



**PRESCHOOL ROOM  
REGISTRATION FORM**

**PERSONAL DETAILS**

CHILD'S FULL NAME: .....

D.O.B ...../...../..... Child's first language: .....

ADDRESS: .....

..... POSTCODE: .....

Mother's Full Name: .....Occupation: .....

Tel No: ..... Mobile: .....

Work Tel No..... Email: .....

Father's Full Name: .....Occupation: .....

Tel No: ..... Mobile: .....

Work Tel No..... Email: .....

Please state any medical history that you feel we should be aware of;  
.....

Our group has a special needs policy. Does your child have any special needs, which you would like to discuss?  
.....

Session times are: mornings 8.30am-12.30pm afternoons 12.30pm-3.30pm and an all day session 8.30am-3.30pm. Children may attend as many sessions as required. We recommend a minimum of two sessions per week but there is the option to increase the sessions at a later date if places are available. *Please note that we offer 30 funded hours with no additional costs, to a number of eligible children per day. For these families the hours will be 9.30am – 3.30pm.*

**PREFERRED DATE TO START ST. THOMAS MORE MONTESSORI PRESCHOOL.....**

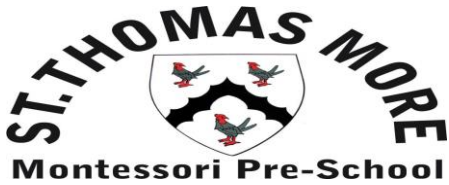
SESSIONS PREFERRED (please tick)	Monday	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>
	Tuesday	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>
	Wednesday	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>
	Thursday	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>
	Friday	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>

*These are subject to confirmation nearer the start date.*

**ADMIN USE ONLY** Date Recd..... Staff Initials.....

Payment method: Cash  Cheque  BACS  Childcare Vouchers

MMC Details entered: Child  Mother  Father  Fully Funded Child YES  NO



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TERMS AND CONDITIONS OF ACCEPTANCE to the St. Thomas More Montessori Pre-School is subject to the following terms and conditions:

1. A registration fee of £50.00 is payable. The registration fee is not refundable if the registration is withdrawn for any reason. In the case of a place not being available the registration fee will be returned.
2. An invoice will be sent to the parent/guardian termly and is due for payment within 14 days of invoice date.
3. Late payment will result in a £50.00 late payment fee.
4. The principal has the right to withdraw the child's place if the term's fees are not paid in full.
5. There will be an annual fee increase in September of each year.
6. There will be no refund of fees made in the case of absence through illness or holidays during term time.
7. A term's notice, in writing only, is required from parents wishing to withdraw their child for any reason. In lieu of such notice a term's fees are payable.
8. St. Thomas More Montessori offers Free Education Entitlement following the guidelines of the Essex code of Practice. This funding is available to raise the quality and outcomes for children and to offer parents choice and flexibility.
9. Fees may be paid in cash, bank transfer, childcare vouchers with agreement or by cheque made payable 'PLAY TO LEARN LTD – ST THOMAS MORE'
10. Visits or trips to places of interest will be charged separately. The pre-school may be closed on these occasions.
11. For up to 3 days per academic year the school will be closed for staff training.
12. If the school is closed due to bad weather or problems with the premises, the school is not liable to refund fees.

**DECLARATION**

Please register my child for St. Thomas More Montessori Pre-school. I enclose a registration fee in the sum of £50.00. PLEASE MAKE CHEQUES PAYABLE TO 'PLAY TO LEARN LTD – ST THOMAS MORE'. I have read and agreed the terms and conditions.

Signed..... (Parent/Guardian)      Date.....

Please Return Registration Form to:-  
St Thomas More Montessori Preschool  
C/o Spriggs Yard  
Little Sampford  
Essex  
CB10 2SA  
Telephone 01371 831902

How did you hear about us?

Website       Advertisement       Family/Friends       Primary school

Other.....