

Principal Mrs. Beverley Cooper
Toddlers-In Nursery School
St.Michaels Memorial Hall
Branch Road
St.Albans
Hertfordshire
AL3 4SS



Tel: 01727 851267
www.toddlers-in-nursery.co.uk

Registration Form.

The purpose of this school is to provide nursery education for children aged two years to compulsory school age. The school will be open during term time on weekdays. Morning session 9.15am until 12.15pm for children aged 3 years to 5 years. Afternoon session 1pm until 3pm for children aged two years to approximately 3 years. Milk and fruit will be provided at all sessions.

Fees; £14.00 per morning and £14.00 per afternoon. The Nursery Education Grant from H.C.C is available for all three and four year olds (some 2 year olds may also be eligible). A registration fee of £20 is payable when your child's name is placed on the waiting list (includes free sweatshirt when starting nursery school). This is non-refundable. Fees are paid termly, during the first week of term - (this can be split in two parts if you so choose). Cheques are payable to Toddlers-In Nursery School-Branch Road. There will be no refunds as your child's place is held open during illness and holidays etc. and our overheads are fixed. This also covers forced closure due to unforeseen circumstances, for example heavy snowfall etc. A 10% reduction is given to a second child attending at the same time. Usually, but not always, the first morning of each new term will be a training/inset morning for all staff only. Confirmation of exact term dates will be given well in advance.

At least one half term's notice must be given, in writing, when your child is to leave us, otherwise full fees will be payable.

All written communication should be sent to the above address. Registration forms may be handed in or posted, in which case written confirmation of receipt will be sent. We will contact you about a half term before your child is due to start nursery. At this time, you will be asked to complete a letter of confirmation and return this with a deposit of £50. This deposit is fully redeemable against your first fees. If at a later date you choose to postpone your start date, the deposit will be carried over to use at such time. If for any reason you choose not to take up your place, the deposit is non-refundable, as people on the waiting list will have been informed that there are no vacancies and your place may remain empty until a later date.

If you have any queries or wish your child to start later or earlier than requested, do not hesitate to contact us and we will do our best to help. For more information about the school please read the Toddlers-In Booklet.

During your time with us a Nursery Learning Record will be kept to forward onto your infant school. If any concerns are raised regarding your child, notes may be recorded for reference. All information is strictly confidential and is available for you to see at any time. When signing this form you are acknowledging that you have read and understood the above terms and conditions.

SIGNATURE OF PARENT/GUARDIAN.....

Please also print your name.....Date.....

TODDLERS-IN NURSERY SCHOOL-BRANCH ROAD
Principal Mrs.B.J.Cooper

Office use only.
£20 Registration
Paid.....

REGISTRATION FORM

CHILD'S NAME..... M/F

DATE OF BIRTH.....

ADDRESS..... TEL. NO.....

..... WORK NO.....

..... POST CODE.....

E-MAIL ADDRESS.....

MOTHER'S NAME..... FATHER'S NAME.....

MOTHER'S OCCUPATION..... FATHER'S OCCUPATION.....

EMERGENCY TELEPHONE NUMBER (to be filled in at the time of starting nursery).....

NAME AND ADDRESS OF FAMILY DOCTOR.....

Are your child's immunizations up to date? YES / NO.....

Please give us any information which might help us understand your child better e.g. brothers and sisters?
Please tell us about any dietary needs that apply to your child. Does your child suffer from any allergies?

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RELIGION..... ETHNIC ORIGIN..... FIRST LANGUAGE.....

Please tick the sessions that you require. These can be changed nearer the time to your child actually starting nursery. Please indicate which term you may wish your child to start. This can also be changed at a later date if you are unsure. JANUARY 200.../ SEPTEMBER 200.../OTHER

MORNINGS 3-5 YRS.

AFTERNOONS 2-3 YRS

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

All information on this form is confidential.

When my child is attending nursery; I do not/ do give the staff my permission to take her/him out of school to collect leaves or go to the shop etc. We will occasionally take photographs of the children in nursery for our use only, usually for displays for you to see. Please let us know if this could be a problem.

If my child should need emergency medical treatment, by a doctor or in hospital, I do/do not give my permission to the nursery school to authorise such treatment.

SIGNATURE OF PARENT/GUARDIAN

Please also print your

Name..... DATE.....

Please remember to send your £20 registration fee with this form (includes free sweatshirt when starting nursery school).