

1. Child Details

Full legal name (as on passport)

Preferred name

Date of birth

Nationality

Languages spoken at home

Gender

Male Female

Religion

Preferred year group

List any medical complaints, allergies, special needs or dietary requirements

Fix 2
passport
photos here

2. Home Details

Area of residence

P.O.Box

Home phone

3. Guardians

Father's details

Full name

Job title

Company

Work phone

Mobile

Email address

Mother's details

Full name

Job title

Company

Work phone

Mobile

Email address

Others authorised to collect your child / emergency contacts

Name

Mobile

Relationship to child

1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Checklist

Consent Form - signed

Passport and Residence Visa of child - copy

Passport and Residence Visa of father - copy

2 x passport photos of child

Immunisation record of child - copy

Birth Certificate of child - copy

Name (print name of person completing this form)

Signature

Date

Full legal name:

1. Emergencies

I hereby agree, or DO NOT agree that: *(tick whichever applies)*

If I or my authorised contacts cannot be reached then, in the case of an emergency, nursery personnel have my full permission to seek emergency medical treatment for my child. This may include transportation to the nearest Government Hospital.

2. Photography

I hereby agree, or DO NOT agree that: *(tick whichever applies)*

I give permission for photographs taken of my child to be published on the nursery's website, Facebook page, newsletter and any other publicity materials created for the nursery.

3. Fee Policy

- a. The fee schedule is available from Reception or can be downloaded from the website. It is subject to change from time-to-time.
- b. A one-off Registration Fee is payable on accepting a place for your child. This fee is non-refundable and non-transferable.
- c. Fees are payable per term in advance, based on three terms per year. Fees are due by the first day of each term. Failure to pay by the due date will incur additional Late Payment Fees calculated at 1.5% per month.
- d. The nursery dates are available from Reception or can be downloaded from the website. There will be no reduction in the fee where a child is absent for part of the school year.
- e. Parents must notify Reception when a child is absent. Unexplained absences of more than 5 days will result in your child's name being removed from the register and the place given to the next child on the waiting list.
- f. If a child is to be withdrawn from the nursery, one term's notice in writing must be given. If prior notice is not given, one term's fees will be charged.
- g. The Refundable Deposit is payable on accepting a place for your child. It is returned to parents once their child has been withdrawn from the nursery, subject to the prior settlement of any outstanding balances.

4. Undertaking

I hereby undertake and agree that:

- a. I shall respect the nursery's policies and procedures. These are summarised in the Parent Handbook and a complete version is available for inspection at Reception.
- b. I have read, understood and agree to be bound by the contents of this Consent Form, as set out above.

Name (print name of person completing this form)

Signature

Date