



Unity Montessori Nursery School 1a Budd Close, Woodgrange Hall, London N12 8SQ

Company number: 10304361

Registration Form

Child's Surname			
Child's First Name(s)			
Date Of Birth			
Sex	Boy		Girl
First Language			
Any Other Language Spoken			
Parent/Carer 1	Relationship to the child		
	Parental Responsibility	Yes	No
Name			
Address			
	Post Code		
Email Address			
Telephone Number	Home		Mobile
Occupation			
Place of Work			
Address			
	Post Code		
Telephone Number		Ext.	
Parent/Carer 2	Relationship to the child		
	Parental Responsibility	Yes	No
Name			
Address			
	Post Code		
Email Address			
Telephone Numbers	Home		Mobile
Occupation			
Place of Work			
Address			
	Post Code		
Telephone Number		Ext.	

Does any other person have Legal contact arrangements with the child?	Yes	No
If yes please provide details below and a copy of relevant documentation		

Emergency Contacts Other Than Parents/Carers

	Contact No. 1	Contact No. 2
Name		
Relationship To Child		
Address		
Tel. No		
Mobile No.		
Password for collecting child		

As security is of the utmost importance we request that you inform the nursery of any delay or changes to collection arrangements. The person collecting your child should be known to the nursery and be aware of your chosen password.

Enrolment in Unity Montessori Nursery School is for part time (five sessions per week, either morning or afternoon), or full time. Please specify your preferences in table below:

Part time morning	
Part time afternoon	
Full time	

Terms & Conditions / Notice of Withdrawal

1. Registration for a place in Unity Montessori Nursery School (UMNS) is for a minimum of one school year as per designated school year calendar, or for three terms, if enrolment were to start in spring or summer terms. For the avoidance of doubt, a child starting in September will be enrolled until the end of school year (July), and a child starting January through to April will be enrolled until following year (same term), unless the child reaches primary school age (4 ½ years old).
2. **Parent / carer** agrees to pay a deposit of £500 upon registration of interest of placement at UMNS. Said deposit is to be held by UMNS. This deposit only secures an offered place at UMNS. Additional term fees are payable upon enrolment in all cases. The £500 deposit will not be returned should parent / carer decide to not take offered place. The said deposit of £500 will be deducted from the child's final term's fees, subject to the following:
 - The said deposit of £500 will be repaid to parent / carer in full, provided a written notice informing of willingness to remove child is sent to UMNS one full term in advance.
 - Should parent / carer fail to give one full term's written notice, it is understood that liability to pay one term's fees in lieu of notice will have arisen, and that the said deposit of £500 will be retained by UMNS towards payment of such fees (i.e. current term and the following term's fees will be chargeable).
 - Notice in writing must reach the school administrator by the first day of the child's last term, or a term's fees in lieu will be required.
 - No refunds are given in the case of absence.
 - Decrease of sessions during term time are not permitted, unless a full term's notice is given in writing. Failing to do so will result in liability of a full term as described above.
3. All fees are payable prior to the commencement of each term. Payments should be made to: Unity Montessori Ltd, NATWEST, acc. no. 65229150, sort code 601520. Late payment will be subject to an additional administration charge of £150. Returned cheques will be charged at £50 per incident. Interest will be charged on outstanding monies at 4% per month.
4. Any offer of a place is based on, and subject to, full disclosure by parent / carer of all information required on the Registration Form. Unity Montessori Ltd complies with the Data Protection Bill and with the EU's GDPR. By filling the Registration Form, parents give consent to Unity Montessori Ltd to process and store registration data related to child enrolment. Any

change in the information supplied must be notified in writing to UMNS prior to the place being taken up.

5. UMNS reserves the right to withdraw the offer at any time, subject to a minimum of 30 days' notice. No clause above limits UMNS ongoing rights in relation to removing a child where necessary, in accordance to UMNS policies.
6. No verbal indication to any member of staff shall constitute a legal agreement between UMNS and parent / carer.
7. Any amendment to these terms and conditions will be authorized in writing by UMNS director, and communicated to parent / carer promptly. Acceptance of the these terms and conditions constitutes a legal agreement between UMNS and parent / carer.

Signature of parent / carer

Date

Signature of UMNS's Director

Date