

## CHILD ENROLMENT FORM

CHILD DETAIL		
Surname	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Forenames		
Date of Birth     d/m/y	Child's First Spoken/ Written Language	If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes <input type="checkbox"/> No <input type="checkbox"/>
Address	Other Languages Spoken @ Home	Nationality
<b>Ethnic Origin</b> <b>White</b> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Traveller of Irish Heritage <input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Any other white background  <b>Mixed</b> <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background		<b>Asian or Asian British</b> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background  <b>Black or Black British</b> <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background  <b>Chinese</b> <input type="checkbox"/> <b>Any other ethnic background</b> ----- -----
<b>Main Religion</b> <input type="checkbox"/> Catholic <input type="checkbox"/> Christian <input type="checkbox"/> Islam <input type="checkbox"/> Hindu <input type="checkbox"/> Sikhism <input type="checkbox"/> Jewish <input type="checkbox"/> Buddhist <input type="checkbox"/> Druze <input type="checkbox"/> Atheist <input type="checkbox"/> Do not wish to disclose  Other _____		

PARENT/ GUARDIAN DETAILS (1)	PARENT/ GUARDIAN DETAILS (2)
Forenames (Mr/Mrs/Miss/Ms)	Forenames (Mr/Mrs/Miss/Ms)
Surname	Surname
Address	Address (if different from Details (1))
Postcode	Postcode
At which address does child normally reside?	Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/>
Home Phone No/ Mobile	Home Phone No/ Mobile
E-Mail – capital letters / you must provide at least one email ID	E-Mail – PLEASE WRITE CLEARLY
Does this parent have parental responsibility? Yes/No Does this parent have legal access to the child? Yes/No	Does this parent have parental responsibility? Yes/No Does this parent have legal access to the child? Yes/No
Profession:	Profession:
Does either parent have a learning difficulty/ or disability to help us support them in any way	NO <input type="checkbox"/> YES <input type="checkbox"/> _____ *CONFIDENTIAL INFORMATION.

## EMERGENCY CONTACTS /Persons authorised to collect the child other than Parents

(must be over 16 years of age/ proof of ID may be asked for/ password to be provided on collection)

Name	Name
Contact Number	Contact Number
Relationship to child	Relationship to child

## SESSION DETAILS: PLEASE CIRCLE FULL YEAR: 51 WEEKS

BOOKING REQUIRED FROM (please specify date and month and year) START DATE: \_\_\_/\_\_\_/\_\_\_

MONDAY	Core Day 8AM-6PM	Sch Day 9AM – 4PM	AM 8AM -1PM	PM 1PM –6PM	9AM-12PM <input type="checkbox"/> 1PM-4PM <input type="checkbox"/>	BREAKFAST CLUB 8AM – 9AM	AFTERNOON 4PM-6PM
TUESDAY	CoreDay 8AM-6PM	Sch Day 9AM – 4PM	AM 8AM -1PM	PM 1PM –6PM	9AM-12PM <input type="checkbox"/> 1PM-4PM <input type="checkbox"/>	BREAKFAST CLUB 8AM – 9AM	AFTERNOON 4PM-6PM
WEDNESDAY	Core Day 8AM-6PM	Sch Day 9AM – 4PM	AM 8AM -1PM	PM 1PM –6PM	9AM-12PM <input type="checkbox"/> 1PM-4PM <input type="checkbox"/>	BREAKFAST CLUB 8AM – 9AM	AFTERNOON 4PM-6PM
THURSDAY	Core Day 8AM-6PM	Sch Day 9AM – 4PM	AM 8AM -1PM	PM 1PM –6PM	9AM-12PM <input type="checkbox"/> 1PM-4PM <input type="checkbox"/>	BREAKFAST CLUB 8AM – 9AM	AFTERNOON 4PM-6PM
FRIDAY	Core Day 8AM-6PM	Sch Day 9AM – 4PM	AM 8AM -1PM	PM 1PM –6PM	9AM-12PM <input type="checkbox"/> 1PM-4PM <input type="checkbox"/>	BREAKFAST CLUB 8AM – 9AM	AFTERNOON 4PM-6PM

