box below to confirm that those two named emergency contacts are allowed to collect your child, if we need to contact them.

I **agree and accept** that my two listed emergency contacts may collect my child

I **do not** agree or accept that my two listed emergency contacts may collect my child

Should another person be responsible for collecting your child from nursery (even as a 'once-off'), please request a '*Additional Person to Collect My Child Form*' and complete and return the form as soon as possible.

Please note: if we have not met the person who is collecting your child with you, then s/he will be required to provide us with a form of photographic identity (e.g. driver's license /passport).

We also use a 'password system' to help us confirm the identity of another adult that you have entrusted with collecting your child. Please remember to provide any persons collecting your child with your chosen password.

Our family password is (please choose a word or short phrase):

Recap:

In order to release your child, we need to have the following in place:

- 1) The person collecting must be on the enrolment form as a parent or emergency contact or you will have sent in a completed '*Additional Person to Collect My Child Form*'
- 2) We must have either met this person with you or s/he must be able to provide photographic proof of identity
- 3) S/he will be able to verbally provide us with your family password

Note: Unless all three of the above requirements have been met, we will not release your child. Therefore, we will follow our procedures for an uncollected child – available in the policy and procedures file in the front entrance hall or at your request.

Signed by _____, (print name) parent or guardian
of _____ (child name).

Signature

Date

Photograph and video consent form

As part of our activities at The Henley Village Montessori Nursery School we take photographs and video of children at work and play. We use these internally to create educational materials such as visual timetables as well as for training and assessment purposes.

However, some of these photographs and videos also offer opportunities for us to use in training and publicity outside of the Nursery School. This includes our website and prospectus. We would only use these for this purpose with the full consent of parents/guardians.

Please select the appropriate box if you agree that we can use photographs/videos of your child for the specified purpose:

I agree and accept photographs/videos of my child may be **used internally** (in the classroom and for record keeping purposes)

I agree and accept photographs/videos of my child may be **used for our school prospectus** (which may be printed or on our website)

I agree and accept photographs/videos of my child may be **used for our school website**

I agree and accept photographs/videos of my child may be **used for internal Village Global newsletters**

I agree and accept photographs/videos of my child may be **used for training purposes**

I agree and accept photographs/videos of my child may be **used for advertising** (including social media and Newspaper articles)

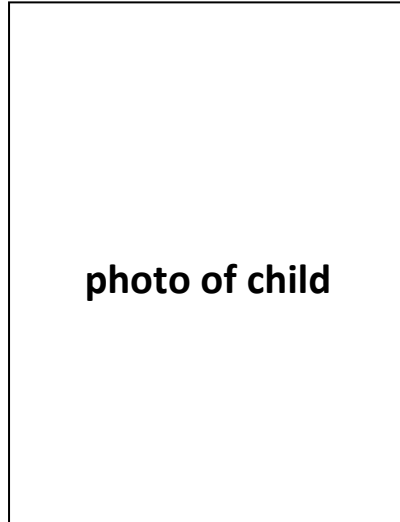
Signed by _____, (print name)

parent or guardian of _____ (child name).

Signature

Date

Child's Entry Profile



Child's Details

Full Names: _____

Date of Birth: _____

Boy / Girl: _____

Start Date: _____

Please include any copies of previous Feedback Reports or Assessments on your child, that you may have received (including your child's Two Year Check, if appropriate). This will help us to get to know your child more quickly, thus aiding our ability to plan appropriate activities and support your child's entry into our Nursery.

'Get to Know my Child

What I can do on my own...

(This might include ways in which I show independence, dressing, feeding, etc)

My routines are...

(This might include eating and sleeping routines, my toilet habits, anything that I value regarding the structure of my day. Please be sure to include if your child naps in the day and if so include any details eg comfort objects, etc)

Meaningful or special relationships in my life are...

(This might include family members, friends, people who look after me, the people involved in my life, even our pets)

My health and medical information...

(Please include my current state of health, as well as my medical history, medication, or allergies)

How I communicate...

(This might include special words or gestures, home language or any other types of communication that I use)

My favourite things at home are ...

(This might include toys, games, comfort objects, stories, places, etc)

Any feedback and or comments ...

We choose Henley Village Montessori Nursery for our child because...

Completed By

Parent /Guardian Full Name:

Signature: _____

Date: _____

For Office Use Only

School Representative: _____

Position: _____

Signature: _____

Date: _____