

Blue Planet Montessori Nursery

Enrolment form

Confidential

Child's full name _____

Known as _____

Date of birth _____

Name of Parents/ Guardian

Names of individuals with Parental Responsibility

Relationship to the child

Home address _____

Home telephone No _____

Work telephone No _____

Religion _____

Special dietary requirements

Name and address

of family Doctor _____

Telephone No _____

Enrolment Form (cont.)

confidential

Medical and other information

1. Are there any medical details about your child which should be known to assist with the care of your child (e.g. prolonged illness, spells in hospital, family illness)

2. Does your child suffer from any allergies.

3. Please give any other information you feel is relevant.

4. Please provide the dates of your child's immunisations

DATES

a) Tetanus, whooping cough & Diphtheria _____

b) Polio _____

c) M.M.R. _____

d) H.I.B. _____

Please note, staff are only permitted to administer life enhancing medication with parents permission.

Security and Emergency Details

Child's name _____

Emergency Phone Nos (include any mobile or pager Nos)

Parents or Guardian (Home) _____

Parents or Guardian (Work) _____

Other _____

Password _____

Carer or Person who collects your child _____

Address _____

Telephone No _____

Days and Times of Attendance: (please tick all that apply)

Day of the week	morning	Full day
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		Not available

Date you wish your child to start: _____

To be agreed and signed by parent/carers (please delete any points that you do not agree with and discuss during settling in visit):

1. If a child needs medical attention, nursery staff will make every effort to contact the parent/carers immediately. However if a parent/carers cannot be contacted, nursery staff will take the child to the nearest casualty department. Staff at the nursery will continue to try and contact you and will meet you at the hospital.

2. I agree to my children receiving emergency medical treatment in the event of my child being taken to the hospital by a member of staff.

3. Part of the Blue Planet's curriculum includes taking children on outings into the local community and places of interest. Letters will go out to all parents seeking permission for all outings. I therefore agree to the following outings: outings in a car / minibus / public transport / on foot

4. Permission is granted for my child's photograph to be taken by nursery staff, which will only be displayed on nursery premises during Nursery hours and in children's progress booklets.

5. Permission is granted for staff and students to observe and record observations of my child, which will be used to monitor my child's progress. All student observations will be checked and names deleted for the purpose of college assignments.

6. Permission is granted for video's to be taken during school concerts, sports days, celebrating children's birthdays and special events, no video recordings are permitted on any social media sites or are used for any publicity.

7. Permission is granted for staff to apply sun cream on exposed skin during hot months.

8. Permission is granted for my child to be administered a hypoallergic plaster if deemed necessary.

I have read and agreed to the above:

Parent's/Carer's Signature :

Date.....

Terms and Conditions

If your child is unable to attend any of the sessions you must inform the Nursery as soon as possible. We regret that days off due to illness or holiday must be paid for.

When booking please enclose £100.00 registration fee this is not refundable and is deducted off the first term's fees.

One months notice is required should you wish to withdraw your child from the Nursery School, or change session times.

All invoices must be settled on their due dates or charges may be applied.

I am aware that the Early Years Grant, which is available once my child has turned three, does not cover the cost of the service and any shortfall will be payable.

I agree to the above terms and conditions.

Signed:_____ Date:_____

On completion please send this form to our head office address:

Blue Planet Montessori Nursery School

54 Ridgeway Avenue

East Barnet

Hertfordshire EN4 8TW