



**BISHOP KEN**  
**MONTESSORI NURSERY**  
**Admission Form**

**95 Bishop Ken Road, Harrow HA3 7HP**

*A: Child's Details:*

*Surname:..... Forenames:.....*

*Date of Birth:.....*

*Address:.....*

*.....*

*Home telephone:..... Email:.....*

*Ethnicity:..... Nationality:..... Religion:.....*

*b. Parents'/ Guardians' details*

*Mother's Name:..... Occupation:.....*

*Mother's contact numbers: Work..... Mobile:.....*

*Father's Name:..... Occupation:.....*

*Father's contact numbers: Work..... Mobile:.....*

*Emergency Contact 1: Name..... Telephone:.....*

*Known to child as:..... Relationship to child:.....*

*Emergency Contact 2: Name..... Telephone:.....*

*Known to child as:..... Relationship to child:.....*

*Please state that holds responsibility for your child (e.g. parents, single parent or local authority):*

*.....*

*Name of the person(s) collecting child from the nursery. (Children will only be allowed to leave with named person(s)):*

.....

*Does your child have any known medical conditions i.e. asthma, eczema, allergies?*

.....

*If yes, is she/ he on any regular medication?*

.....

*Does your child have any special dietary requirements, i.e. vegetarian, Halal only, no red meat, etc.....?*

.....

*Child's Health:.....*

*Child's Health Visitor:.....*

*Child's Health Clinic:.....*

*Child's Doctor (GP) Name:.....*

*Address:.....*

*Telephone:.....*

*Child's Social worker (if any).....*

*Speech Therapist (if any).....*

**It is important that you know none of the above-named persons will be approached without your prior knowledge.**

*Needs / Special Educational Requirements:*

*Does your child have any additional needs or require support?*

☐ No ☐ Yes — *If yes, please provide details:*

.....  
*Session Preferences*

*Preferred Start Date:*.....

*Requested Days:* ☐ Monday ☐ Tuesday ☐ Wednesday

*Requested Times:* ☐ Morning ☐ Afternoon ☐ Full Day

*Consent*

☐ *I permit my child to be taken on local walks/outings.*

☐ *I permit staff to administer first aid if necessary.*

☐ *I permit photographs of my child to be used in nursery documentation or displays.*

## *GDPR / Privacy Statement*

*We are committed to protecting your privacy and complying with the General Data Protection Regulation (GDPR). The personal data you provide on this form will be used solely to deliver nursery services and ensure the safety and well-being of your child.*

*We will store your data securely and only share it with necessary parties, such as medical professionals or local authorities, when required by law or for safeguarding purposes. You have the right to access, rectify, or request the deletion of your data at any time.*

*By signing below, you confirm that you understand and consent to how your data will be used.*

*Signed:.....*

*Date:.....*

### *1. General Information*

*These Terms and Conditions apply to all parents/guardians of children attending the Montessori Nursery. The nursery operates during term time only, following the local authority's school calendar. We offer government-funded early years education (15 or 30 hours) for eligible children. Additional charges apply for meals, snacks, and consumables, which are not covered by the funded hours. Children will be accepted into the nursery either for the whole year or on a term basis. The nursery will be open from 8.30 am to 3.30 pm, Monday to Wednesday, and parents are required to drop off their children no later than 8.45.*

### *.2. Funded Hours*

*The nursery offers the Universal 15 hours and the Extended 30 hours (for eligible families) of funded childcare. Funded hours are provided during term time only (usually 38 weeks per year). Funded hours can be used during core hours, Monday to Friday. Parents must complete a Parent Declaration Form each term to confirm eligibility.*

### *3. Consumables, Snacks & Lunch Charges*

*Although childcare is funded, the government funding does not cover:*

- Meals (lunch and snacks)*
- Consumable materials (e.g., art supplies, hygiene products, resources for learning)*

*Therefore, we charge a daily consumables fee to cover:*

- Fresh and nutritious morning and afternoon snacks*
- A healthy lunch*
- Learning materials and consumables*

*Current Charges (subject to change with notice):*

- Daily consumables and meal charge: Applicable per funded session*
- Charges are payable monthly in advance and are non-refundable.*

### *4. Attendance and Absences:*

*Regular attendance is important to maintain your child's funded place. Fees for consumables and meals still apply during periods of absence, including sickness and holidays. Please notify the nursery of absences as soon as possible.*

*5. Additional Sessions:*

*If you require extra hours beyond your funded entitlement, these will be charged at our current hourly rate. Additional sessions are subject to availability and must be booked in advance.*

*6. Invoicing and Payment:*

*Invoices are issued monthly and must be paid by the due date specified on the invoice. Late payment may result in the suspension of your child's place until the account is settled. Payment methods accepted include bank transfer, childcare vouchers, and Tax-Free Childcare.*

*7. Notice Period:*

*A written notice period is required if you wish to withdraw your child from the nursery or reduce their attendance. We reserve the right to charge fees in lieu of notice.*

*8. Changes to Terms:*

*We reserve the right to review and amend these terms with a minimum of one month's notice. Parents will be notified of any changes in writing.*

*9. Safeguarding and Policies:*

*Our nursery adheres to all safeguarding policies as set out in our parent handbook. Copies of all policies are available upon request or on our website.*

