



# **BRIDGE PARK**

# **MONTESSORI NURSERY**

## **Admission Form**

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**Bridge Park Business Centre, Harrow Road, London NW10 0RG**

a: Child's Details:

Surname:..... Forenames.....  
Date of Birth.....  
Address.....  
.....  
Home telephone:..... Email:.....  
Ethnicity ..... Nationality..... Religion.....

b. Parents'/ Guardians' details

Mother's Name:..... Occupation:.....  
Mother's contact numbers: Work..... Mobile:.....

Father's Name:..... Occupation:.....  
Father's contact numbers: Work..... Mobile:.....

Emergency Contact 1: Name..... Telephone:.....  
Known to child as:..... Relationship to child:.....

Emergency Contact 2: Name..... Telephone:.....  
Known to child as:..... Relationship to child:.....

Please state who holds responsibility for your child (e.g. both parents, single parent or local authority):  
.....

Name of the person(s) collecting child from the nursery. (Children will only be allowed to leave with named person(s)):  
.....

Does your child have any known medical conditions i.e. asthma, eczema, allergies?:  
.....

If yes, is she/ he on any regular medication?.....

Does your child have any special dietary requirements i.e. vegetarian, halal only, no red meat, etc.....  
.....

Does your child have any disabilities or special needs?  
.....

**Child's Health**

Child's Health Visitor .....

Child's Health Clinic .....

Child's Doctor (GP) Name:.....

Address: .....

Telephone:.....

Child's Social worker (if any).....

Speech Therapist (if any) .....

**it is important that you know none of the above named person will be approached without your prior knowledge**

*I consent to any emergency medical treatment necessary whilst my child is at nursery. I authorise the nursery staff to sign any written form of consent required by the hospital authorities if the delay in obtaining my signature is considered by the doctor to endanger my child's health and safety.*

*I give consent for the setting to keep written and photographic record of observations on my child and use these as they deem necessary.*

*I also consent my child to be taken to local parks, shops or outings by the nursery staff.*

Signed.....

Date.....

## BRIDGE PARK MONTESSORI NURSERY

Bridge Park Business Centre, Harrow Road, London NW10 0RG

### TERMS AND CONDITIONS TO PARENTS

#### Opening Hours

Children will be accepted into the nursery either for the whole year or on a term basis.

The nursery will be open from 8.00am to 16.00pm, Monday to Friday, and parents are required to drop in their children no later than 9.00.

#### ADDITIONAL INFORMATION

1. **ALL SCHOOL FEES MUST BE PAID NO LATER THAN WEDNESDAY MORNING. FAILURE TO PAY SCHOOL FEES BY WEDNESDAY MORNING WILL RESULT IN A £5.00 FINE PER DAY FOR LATE SCHOOL PAYMENTS.**
2. **ALL SCHOOL FEES MUST BE PAID IN FULL A WEEK BEFORE YOUR CHILD LEAVES THE NURSERY. FAILURE TO PAY SCHOOL FEES IN ADVANCE WILL RENDER YOUR DEPOSIT NON-REFUNDABLE.**
3. **NEG2 AND NEG3 CHILDREN DONT HAVE TO PAY DEPOSIT MONEY UNLESS THEY WANT EXTRA HOURS IN THE NURSERY.**

#### Deposit

Upon acceptance of the child into the nursery, a deposit is required. This will be £200.00 for full time children and £ 125.00 for part time children. A receipt will be issued for this deposit, which will be refunded upon withdrawal of the child as long as all terms and conditions have been adhered to. Failure to inform the nursery of the withdrawal of a child and failure to pay fees in advance will render this deposit non-refundable. **NO DEPOSIT OR REGISTRATION FEE IS REQUIRED FOR NEG CHILDREN.**

#### Holidays and Sickness

In all cases of sickness and holidays, fees are still payable. In addition, parents are asked wherever possible to give advanced warning to the nursery when they expect their child not to be attending.

**NEG Children cannot be absent for more than 2 weeks without the permission from the council.**

#### Notice of Withdrawal

A minimum of two weeks notice must be given to the nursery in writing if the child is to be withdrawn from the nursery. Failure to do this will result in the retainment by the nursery of the deposit. (See above).

**Declaration**

I understand and agree to all the terms and conditions mentioned and am willing to abide by them.

Signed..... (Signature of Parent/Guardian)

Date.....

Witnessed by..... (Signature of Staff Member)

Position..... Date.....

Note: The Management of the Bridge Park Montessori Nursery reserves the right to increase charges as necessary and parents will be given sufficient warning if this action is warranted.

The information that you have given will be treated as confidential, but the nursery reserves the right to make enquiries as to the particulars submitted and to exclude any child as the result of deliberately inaccurate information submitted by parents.

**DECLARATION**

I have been informed by the officer-in-charge of the details of the services available, and agree to conform to such regulations and hereby undertake to pay the fee charged by the nursery. In accepting this nursery place, I hereby declare that the particulars given are true and accurate and that if they change in any respect I will notify you immediately.

Signature.....Date.....

Signature Officer-in Charge.....

Date:.....

**FOR OFFICE USE ONLY**

ADDRESS YES  NO

D.O.B YES  NO

# All About Your Child

This form is designed to help me know your child before care can begin. Hopefully this information will mean that I can help your child settle in smoothly and I can begin to plan appropriate experiences for your child in line with the Early Years Foundation Stage (EYFS) Statutory guidelines.

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Start Date \_\_\_\_\_

Key Person \_\_\_\_\_.

## Positive Relationships:

Has Your Child had experience of playing with other children?

