

BEECHOAK FARM –WAITING LIST FORM

(21.01.11)

Church road, High Beech, Loughton Essex
IG10 4AJ

Tel: 020 8502 0006

beechoakfarm@btconnect.com

www.beechoakfarm.co.uk

Child's full name	
Date of birth	
Spoken language/s	

	<u>Contact 1 (*Child's main residence)</u> (person with parental responsibility)	<u>Contact 2</u> (person with parental responsibility)	<u>Contact 3</u>
First Name			
Surname			
Address			
Postcode			
Home Tel. No.			
Work Tel. No.			
Mobile no.			
Email			
occupation			
Relation to child			

Requested sessions

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club (8-9)					
School day (9-4pm)					
Teatime club (4-5)					

Any known medical condition/allergies/ special needs the school should be aware of regarding your child?
How did you hear about Beechoak Farm?
What is you requested start date

To join the waiting list, please send this waiting list form, the terms and conditions (please read and sign) and a £30 cheque to Beechoak farm Montessori Pre-school. We will notify you when a place becomes available.

Beechoak Farm Montessori Pre-School terms and conditions **(21.1.11)**

All fees are subject to an annual review.

All fees are payable every 4 weeks, in advance by cash, cheque or chip and pin in the office. Fees should be paid on receipt of invoice, if they are not received by us within 2 weeks your child will be excluded from the nursery until the account is settled. You will still incur charges during this withdrawal period.

There will be a charge of £3 for any cheque returned by the bank.

Late collection will be charged at £20 for every 15 minutes of lateness and will be added to your next invoice.

Each child is required to attend a minimum of 2 school days.

There is a 5% sibling discount- whilst both children attend.

We are open all year round, and closed only for bank holidays.

Fees are payable inclusive of your child not attending due to sickness, family holidays and bank holidays.

We will try to give extra sessions back due to bank holidays however we can not guarantee that this will always be possible due to availability of spaces.

We do not swap days.

We require 4 weeks written notice to withdraw your child from the nursery or reduce sessions. If this is not given you will be liable for 4 weeks fees.

Please supply photos of all authorised adults able to collect your child.

Uniform is compulsory.

Please label all clothing.

Please do not bring toys into pre-school. We can not be held responsible for any lost/damaged toys, clothing or jewellery.

All children have an ongoing developmental scrap book. We start this the day they join and you may take it when they leave.

The child's protection and safety is paramount. A confidential record of any concern is kept on file and if deemed necessary, Social Services will be contacted for advice. If a report is to be made to the authorities, we act within the area child protection team.

Please do not bring your child to school if you suspect they are ill or suffering from any contagious ailment. There is a 48-hour exclusion period for diarrhoea and/or sickness, for the health and safety of all other children and our staff. Please see our notice board for all other exclusion periods.

If your child has been prescribed medication for any acute or chronic conditions, please hand to the Officer-in-Charge on arrival who will require you to complete a medication form. Please ensure that any medication (with the exception of 'Calpol') is prescribed by a Doctor. **Calpol (5ml) will be given to any child if they develop a high temperature.**

Please let the officer-in-charge know if your child has taken any medication, including Calpol the morning they attend school. If you choose to bring a beaker into school, please ensure that medication is never mixed in with the juice.

Please do not bring nuts, chocolate or sweets into the pre-school. The children have healthy snack time mid morning and afternoon and a home made lunch cooked on the premises every day. They do not require food from home.

Please ensure you have a regular supply of nappies/wipes in your child's bag.

All children have supervised visits to our farm animals

All children have a high factor sun cream applied during hot weather.

Children will be photographed by staff during activities and these photos will be put in children's scrap books or displayed in the classroom/hall or on our website.

External agencies e.g health visitor, speech therapist will be contacted if we feel it benefits the child.

In the event of an emergency, a member of staff will seek any necessary medical advice/treatment and accompany your child to hospital.

Please notify the Pre-school if any contact details/ registration details change.

These terms and conditions together with the prospectus and Free Early Education Entitlement Policy form your agreement with Beechoak Farm Montessori Pre-School. By signing this agreement you are agreeing to comply with these terms and conditions and with the Pre-school policies and procedures as set out in the prospectus.

Signed.....

Name.....

Date.....

Start date.....

BEECHOAK FARM -REGISTRATION FORM

(21.01.11)

Church road, High Beech, Loughton Essex

IG10 4AJ

Tel: 020 8502 0006

beechoakfarm@btconnect.com

Child's full name	
Date of birth	
Spoken language/s	
Religion	
Ethnicity (optional)	

	<u>Contact 1</u> (*Child's <u>main residence</u>) (person with parental responsibility)	<u>Contact 2</u> (person with parental responsibility)	<u>Contact 3</u>
First Name			
Surname			
Address			
Postcode			
Home Tel. No.			
Work Tel. No.			
Mobile no.			
Email			
Occupation			
Relation to child			

Is there anyone who does not have legal access to the child ?

Any known medical condition/allergies the school should be aware of regarding your child ?
Any past hospitalisation?
Any known special educational needs?
Any special dietary requirements?
Any comforter?
Any Siblings?

Emergency Password?

Actual sessions Start date

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club (8-9)					
School day (9-4pm)					
Teatime club (4-5)					

Doctors name/address	
Health visitors name	
BCG	
DIPHTHERIA	
TETANUS	
POLIO	
WHOOPING COUGH	
HIB	
MMR	

For office use only

Waiting list fee/ 2 week deposit	
Uniform/labels	
Visits	
Confirm billing address	
Read & sign terms & conditions	
Photos of authorised adults	

Photos of authorised adults