

Casa dei Bambini Day Nursery

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, a copy of photographic ID for myself as the parent/guardian of the child 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 6 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 (not applicable for children on 2 Year Old Early Education Grant Funding) and copy of the child's birth certificate and your identity confirmed the child's place on the waiting list will be confirmed.
- 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 (not applicable for children on 2 Year Old Early Education Grant Funding and children only attending for their Early Years Education Funded hours.)
- 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.