Term Time (38 weeks) LIMITED SPACES	9am – 12pm x 5 days <input type="checkbox"/>	1pm – 4pm x 5days <input type="checkbox"/>
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30hrs Funding Stretched Offer Only		
1. 8AM - 6PM x4days <input type="checkbox"/>	3. 9AM - 4PM x4days <input type="checkbox"/>	5. 8AM - 4PM x4days <input type="checkbox"/>
2. 8AM - 6PM x5days <input type="checkbox"/>	4. 9AM - 4PM x5days <input type="checkbox"/>	6. 8AM - 4PM x5days <input type="checkbox"/>

## PREVIOUS SETTINGS/ CHILDCARE – Has your child attended childcare previously/ currently?

Name of setting / Childcare Centre	Sessions Attended	Development Trackers Provided to BMN	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Settling In Period - This allows your child to be introduced to key persons, children and our environment prior to commencing. It is advisable to allow your child to meet and greet before they commence.**

Required <input type="checkbox"/>	Not Required <input type="checkbox"/>	Reason for not having a settling in period? Work Commitments <input type="checkbox"/> Other _____
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## Progress Check at Age 2 – Summary of Child’s Development

Completed <input type="checkbox"/>	This progress check is a written summary of your child’s development which commenced as of September 2012. It is an important document completed between the ages of 2 – 3 years.
Not Completed <input type="checkbox"/>	This document is a partnership with parents, child’s voice, Nursery Practitioners and Health Visitors. If your child has not yet had one completed by either a childcare provider or Health Visitor before they are three years, this will be carried out. Support provided for further info.
Provided to BMN <input type="checkbox"/>	

## Early Years Pupil Premium/ Funding Claims

**\*MUST COMPLETE**

Parent 1		
Surname:	National Insurance Number:	Date Of Birth:
Parent 2 (if applicable)		
Surname:	National Insurance Number:	Date Of Birth:

HEALTH DETAILS		date received								
<b>Current Vaccinations Received</b> Please refer to IMMUNISATION BOOKLET FROM HEALTH CENTRES AND OURSELVES OR www.immunisation.nhs.uk	Birth:									
	2Months:									
	3 Months:									
	4 Months:									
	12-13 Months:									
	40 Months:									
<i>You may be required to show RED BOOK for reference</i>										
<b>Allergies to Medicines</b> <b><u>IMPORTANT</u></b>  <b>Regular</b> use of medication: _____  Inhaler (Asthma) [ ] Epi Pen [ ] setting to be provided with 2 Epi-pens Antibiotics [ ] Other: _____	<b>Special Diet</b> <i>please tick if applies</i>  <table border="1" style="width: 100%;"> <tr> <td>Pure Vegetarian [ ]</td> <td>CAN eat Egg [ ]</td> <td>NO Egg [ ]</td> <td>Vegan [ ]</td> </tr> <tr> <td colspan="4">Halal Only [ ]</td> </tr> </table> * Fish will not be provided to Vegans/ Pure Vegetarians *No Pork or Beef is served as a respect to religious beliefs <b>Allergies to food – IMPORTANT</b> <i>(Require GP letter to confirm)</i>		Pure Vegetarian [ ]	CAN eat Egg [ ]	NO Egg [ ]	Vegan [ ]	Halal Only [ ]			
Pure Vegetarian [ ]	CAN eat Egg [ ]	NO Egg [ ]	Vegan [ ]							
Halal Only [ ]										
<b>A CARE PLAN WILL BE IN PLACE IF NEEDED</b>										
Do you regularly visit the health visitor? Yes [ ] No [ ]  Name of Health Visitor/ Address:	GP Name/ Address:    Dentist Name/ Address: Advised parent on registering [ ]									

Special Education Needs - SEN			
Is your child currently on a SEN Register?	Yes [ ]	No [ ]	PRIMARY NEED: _____
Is your child receiving DLA?	Yes [ ]	No [ ]	
Does your child have any special needs or disabilities we need to be made aware of for the best interest of your child's developmental needs?  <i>Please make any comments overleaf :</i>	Attendance	Co-ordination difficulties	
	Learning Difficulties	Visual difficulties	
	Emotional & Behavioural	Hearing Difficulties	
	Social Difficulties	Physical difficulties	
	Social and Communication	Specific learning difficulties	
	Speech and Language	Other	
	Is your child know to any of the following:	EAL Support	Occupational Therapist
Comments/ Other:	Early Intervention Team	Portage	
	Early Support Worker	Physiotherapist	
	EY SEN Adv. Teacher	SEN Specialist Team	
	Educ. Welfare Officer	Speech and Lang. Therapy	
	Health Team	Traveller Support	

