



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

## Registration Form

Child's Surname			
Child's First Name(s)			
Date Of Birth			
Sex	Boy		Girl
First Language			
Any Other Language Spoken			
<b>Parent/Carer 1</b>	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.
<b>Parent/Carer 2</b>	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 <b>yes</b> 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.**

**Sessions Required: please specify in morning / afternoon school which days of week child will attend nursery.**

Morning School
Afternoon School
Days of the week
Full-time
Start date

## **Terms & Conditions / Notice of Withdrawal**

1. **Parent/carer** agrees to pay a sum of £250 upon registration, to be held by Unity Montessori Nursery School (UMNS). The £250 consists of a £50 non-refundable registration fee, and a £200 deposit. The said deposit of £200 will be deducted from the child's final term's fees, subject to the following:

- The said deposit of £200 will be repaid to parent/carer in full, provided a written notice informing UMNS -one full term in advance- of willingness to remove child from UMNS.
- 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 £200 will be retained by UMNS towards payment of such fees (i.e. current term and the following term's fees will be chargeable).
- Should parents/carers wish to withdraw child from UMNS, a full terms 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.

2. All fees are payable prior to the commencement of each term. 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.

3. Any offer of a place is based on, and subject to, full disclosure by parent/carer of all information required on the Registration Form. Any change in the information supplied must be notified in writing to UMNS prior to the place being taken up.

4. UMNS reserves the right to withdraw the offer at any time, subject to a minimum of one term's notice. No clause above limits UMNS ongoing rights in relation to removing a child where necessary, in accordance to UMNS policies.

5. No verbal indication to any member of staff shall constitute a legal agreement between UMNS and parent/carer.

6. 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.