

PERSONAL DETAILS

CHILD'S FULL NAME:

D.O.B/...../..... **Child's first language:**

ADDRESS:

..... **POSTCODE:**

Mother's Full Name: **Occupation:**

Tel No: **Mobile:**

Work Tel No...... **Email:**

Father's Full Name: **Occupation:**

Tel No: **Mobile:**

Work Tel No...... **Email:**

Please state any medical history that you feel we should be aware of;

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Our group has a special needs policy. Does your child have any areas of concerns, which you would like to discuss?

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Session times are: mornings 9am-1pm, afternoons 1pm- 4pm and an all day 9am-4pm. Children may attend as many sessions as required. We recommend a minimum of two sessions per week but there is the option to increase the sessions at a later date if places are available.

PREFERRED DATE TO START WESTWOOD MONTESSORI PRESCHOOL.....

SESSIONS PREFERRED (please tick)	Monday	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>
	Tuesday	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>
	Wednesday	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>
	Thursday	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>
	Friday	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>

These are subject to confirmation nearer the start date.

ADMIN USE ONLY Date Recd..... Staff Initials.....

Payment method: Cash Cheque BACS Childcare Vouchers

MMC Details entered: Child Mother Father Fully Funded Child YES NO



TERMS AND CONDITIONS OF ACCEPTANCE to the Westwood Montessori Pre-School is subject to the following terms and conditions:

1. *A registration fee of £50.00 is payable. The registration fee is not refundable if the registration is withdrawn for any reason. In the case of a place not being available the registration fee will be returned.*
2. *An invoice will be sent to the parent/guardian termly and is due for payment within 14 days of invoice date.*
3. *Late payment will result in a £50.00 late payment fee.*
4. *The principal has the right to withdraw the child's place if the term's fees are not paid in full.*
5. *There will be an annual fee increase in September of each year.*
6. *There will be no refund of fees made in the case of absence through illness or holidays during term time.*
7. *A term's notice, in writing only, is required from parents wishing to withdraw their child for any reason. In lieu of such notice a term's fees are payable.*
8. *Westwood Montessori offers Free Education Entitlement following the guidelines of the Essex code of Practice. This funding is available to raise the quality and outcomes for children and to offer parents choice and flexibility.*
9. *Fees may be paid in cash or by cheque made payable 'Westwood Montessori Preschool' or by childcare vouchers with agreement.*
10. *Visits or trips to places of interest will be charged separately. The pre-school may be closed on these occasions.*
11. *For up to 3 days per academic year the school will be closed for staff training.*
12. *If the school is closed due to bad weather or problems with the premises, the school is not liable to refund fees.*

DECLARATION

Please register my child for Westwood Montessori pre-school. I enclose a registration fee in the sum of £50.00. PLEASE MAKE CHEQUES PAYABLE TO 'WESTWOOD MONTESSORI PRESCHOOL'.

I have read and agreed the terms and conditions.

Signed..... (Parent/Guardian) Date.....

**Please Return Registration Form to:-
Westwood Montessori Preschool
Spriggs Yard
Little Sampford
Essex
CB10 2SA
Telephone 01371 831902**

How did you hear about us?

Website Advertisement Family/Friends Primary school

Other.....