

# THE OLD SCHOOL HOUSE (HEADCORN) LIMITED

STATION APPROACH, STATION ROAD, HEADCORN, KENT, TN27 9SD

Tel: 01622 890057 - Fax 01622 892050

## NURSERY SCHOOL - REGISTRATION FORM

We accept children from about the age of twelve months

CHILD=S NAME (as stated on birth certificate).....

Known as (if different from above).....

ADDRESS .....

..... POST CODE.....

DATE OF BIRTH ..... TELEPHONE NO. ....

MOBILE NO ..... MOBILE NO .....

RELIGION YYYYYYYYYY

### ETHNIC GROUP: (Please tick)

White - British	Asian or Asian British - Indian	Black or Black British - African
White - Irish	Asian or Asian British - Pakistani	Black or British - Other
White - Other	Asian or Asian British - Bangladeshi	Chinese
Mixed - White & Asian	Asian or Asian British - Other	Other
Mixed - Other	Asian or Asian British - Caribbean	Don=t know

### ALTERNATIVE EMERGENCY CONTACT:

NAME ..... TELEPHONE NO.....

RELATIONSHIP TO CHILD..... . MOBILE NO

.....

DOCTOR..... TELEPHONE NO .....

SURGERY ADDRESS .....

In the event of an emergency, should we be unable to contact either yourself or the alternative emergency contact, medical advice **may / may not\*** be sought for the above named child.

Is your child allergic to plaster? **Yes/No \*** **\* Delete where applicable**

HEALTH VISITOR ..... TELEPHONE NO. ....

Please confirm that your child has received the following immunisations, unless otherwise advised by your doctor:- **Diphtheria, Tetanus, Whooping Cough, Poliomyelitis** **Yes/No \***

**ALLERGIES** - Please give details of any information you feel we may need to know (i.e. allergies, special needs, regular medication, etc) with regard to above named child

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**REFRESHMENTS** - (Cost of which is included in the standard termly fees) Milk will be provided unless otherwise instructed, in which case water will be available. Fresh fruit or bread and butter may also be also provided in place of biscuits on occasions and we would be grateful to receive your instructions regarding any food which your child should avoid  
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**FOR SAFETY PURPOSES** - Only a child=s own mother or father may collect him/her at the end of the session, unless we are otherwise informed beforehand. Any other person collecting a child must be an adult i.e. over the age of 18. Regular collection arrangements should be notified in writing. Please use your child=s contact book once he/she has started with us.

**ILLNESS** - Any child that has or is suspected of having any illness should be kept at home until he/she is well again. Children who have been vomiting or had diarrhoea should not return until at least **24 hours** has elapsed since the last attack.

**REGISTRATION** - To register your child for a place, please return the **yellow copy** of this registration form, **together with a cheque for ,25** made payable to AThe Old School House (Headcorn) Limited@. The **white copy** should be retained for your records in confirmation of your acceptance of the terms and conditions as detailed below. Please also return a **photocopy** of your child=s birth certificate or passport.

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### TERMS AND CONDITIONS

**FEES: Morning sessions** - Invoiced each academic term (see below) and payable on or before the first day of each term, fees are not refunded in the event of sickness, holidays or general absence. **Additional time** is invoiced monthly retrospectively (any monthly bill totally less than £2.00 is waived) and must be paid by due date on invoice. The person signing this form is responsible for the payment of fees. Reminder letters, due to late payments, will incur a charge of , 10.00 each letter.

**DEPOSIT** - A , 100 deposit will be required on acceptance of a place for your child. This deposit will be refunded when the final invoice has been paid.

**LEAVING TOSH/REDUCING MORNINGS SESSIONS** - An academic term=s notice (i.e. a KCC double term - see below) will be required in writing, prior to ALL children leaving TOSH, reducing mornings or once a position has been accepted and if this is not received you will be invoiced and expected to pay for an academic term=s fees (i.e. a KCC double term - see below) in lieu of notice, by the payment date on the invoice. Notice, in writing, must be given to TOSH before the commencement of your child=s **FINAL** academic term (i.e. a KCC double term).

**FUNDED CHILDREN** - If a funded child leaves before the end of a double term+, (see term of commencement below) or should the KCC funding be cancelled, parents will be liable for the remainder of that double term=s fees.

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**I have read and understood the above Terms and Conditions and agree to abide by them.**

**SIGNED** YYYYYYYYYYYYYYYYYYYYYY.....YY **DATE** YYY....YYYY...

**PRINT NAME: Mr/Ms/Mrs** .....

Confirmation of your child=s place will be forwarded at our earliest convenience.

TERM OF COMMENCEMENT

Academic Term : Autumn (Sept) / Spring (Jan) / Summer (April) 20.....  
KCC Term : Terms 1&2 / Terms 3&4 / Terms 5&6

SESSIONS REQUIRED - Please circle *Mon/Tues/Wed/Thurs/Fri am*  
(We will endeavour to accommodate wherever possible) *Mon/Tues/Wed/Thurs/Fri pm*