\_\_\_\_\_  
Have she/he stayed with other people before? Was she/he happy to be left there?

\_\_\_\_\_  
Who does your child enjoy spending time with? (Grandparents, sibling, close friends etc).

\_\_\_\_\_  
Would you be interested in sharing any of your skills?

\_\_\_\_\_  
Do you speak or write any another language?

\_\_\_\_\_  
Explain to the parents about: Key person  
Settling in

## A Unique Child:

What is your child good at?

\_\_\_\_\_  
Is there anything you would like me to know about your child's development (Talking, Walking etc)?

\_\_\_\_\_  
Is there anything you would like me to know about your child's behaviour? (Tantrums, shy, sensitive).

\_\_\_\_\_  
What do you do if your child becomes upset or angry? (Cuddle, leave to calm down. Gives bottle etc).

\_\_\_\_\_  
What celebration is your child involved in at home? Is there anything special in your culture that could share in this setting? (E.g. places you visit, special people, special objects?).

\_\_\_\_\_  
What makes your child happy/sad?

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**Explain to the parents about: Healthy eating policy**  
**Celebrating birthdays**

**To keep the children home if they are ill.**

## **Learning and Development:**

**What your child spend a lot of time doing? Prompts- Some children like to: Pile up/knock down, push/flick switches, use remote control, turn tops/other objects, roll/circle, twirl around rooms, heap/scatter objects, fasten/join things together use Lego type construction toys, wrap things up, fill bags cover or hide self/objects, fill and empty containers, carry things about from one place to another hands/bags etc, line thing up, climb, place objects on top/round the edge.**

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**What does your child like to play with in the park? Which equipment? Do they run in straight lines or curves?**

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**Knowledge and Understanding- When out do they notice transport/animals/trees/sky etc.**

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**Reading- Likes being read to/ reads to others/ self. Favourite story/ notices sign and labels.**

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**Music- Joins in sings/dances/listens/favourite songs?**

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**Marking- Straight line scribble/circle says `drawing is something” or “writing something” (what said)**

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**Number- Likes to count/sequence, one to one?**

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**Explain to parents: Planning learning through experiences**  
**Play based curriculum.**

## **Enabling Environments:**

**This setting is set up to allow children independent choice. Do you foresee any difficulties for your child? (mobility independence, accessing resources/activities).**

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**Explain to parents: Observing, assessing and planning for children**  
**Learning indoors and outdoors**  
**Other services they can accessing the setting (e.g. Sure start’ play groups, speech therapy, CAF etc).**  
**Children’s centre**  
**Policies, Procedures and contracts.**

## NURSERY CONTRACT WITH PARENT/CARER OF THE CHILD

Welcome to Bridge Park Montessori. We are happy that you have chosen us to be your child's care provider. It's very important that you read the terms and conditions carefully and agree to them, before your child starts nursery.

### FEES AND DEPOSIT

1. First week fee is payable upfront, upon accepting a place in the nursery, along with one week fee as deposit. Weekly fee is payable in advance at the beginning of each week, thereafter.
2. The parents will be informed by the management of any annual changes in fee with sufficient notice.
3. A two week notice is required by the nursery should your child has to give up their place for any reasons. Failure to do so will make you liable for the remainder of the month's fees.
4. If you are in arrears of two weeks or more on the fees the manager reserves the right to terminate your child's nursery place. Alternatively, a payment plan will be set up to collect the arrears in fee.
5. The nursery operates during term time only and will be closed on all bank holidays. You will be required to pay the fees during this time period also.

### EMERGENCY CONTACT

1. It is very important for the nursery to have your current contact details in case of an emergency. Please fill in the appropriate details in the form provided with the nursery application.
2. It is your responsibility to inform the nursery about any change in circumstances or emergency contact details and keep the records up to date.

### PICK UP AND DROP OFF

1. The nursery is open from 8:00 a.m. to 4:00 p.m. You **must not collect your child later than 4:00 p.m.** under any circumstances. However, if there is **an emergency please call the nursery** to inform the intended time of collection.
2. If you have not informed the staff and in an event of us not being able to get in touch with any of the emergency contacts, the **nursery is legally obliged to inform the social service after 1 hour.**
3. Additionally, if you are later than the time previously agreed upon you will be charged £1.00 per extra minute.

### MEALS AND SNACKS

1. A nursery lunch will be provided at a cost of £ 4.00 a day. Parents/ carers also have the choice of providing a pack lunch instead of the nursery meal.
2. Snacks (fresh fruits and vegetables) and drinks will be made available to your child throughout the day. Please ensure you inform the nursery about any food allergies they might have, when you fill in the application form.

### NAPPIES AND WIPES

1. Parents of children who have not been potty trained will be required to provide disposable nappies and wipes, although the staff will give every help and support for your child to be toilet trained



**ILLNESS AND MEDICATION**

- 1 Any child who was sent home from the nursery because of ill health will not be re-admitted for at least 24 hours. Some cases may take longer.
- 2 If the child has been prescribed antibiotics he/ or she will be re-admitted at least for 48 hours, being considerate to the other children in the nursery.
- 3 It is the responsibility of the parents/ carers to notify the manager or the key worker about the medications and how they should be administered. It is very important that they fill in the appropriate forms and consent to the procedure with the staff.

Name of the child:-----

Name of the parent/ Carer:-----

Relationship to the child:-----

Date: -----

Signature:-----

# EYFS Individual Profile: My Learning Journey

- Child's Name.....**
- Date of Birth.....**
- Ethnic Origin and Faith.....**
- Home Language.....**
- Start Date.....**
- Key Person.....**