Social Care			
Is your family assigned to a Social Worker?	Yes [ ]	No [ ]	
Name of Social Worker?		Phone No:	
Reason? This will be kept <u>confidential</u>		Address:	

PARENTAL/ GUARDIAN AGREEMENT		SENIOR/ MANAGER AGREEMENT	
Name		Name	
Signature	Date:	Signature	Date:

MANAGEMENT – ensure all areas are complete prior to enrolment			
SECTIONS ALL COMPLETE	B. Cert [ ]	P. Port [ ]	2 ELE VOUC [ ]
Staff Signature	Date:	£60 (registration fee)	[ ]

# **CHILD ADMISSION AGREEMENT**

*The standard terms and conditions of Bambinos Montessori Nursery Limited are set out below and, once signed by you, create a legally binding agreement. Parents wishing to enrol their child at Bambinos Montessori Nursery Limited is requested to carefully read the following agreement and return a signed copy to management upon registration. Please retain a copy for future reference. Please do not hesitate to discuss any issues, which are of concern to you.*

## **These Terms and Conditions**

*Until terminated in accordance with these conditions, we will provide childcare facilities from the date stipulated.*

We may change these terms and conditions providing 4 weeks notice to you. If you do not want to accept the change then in the month following out giving notice of such a change, you may end your agreement with us giving 4 weeks written notice.

## **1. INFORMATION WE HOLD ABOUT YOU & YOUR CHILD**

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data is we collect is

- Processed fairly, lawfully and in a transparent manner in relation to the data subject you and your family
- Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects you and your family for no longer than is necessary for the purposes for which the personal data is processed.
- Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.
- Parent in partnership is vital in your child's development.

## **2. FEES**

- Upon enrolment of your child an Enrolment Form must be completed and signed and a non-refundable enrolment fee of £60.00 (cash) is payable for your child's name to be placed on a waiting list if applicable.
- Once confirmation has been given for your child, parents are requested to pay a registration fee of £60. Months fees are payable in full. The fees are non refundable. Cheques are not accepted as a form of monthly payments. Monthly fees are paid online/ cash/Childcare Vouchers/CCG.
- Fees are payable one month in advance and on the first day of each calendar month. **All overdue fees will be subject to a late payment surcharge of £30 from the 2<sup>ND</sup> day of the month.**
- If a child is absent, fees for the length of time are payable in full. Any additional sessions must be paid in advance or on the day. **We do not allow to-swap day sessions.** Extra sessions must be paid for & these are charged at the full rate.
- If a child is absent, without the any formal written notification, for a whole month or longer, the child's place may be kept open by prior arrangement with management on payment of a full month fee's in advance.
- Parents wishing to re-admit their child must complete a new Registration form and pay an additional re-registration fee of £60.00
- The nursery reserves the right to increase the fees whenever deemed necessary and will endeavour to give parents 1 months notice to inform of such alterations.
- There will be a late collection fee charge. £5 will be introduced upon late collection after 5 minutes thereafter £5 will be charges for every 5 minutes that a parent/ Guardian is late for collection.
- Please note that any change in marital circumstances will not affect the responsibility for fees of the person(s) signing this agreement, who are jointly and severally responsible for complying with its terms.

## **2. ATTENDANCE & SICKNESS**

### *Nursery School Closure*

We operate on a Full Year. Bambinos Montessori Nursery will close on ALL statutory holidays (during which fees are paid).

