

Should you wish to register your child at Willow Park Montessori Nursery and Baby Unit, please complete the following registration form and submit along with your registration fee of £100. Cheques should be made payable to 'Willow Park Children's Nurseries Ltd.'



**Office Use Only**  
 Registration fee paid: .....  
 Date: .....  
 Deposit: .....  
 Date : .....

## Willow Park Montessori Nursery and Baby Unit Registration Form

**Family Details**

Child's Name ..... Boy / Girl

Date of Birth ..... First Language Spoken .....

Name of Father ..... Telephone Number .....

Name of Mother ..... Telephone Number .....

Address .....

.....

Postcode .....

Email .....

**Attendance**

Preferred weekly attendance schedule : (please tick)

	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day					

Preferred start date .....

**Emergency Contract Details**

1. Name ..... Tel .....

2.. Name ..... Tel .....

**Doctor**

Name ..... Tel .....

**Legal Responsibility**

Please provide the names of persons who have legal responsibility for collecting the child.

Name ..... Tel .....

I/We have read, understood and agree to abide by all terms and conditions contained overleaf.

Signed ..... Signed .....

(Parent / Guardian 1) (Parent / Guardian 2)

Date Date

# Willow Park Montessori Nursery and Baby Unit Terms and Conditions

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## Registration

A registration fee of £100, which is non refundable, shall be paid by the parent/guardian to the Nursery on submission of the completed registration form. However if a place cannot be offered the registration fee will be returned.

2.

## Offer Acceptance

The first month's fee and one month's deposit shall be paid by the parent/guardian to the Nursery on the acceptance of the offer and shall not be returnable unless one full month's notice in writing is provided to the Nursery Manager.

3.

## Payment of Nursery Fees

Payment of Nursery fees to the Nursery for the child's attendance at the Nursery shall be made by the parent/guardian monthly, in advance, on the first day of each month by direct debit. If the payment of fees is outstanding for more than 14 days then the Nursery may serve 14 days notice in writing to terminate this agreement. Upon termination of this agreement the child shall cease forthwith to be admitted to the Nursery, and the Nursery's notice to so terminate shall be regarded as formal demand for all outstanding monies. The Nursery reserves the right to increase the fees at any time upon giving 28 days written notice of the proposed increase to the parent/guardian. Cheques should be made payable to – Willow Park Children's Nurseries Limited.

4.

## Calculation of Fees

The Nursery runs from 1<sup>st</sup> September to 31<sup>st</sup> August. The Nursery closes for 1 week at Christmas and Easter and 2 weeks in August. The fees payable by the parent/guardian are calculated by taking the child's weekly attendance figure and multiplying this by 48 weeks and dividing by 12 to give the monthly payment charge. The Nursery does not permit the payment of fees on a daily or weekly basis. The Nursery does not permit the pro-rata reduction of payment of fees if the child is absent from the Nursery due to illness or holidays whilst the Nursery is open. The parent/guardian is therefore obliged to make full payment.

5.

## Cancellation / Termination

After an offer has been made by the Nursery but before acceptance by the parent/guardian either party may cancel the offer by serving 7 days written notice. After acceptance of the offer by the parent/guardian either party may terminate this agreement by the service of one calendar month's notice in writing. Once a child attends the Nursery, one calendar months notice is required in writing should the child be withdrawn from the setting by the parent/guardian. Failure to give one month's notice shall render the parent/guardian liable to the Nursery for one month's fees. Notice must be given in writing and posted to the Nursery Manager. If in the considered opinion of the Nursery Management it is felt that a child's behaviour is considered detrimental to well being of the child, other children or staff at the setting then the parent/guardian may be asked to remove their child from the Nursery and the provision of one month's notice shall not apply.

6.

## Variation

There shall be no variation of this agreement unless it is in writing made by a duly authorised representative of the Nursery and the parent/guardian. It is hereby recognised that the Nursery is owned by Willow Park Children's Nurseries Ltd (hereafter call "the company") and members of staff are employees of the Company. The employees of the Nursery are not authorised to bind the company to any variation of the terms of this agreement or the entering into a separate agreement regarding payment schedules of fees.

7.

## Acceptance

The above terms and conditions are considered to be fair and reasonable. The parent/guardian has read and understood the Terms and Conditions contained herein and undertake to be bound by the same.

Signed ..... **Parent/Guardian**