



BOWES PARK NURSERY

'Confident Independent Learners'

63-65 Whittington Road, Bowes Park, London, N22 8YR

Tel: 020 8888 1142

Fax: 020 8888 1141

Email: Bowespk@yahoo.co.uk Web: www.bowespk.co.uk

Registration Form

Child's Full Name

D.O.B:

Home Address

Sex:

(M / F)

Post Code

Home Tel. No.

Email Address.

(for issuing invoices, required as invoices are not printed)

PLEASE FILL USING BLOCK LETTERS

Father's Full Name

Occupation

Business Name and Address

Work Tel. No.

Mobile Tel. No.

Email Address.

Mother's Full Name

Occupation

Business Name and Address

Work Tel. No.

Mobile Tel. No.

Email Address.





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Name/Address of alternative person who may collect in case of an emergency	Name/Address of alternative person who may collect in case of an emergency
Mobile no.	Home tel. no. Mobile no.
Name/Address of Family Doctor	Name/Address of Health Visitor
Tel. No.	Tel. No.

Immunisation record (please tick if up to date)	
<input type="checkbox"/> Diphtheria	<input type="checkbox"/> BCG
<input type="checkbox"/> Meningitis C	<input type="checkbox"/> Hib
<input type="checkbox"/> Poliomyelitis	<input type="checkbox"/> Measles
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Mumps
<input type="checkbox"/> Whooping Cough	<input type="checkbox"/> Rubella
Does your child have any health problems the nursery needs to be aware of?	Is your child taking any regular form of medication?
Does your child have any special dietary requirements?	Has your child any allergies that you are aware of, including allergies to pets?
Does your child have any special educational needs or disabilities?	Are there any emergency medical procedures that are prohibited for family, cultural or religious reasons?
Child's religion (if any)	Child's ethnic origins





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Sessions required (please tick):

Monday		Tuesday		Wednesday		Thursday		Friday	
A.M	P.M	A.M	P.M	A.M	P.M	A.M	P.M	A.M	P.M

Preferred Start Date (this will be confirmed)

PLEASE READ AND SIGN:

I/We apply for a place for the above child on the terms and conditions which I/we have read and understood, and on the terms outlined in the Bowes Park Nursery Information Pack. I/We enclose a cheque for £80.00 in payment of the non-refundable registration fee.

N.B. This registration form incorporates the terms and conditions. Upon signing this form parents are deemed to have read, understood and agreed the same.

Signed:
(Parent 1)

Signed:
(Parent 2)

Date:

Date:

FOR OFFICE USE

Registration Fee Paid:		Deposit Paid:	
		Entered on First Steps:	





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Terms and Conditions

A signed and fully completed registration form together with a non-refundable registration fee of £80 is required prior to confirmation of a place. Registration does not guarantee a place for the start date or sessions required.

Following payment of the deposit start date and sessions will be confirmed.

If a place is no longer required following payment of the deposit but prior to starting, the deposit is not refundable.

Four weeks written notice is required if you wish to withdraw your child from the Nursery.

Fees are calculated by multiplying the weekly rate by 52 and dividing 12 to give the monthly payment. Fees are payable during periods of absence from the Nursery, this includes sickness, holidays, public holidays and the period between Christmas and the New Year when the nursery is closed.

A 50% discount is available for a continuous absence of 4 or more weeks provided written notification has been received in advance.

A child's fee rate will change on entitlement of EYFE. The new rate will take effect from the first day of the term following their third birthday (1st January, 1st April or 1st September).

A 15% sibling discount is available, applicable to whichever is the lower of two or more fees.

Fees are payable in advance by standing order, BACS, bank transfers, cheques or cash.

Fees are reviewed annually.

The Nursery accepts all types of Childcare vouchers as payment against fees, it is your responsibility to ensure voucher providers send timely payments to the Nursery.

The Nursery operates the universal Free Early Education for 3-5 year olds (15 hours) and Free Early Education and Childcare (30 hours which is subject to availability and eligibility). By registering your child you accept the terms under which we operate these schemes. Details will be given to you shortly before your child is entitled to the funding. Should you require this information earlier please ask the office. This funding will be claimed by the Nursery on your behalf and deducted from the fees.

Parents are held responsible for all outstanding fees. The Nursery is not liable for collection of fees from third parties e.g. universities/colleges, voucher providers, grant funding agencies etc.

If a child is collected after the agreed time, a charge of £15 for the first 30 minutes lateness followed by £20 for each subsequent 30 minutes thereafter may be levied at the discretion of the Nursery Manager.

Any brought forward balances greater than £100 on the following month's invoice may at the discretion of the Nursery Manager incur a 5% surcharge.

The nursery reserves the right to correct invoices already issued should it find out that there has been a mistake.

Arrears

If payment of fees is outstanding for more than 28 days the Nursery reserves the right to (a) refuse admittance of your child to the nursery and (b) to serve a seven day notice in writing to terminate this contract, and this notice to terminate shall be regarded as a formal demand for all outstanding monies.