- In case of prolonged absence of over a week, such as holidays or sickness, parents are required to notify the nursery in writing in order to retain the child's place.
- Months Fees are payable if a child is away on holiday for any duration length. No discount will be offered.
- When a child is unavoidably absent, parents must inform the nursery by telephone/ email at the earliest opportunity.
- CHILDREN SHOULD STAY AT HOME FOR 48 HOURS FOLLOWING DIARRHOEA & VOMMITING AND 24 HOURS AFTER A TEMPERATURE including when on antibiotics 24 hours absence. Any child who has received general immunisations and or travel vaccinations from their GP must not attend nursery for the first 24hours. This is to allow for the child to recover.
- Should a child become sick at nursery, every effort will be made to contact the parents. In the unlikely event of a medical emergency, the nursery may take the responsibility to call emergency services. However, under no circumstance will a child be taken privately into the car of a member of staff due to safeguarding. Every effort will be made to contact you. Calpol will be offered with your consent to avoid temperatures rising however with immediate collection of your child. A temperature to administer Calpol would be 38 degrees above.
- Nursery staff without the written consent of parents will not administer medicines. All medicines must have clear written instructions on them, specifying the child's name, dosage time to be given and expiry date including signature. An administering medicines form must be filled out prior to giving medicines to children.

## **3. NOTICE PERIOD**

- **Parents wishing to discontinue their child's attendance are required to provide written notification to the nursery with a minimum of 4 weeks.**
  - It is the nursery's discretion to terminate a child's enrolment at Bambinos following written notice to the parent/ carer.
  - Parents/ carers it is your duty to inform Bambinos Mont. Nursery if your child is attending more than one maintained or non maintained school/ nursery. This is due to ensuring we have good communication with other settings for the purpose of ensuring development and planning is carried out effectively.
- If your child is receiving funding support please be aware that you may only be able to receive funding from one setting only.

It is a parent/ carer duty to inform setting of any Early Years Actions/ Plus in regard to Special Educational Needs. Transition policy will be in place where information may be shared with other settings and outside agencies.

#### 4.CHANGE OF DETAILS/ SESSIONS

If at any time during the course of this agreement, there is any change to your address or telephone numbers, you should at the earliest opportunity, but in any event within 48 hours of such change, notify us at the address provided with this agreement.

SESSION CHANGES ADDITIONAL/ REDUCED SESSIONS: 4 WEEKS NOTICE IN WRITING MUST BE PROVIDED.

#### 5. PROPERTY - NURSERY UNIFORM

- All clothing and personal property must be clearly marked with the child's name. Children must be provided with suitable outdoor clothing (jacket) to enable them to be taken outdoors to play, weather permitted. It is advisable that children wear uniform as it promotes sense of belonging & equal identity. Blue and Yellow uniform to be worn.
- **Nappies, formula milk, non-cow milk (allergy reasons only) and wipes must be provided by the parent.**
- The nursery cannot accept any liability for loss, damage, theft of unnamed property, nor of money or valuable possession (jewellery) brought to the nursery. Users of the car park, use at their own risk, management will not be responsible for any loss/ damage. Pushchairs are left in the outdoor shed/ car park shelter at your own risk, we will not be liable for any loss or damage to pushchairs.

#### 6. CONSENT AND COLLECTION

- Children will be handed over to parents only, unless the nursery is notified otherwise. Password system will be in use in the event of a parent not being present. If a child is absent for longer than a week without notification the Local Authority will be notified of absence for child protection safety.

#### 7. USE OF CAMERA/ PHONE/RECORDING DEVICES

- Under no circumstances should any recording devices be used within setting by parents/ carers or visitors.
- CONFIDENTIALITY POLICY: all parents and staffs must adhere to the confidentiality policy. Under no circumstances should any parent or staffs exchange contact details and use Facebook or other social networking sites to communicate for everyone's wellbeing and privacy and safeguarding measures.
- Bambinos Mont Nursery uses WhatsApp features to use as part of Learning and Development Partnership with Parents therefore groups of children's photos are used and sent to a wide range of registered families in 'STATUS FORM'. These photo/ videos are displayed on our website.
- Please note that videos and photos are displayed for learning and development purposes. These are shared with external agencies.

#### 8. UNACCEPTABLE BEHAVIOUR TOWARDS CHILDREN AND STAFF @ BAMBINOS MONTESSORI NURSERY LIMITED

- Under no circumstances should any parent/ carer use negative language/ attitude towards any members of staff/ children within premises or surrounding premises. **Your child's admission will be terminated immediately.**

#### 9. COMPLAINTS

Parents are requested to communicate any complaints or grievances to the Manager in writing.

