



29, Churchfield Close, North Harrow, HA2 6BD

REGISTRATION FORM

Child's Name: _____ Date of Birth: _____

Address: _____

Postcode: _____

Gender: Female/Male Ethnicity: _____ Religion: _____

Parent's/Carers Names: _____

Contact Numbers: _____

Email Address: _____

Sessions Required (Please tick the appropriate box)

| Sessions | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------------|--------|---------|-----------|----------|--------|
| AM (8am - 1pm) | | | | | |
| PM (1pm - 6pm) | | | | | |
| School Sessions (9am - 4pm) | | | | | |
| Full Day (8am - 6pm) | | | | | |

Early Bird Session: 7:30am - 8:00am

Term Time (38 weeks)

Full Time (52 weeks) Preferred Start Date: _____

If a place is not available do you wish to be placed on the waiting list? Yes / No

Allergies: Please give details of any allergies that your child suffers from e.g.: Milk, Nuts, etc.

Special Diet: Please give details of any special dietary requirements e.g.: Halal, Vegetarian, etc.

Medical Conditions: Please give details of any medical conditions e.g.: Eczema, Asthma, etc.

Outside Agency Support:

Social Services

Speech and Language Therapist

Occupational Therapist

Others, please specify: _____

How did you hear about us? _____

By signing below, you agree that you will have read and will adhere to BuzyBees Montessori School terms and conditions

Signature: _____ Date: _____

Terms and Conditions

Terms and conditions form part of the agreement with BuzyBees Montessori School upon registration. These terms and conditions relate to the contract between the nursery and the parent/guardian.

The headings in this Agreement are inserted only for convenience and shall not affect its construction.

1. Registration

A registration fee as referred to on the fee sheet shall be paid by the parent/guardian to the nursery on submission of the completed application form and that fee shall not be returnable if such acceptance is later withdrawn by the parent/guardian.

2. Acceptance

A deposit as is referred to on the fee sheet shall be paid by the parent/guardian to the nursery on acceptance of the offer and that the deposit shall not be returnable unless one month's notice in writing is provided to the Nursery Manager or the Deputy. The deposit is not deductible from the first month's fees.

3. Payment of Nursery Fees

- i) Payment of fee 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 (the due date), preferably by Standing Order.
- ii) If payment of fees referred to in i) above shall be outstanding for more than 28 days then the nursery will by serving 7 days' notice in writing, terminate this contract.
- iii) The nursery reserves the right to increase the said fees at any time upon giving 28 days written notice of the proposed increase to the parent/guardian. If no representations are received in writing from the parent/guardian to the increased fees then the parent/guardian will be deemed to have accepted the same and the payment shall be due in accordance with clause i) hereof.
- iv) If requests for additional sessions have been made or a late fee applied, the nursery will charge the same, monthly in arrears.
- v) Extra sessions will be charged for unless cancelled within 5 working days' notice.

1. Calculation of Fee

- i) The nursery year runs from 1st September to 31st August. The nursery closes for one week at Christmas and all Bank Holidays.
- ii) The fees payable by the parent/guardian are calculated by taking the child's weekly attendance fee, multiplying the same by 52 and dividing by 12 to give equal monthly payments which is required in accordance with clause 3 i). The nursery does not permit the payment of fees on a daily or weekly basis.
- iii) The nursery does not permit the pro-rotta deduction of payment of fees owing to the child being absent from the nursery due to illness or holiday whilst the nursery is open. The parent/guardian is therefore obliged to make full payment. In the event of payment not being made then the nursery reserves its rights to terminate this agreement in accordance with clause 3 ii).
- iv) If the nursery closes due to events or circumstances outside of our control we shall be under no obligation to provide alternative childcare facilities to you. Parent/guardian will still be charged days the nursery is closed (i.e., weather conditions, health and safety reasons)

1. Cancellation/Termination

- i) After the nursery has made an offer but before acceptance by the parent/guardian either party may cancel the offer by serving 7 days written notice.
- ii) After acceptance of the offer by the parent/guardian either party may terminate this agreement by service of one calendar months' notice in writing. During that said one-month period the nursery undertakes to pay all fees due. In the event of the parent/guardian failing to pay the one-month's fees the child's place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of such monies.
- iii) In the event of the parent/guardian giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the nursery one month's fees in lieu to the nursery for one month's fees.
- iv) Notice must be in writing and posted to the Nursery Manager.
- v) Termination of this agreement may also be affected in accordance with clause 3 iii).
- vi) Where one deposit is taken for siblings, it will be held until the last contract is terminated.

1. Insurance of Children

No responsibility is accepted for any child who arrives at the nursery before 7:30am nor for the money or articles of value lost on the nursery premises or elsewhere whilst the child is under the nursery's control.

2. Acceptance

The above terms and conditions are considered to be fair and reasonable. In the event of any term found by Court of Law to be unreasonable then that clause shall be removed but the agreement shall remain in full force and effect.

The parent/guardian has read and understands the Terms and Conditions contained herein and undertakes to be bound by the same.

BuzyBees Montessori School reserves the right to amend or change the Terms and Conditions at any time and without prior notice.

manager@buzybees.net