## *Bishop Ken Montessori Nursery*

### *Parent Contract*

*This contract outlines the agreement between Montessori Nursery and the parents/guardians of enrolled children. It sets out expectations and responsibilities to ensure the well-being and safety of all children in our care.*

*Upon acceptance of a place at the nursery, a non-refundable registration fee is payable. This fee secures your child's place and covers administrative costs associated with enrolment.*

*In addition to the registration fee, the first month's fees must be paid in advance before the child's start date. Ongoing monthly fees must be paid in advance by the due date stated on your invoice.*

#### *1. Dropping Off and Collecting Children*

*Children must be dropped off and collected within the agreed-upon hours. The nursery opens at 8 am and children must arrive no later than 8.30 am.*

*Only authorised people listed on the child's registration form may collect the child. If someone else will be collecting your child, you must notify the nursery in advance and provide a password for identification.*

#### *3. Late Pick-Up Policy*

*Parents must collect their child promptly at the end of their session. A late collection fee will be charged for children not collected on time. Repeated late collections without giving prior information may result in informing other relevant agencies.*

*Current late collection fee: £5 per 15 minutes (or part thereof).*

#### *4. Sickness and Absence*

*Unwell children should not attend the nursery. If your child becomes ill during the day, you will be contacted to collect them as soon as possible.*

*Children must be kept at home for 48 hours after the last episode of vomiting or diarrhoea.*



*We follow Public Health England guidelines regarding exclusion periods for common illnesses.*

## *5. Medication*

*Nursery staff can only administer medication that has been prescribed by a doctor. Parents must complete a medication consent form and provide clear instructions. All medication must be in its original packaging with the child's name and dosage details visible.*

*We are unable to administer non-prescription medication without prior agreement.*

## *6. Agreement and Declaration*

*I/we understand and agree to abide by the terms outlined in this contract. I/we confirm that all information provided to the nursery is accurate and up to date. I/we agree to notify the nursery of any changes to contact details or authorized persons for collection.*

*Parent/Guardian Name:.....*

*Signature:.....*

*Date:.....*

*Nursery Manager Name:.....*

*Signature:.....*

*Date:.....*

## *All About Your Child*

*This form is designed to help me know your child before care can begin. Hopefully this information will mean that I can help your child settle in smoothly and I can begin to plan appropriate experiences for your child in line with the Early Years Foundation Stage (EYFS) Statutory guidelines.*

*Child's Name:..... Date of Birth:.....*

*Age:..... Start Date:..... Key Person:.....*

### ***Positive Relationships:***

*Has your child had experience of playing with other children?*

.....

*Has he/she stayed with other people before? Was he/she happy to be left there?*

.....

*Who does your child enjoy spending time with? (Grandparents, siblings, close friends, etc.)?*

.....

*Would you be interested in sharing any of your skills?*

.....

*Do you speak or write any other language?*

.....

*Explain to parents: Key person; settling in*

***A Unique Child:***

*What is your child good at?*

.....

*Is there anything you would like me to know about your child's development (Talking, Walking, etc.)?*

.....

*Is there anything you would like me to know about your child's behaviour? (Tantrum, shy, sensitive, etc.)?*

.....

*What do you do if your child becomes upset or angry? (Cuddle, leave to calm down, give bottle, etc.)?*

.....

*What celebration is your child involved in at home? Is there anything special in your culture that could share in this setting (Places you visit, special people, special objects, etc.)?*

.....

*What makes your child happy/sad?*

.....

*Explain to parents: Healthy eating policies; celebrating birthdays; keeping children home if they are ill*

***Learning and Development:***

*What does your child spend a lot of time doing? Prompts – Some children like to: Pile up/knock down, push/flick switches, use remote control, turn tops/other objects, roll/circle, twirl around rooms, heap/scatter objects, fasten/join things together, use Lego-type construction toys, wrap things up, fill bags, cover or hide self/objects, fill/empty containers, carry things about from one place to another hands/bags etc, like things up, climb, place objects on top/round the edge.*

.....  
.....  
.....

*What does your child like to play with at the park? Which equipment? Do they run in straight lines or curves?*

.....

*Knowledge and Understanding: When out, do they notice transport/animals/trees/sky, etc?*

.....

*Reading: Likes being read to/reads to others/self. Favourite story/notices sign and labels*

.....

*Music: Joins in singing/dancing/listens/favourite song?*

.....

*Number: Likes to count/sequence, one to one?*

.....

*Explain to parents: Planning learning through experiences; play based curriculum*

**Enabling Environments:**

*This setting is set up to allow children independent choices. Do you foresee any difficulties for your child? (Mobility independence, accessing resources/activities, etc.)?*

.....

*Explain to parents: Observing, assessing, and planning for children; learning indoor and outdoors; services they can access the setting (e.g. Sure start' play groups, speech therapy, CAF, etc); children's centre; policies, procedures, and contracts*

**EYFS Individual Profile: My Learning Journey**

*Child's Name:.....*

*Date of Birth:.....*

*Ethnic Origin and Faith:.....*

*Home Language:.....*

*Start Date:.....*

*Key Person:.....*

***FOR OFFICE USE ONLY***

***ADDRESS:***    ***YES*** ☐    ***NO*** ☐

***D.O.B:***    ***YES*** ☐    ***NO*** ☐