Permission for the staff at Bambinos Montessori to escort him/her on outings by bus/coach/ or foot provided that my child is adequately supervised, and suitable child restraints are used, where applicable. I am aware that child may visit the local town i.e library/ park/ children's centres regularly.	[ ]
Permission to take photos and videos of my child in groups for observations for use on social media.	[ ]
I understand that my child must attend within the suitable uniform/ clothing (yellow polo top/ blue joggers and jumper). Nursery is not responsible for any damage, lost property or personal clothing.	[ ]
I understand that my child will be in a free flow environment with access to indoor and outdoor play. I will not refuse them outdoor learning.	[ ]
Annual (Summer Term) Nursery External Trip – No sessions and additional trip cost applicable.	[ ]
I have understood the Nursery's policy on GDPR (2018) as stated on point 1 in enrolment agreement.	[ ]
Agree to ensure <b>monthly payments are made on or before the 1<sup>st</sup> day of each month. I/ We are aware that a late fee charge is applicable after this date incurring a late fee of £30.</b> Holiday and absences continue to be paid for.	[ ]
I will provide 4 weeks' notice in writing to Bambinos of discontinuing sessions and am aware that if my child does not attend without notice being provided, full fees remain due. Nursery will not accept excuse	[ ]
I understand there will be up to 8 days off in the year for STAFF INSET TRAINING where no sessions will run. These days will be included in the fees. Nursery will provide adequate notice.	[ ]
I am aware as the parent/ carer that any absences/ holidays taken; charges fees are still due	[ ]
I/we are aware that details of the setting's policies and procedures are available, including the Information Sharing procedures and understand that there may be circumstances where information is shared with other professionals or agencies without my consent, and I give consent for the setting to share development summaries / trackers to the next provider/school my child may attend.	[ ]
I am providing consent as the child's parent, carer or guardian to process the information provided to validate the 15/30 hours free stretched childcare application to Hounslow Borough.	[ ]
I am aware that if my child is in receipt of 'Stretched Funding' (full year – 51wks) I am entitled to up to a maximum of 6weeks leave in an academic year. I too am aware that fees continued to be paid to Nursery. Term Time care – no holiday leave is accepted as per Government regulations.	[ ]
Late Collection fees apply after 10 mins of late collection at £5 and thereafter every 5 mins £5 as mentioned in registration fee sheet.	[ ]
<b>CHILDS NAME:</b>	<b>DATE:</b>
<b>PARENTS NAME:</b>	<b>SIGNATURE:</b>

DIRECTOR

Mr &amp; Mrs Pannu

100 Staines Road  
Hounslow  
TW3 3LF

Tel: 020 8570 9495

[www.bambinosmontessori.co.uk](http://www.bambinosmontessori.co.uk)

## **Bambinos Montessori Nursery Limited Fee Schedule**

Daily Rate

***Effective from September 2024***

<i>Sessions</i>	<i>Funded</i>	<i>Non-funded</i>
<b>Nursery Full Day</b> 8am – 6pm <i>*includes Breakfast/ Hot Lunch/ light tea meal</i>		£85
<b>School Day</b> 9am – 4pm <i>*includes Hot Lunch</i>		£60
<b>Mornings / Afternoons</b> 8am – 1pm / 1pm – 6pm <i>*includes meal in each session</i>		£50
<b>Full Day</b> 8am – 4pm <i>*includes Breakfast/ Hot Lunch</i>		£70
<b>Mornings / Afternoons</b> 9am – 12pm / 1pm – 4pm <i>*includes consumables</i>		£40
<b>Breakfast Club</b> 8am – 9am <i>*includes breakfast meal</i>		£10
<b>Afterschool Club</b> 4pm – 6pm <i>*light packed lunches to be provided</i>		£20
<b>Late Collection Fee</b> (after 10 mins) @4.10pm		£10
<b>Late Collection Fee</b> Per hour		£50
<b>Invoice payment reminder</b> <i>*from 2<sup>nd</sup> monthly</i>		£30