

# Casa dei Bambini Registration Form



**Hartley House  
Montessori**

Full Name of Child:

Date of Birth:

Name of Parents/Guardians:

Home Address and Postcode:

Home Telephone Number:

Mobile Number:

Email Address:

Proposed Start Date:

Days/Sessions Required:

***I enclose a copy of my child's birth certificate and a £30.00 non-refundable registration fee (cheques should be made payable to Hartley House Montessori Ltd).***

***I confirm that I have read and understood the Admissions Policy and Procedure as outlined below.***

**Signed:**

**Date:**

***Please return to Hartley House Montessori Ltd, St John's Hall, St John's Street, Winchester SO23 0HF***

## **Admissions Policy**

Hartley House Montessori accepts children into their care who are six months and older. Places are subject to availability and position on the waiting list. All children are required to attend a minimum of two full days or three morning/afternoon sessions a week. Reduced sessions will be considered only for very young children or those with special needs.

Children are accepted into the Nursery School throughout the year depending on availability.

## **Admissions Procedure**

- Parents and children are invited to view the nursery school and to meet with the Manager prior to registration.
- On receipt of the fully completed registration form, non-refundable registration fee and copy of the child's birth certificate, the child's place on the waiting list will be acknowledged.
- When days/sessions and the start date are agreed and confirmed, parents are required to pay the equivalent of four weeks fees as a refundable deposit.
- Children and an accompanying parent/guardian will be invited to attend introductory sessions.
- Parents are invoiced at the beginning of each calendar month and fees are due on receipt of invoice.
- One calendar month's written notice is required in order to reduce your child's sessions or withdraw them from the Nursery School once the days/sessions have been confirmed. The refundable deposit will be returned when the final account has been settled.