

Westacre Montessori School.

The Old Chapel Common Lane East Walton
Kings Lynn PE32 1PU

01760 337316.

rosiemontessori@icloud.com

Registration & Information Form

Child details Religion

First name. DOB.

Middle name Preferred start date.

Surname Nationality.

Preferred name Languages spoken.

Parent/ Guardian details. 1 Parent /Guardian details 2

Title. Title

First Name. First name.

Surname. Surname.

Relationship to child Relationship to child

Do both carers have legal responsibility for the child?

Home address of child (where child usually lives).

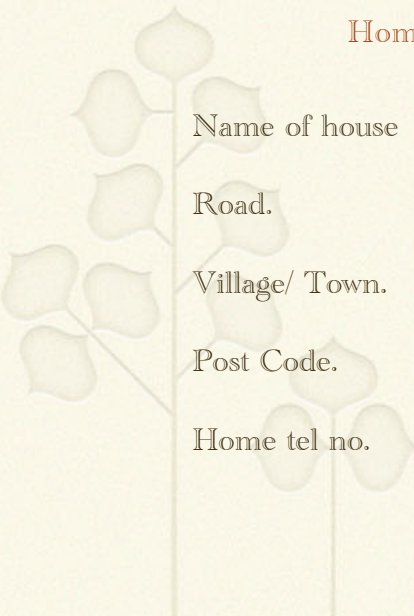
Name of house

Road.

Village/ Town.

Post Code.

Home tel no. Mobile Email ...



Additional	Information	
Daytime contact		Daytime contact
Parent 1		Parent 2
Occupation		Occupation
Rd		Rd
Town		Town
Postcode		Postcode
Mobile		Mobile
Email		Email
Parental permission to collect your child		1 Additional emergency contact
First name		
Surname		
Relation to child		
Address		
Tel no/mobile		
Email		
Password to be used if you are not collecting.		
Copy of Birth Certificate.		

Additional	Information	
This must be given.		
Does your child have any additional needs?		
Physical	Yes	No
Behavioural	Yes	No
SEN	Yes	No
Medical info		
Doctor		
Surgery		
Address		
Tel		
Pls indicate	Immunisations given	Date of immunisation
Attach if necessary.		
Pls attach copy of 2 yr check		
Name & Tel no of Health Visitor		
Distinguishing marks		

Does your child have any medical condition /allergies/diets etc ?

If your child does have an allergy we will need details before your child starts :

A full breakdown of your child's allergy and any past history , a letter from your doctor with the surgery and doctors name / allergy clinic, a completed medical protocol form from your doctor , and two epipens with your child's name on it , batch no ,doctors surgery and must be in date .

Emergency treatment

I /We agree to the senior staff taking the necessary steps to ensure that our child receives the best and most appropriate care in the event of an emergency or accident in the environment.

The nursery will make every effort to inform me of the emergency as soon as possible after the event , but they have permission to accompany my child to a hospital in the event of a serious accident. I/we give consent for a member of staff to contact the emergency services in my absence and I/we also allow a member of staff to authorise hospital staff to administer essential treatment.

I/We consent to providing Westacre Montessori School with information about my child's learning and development needs, and understand they may have to share information with other professionals or organisations who are or have been involved with my family including organisations outside Norfolk. This may include but is not limited to ; Norfolk County Council ,Health Services , Children's Centres , Department for Work and Pensions , Schools and early years settings .

If I am in receipt of the 2 year funding I accept that I will have to allow my child's information be sent to Early Years Team at Norfolk County Council as part of The Shared Review .

If I am not in receipt of 2 year funding I do / do not wish my information to be shared with the Early Years Team .

In compliance with UK Data Protection legislation ,any information you provide will be kept secure and treated with confidence.

Please sign below to confirm you have been given and read the information on Data Protection .

Signature.

Date.

If any professional has child safeguarding concerns they will follow the Norfolk Safeguarding Children Board procedures and protocols.

Registration Fee

Invoices are due for payment when issued usually at the end of one term for the next. All fees must be paid before the start of the next term .

If there is any problem with payment please see **Rosie Reynolds** to avoid any embarrassments.

All queries regarding fees should be addressed to **Rosie Reynolds**.

Those whose children are in receipt of the government funding for 15 hrs / 30 hrs pw will be asked to sign the appropriate forms.

Funding is claimed for 38 weeks of the year and cannot be claimed if you take your child out during the term time for holidays etc.,

You will have to pay your child's fees if you do .

A full terms notice is required if you decide to take your child out or do not send your child to our nursery.

Upon acceptance of a place at Westacre Montessori School we expect your child to attend for at least twelve months to benefit fully from the Montessori approach.

Those whose children's fees are to be paid by nursery vouchers (through their workplace) must ensure that all fees are paid up each term and must liaise with Rosie Reynolds as to who the provider is etc.,

This form should be returned together with a registration fee of £100.

payable to Westacre Montessori School.

BACS Barclays sc 20 46 65 Ac no 70170208

Registration fee is non refundable .

BOTH PARENTS / Carers. TO SIGN BELOW

1.

2

Date

Please return with registration fee to :

Rosie Reynolds

Westacre Montessori School

The Old Chapel

Common Lane

East Walton

KINGS LYNN

PE32 1PU

01760 337316

rosiemontessori@icloud.com

Member of Montessori School Association

Please note if you decide not to send your child to our school and do not inform us or do not let us know until term has begun you will lose any fees paid , as we will have kept a space for you and made preparations for your child.

