



## Lemon Tree Montessori Application Form

All postal correspondence should be sent to Lemon Tree Montessori School, 45a The Mall, Ealing, W5 3QN

[www.lemontreemontessori.com](http://www.lemontreemontessori.com) [info@lemontruemontessori.com](mailto:info@lemontruemontessori.com)

**Please complete all sections (A hard copy is required for processing)**

Child's Full Name \_\_\_\_\_ Male/Female \_\_\_\_\_

Name known as \_\_\_\_\_ Language Spoken at Home \_\_\_\_\_

Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Religion \_\_\_\_\_

Parents/Guardians Names \_\_\_\_\_

Father's Profession \_\_\_\_\_ Mother's Profession \_\_\_\_\_

Home Address \_\_\_\_\_

e-mail(s) \_\_\_\_\_

Home Tel \_\_\_\_\_ Relative/Friend Emergency Name & Number \_\_\_\_\_

Mother's Work Tel \_\_\_\_\_ Father's Work Tel \_\_\_\_\_

Mother's Mobile Tel \_\_\_\_\_ Father's Mobile Tel \_\_\_\_\_

Which Parent should be contacted first? \_\_\_\_\_ Name of Sibling attended \_\_\_\_\_

How did you hear of the school? \_\_\_\_\_

**Child's Emergency Collection Password:** \_\_\_\_\_

Does the child live with both parents? Yes/No If NO who has LEGAL contact with the child \_\_\_\_\_

Date of Application \_\_\_\_\_ Entry for Jan/Apr/Sept term of year \_\_\_\_\_

Previous School, Nursery or Playgroup \_\_\_\_\_

Further information \_\_\_\_\_

Place of child in the family \_\_\_\_\_ Local Authority \_\_\_\_\_

Future School Private/State\* \_\_\_\_\_

\*The above is just to give us an indication of your plans for the future. Please state name of school/s

**Kindly transfer a non-returnable registration fee of £75.00 (bank details on T&C's) with this application form. We do not accept cash/cheques. Once a place has been offered a deposit of £300 is required and fully refunded on your child's month at school, provided a full month's notice has been given. If you have any questions please email [info@lemontruemontessori.com](mailto:info@lemontruemontessori.com)**

## SESSIONS

Please advise us of your preferred sessions – this is a guideline to your requirements but does NOT guarantee a place or the times of your choice. **A minimum of three sessions per week is required for children aged 1-2 years and five sessions for those aged 2-5 years.**

Please indicate your sessions choices.

	Monday	Tuesday	Wednesday	Thursday	Friday
Mornings 8.00 – 1.00					
Afternoons 1.00 – 6.00					
Full days 8.00 – 6.00					

## Medical Information

Family Doctor's Name: \_\_\_\_\_ Dr's Telephone No: \_\_\_\_\_

Address: \_\_\_\_\_

Health Visitor: \_\_\_\_\_ Health Visitor's Telephone No: \_\_\_\_\_

Child's Medical History: \_\_\_\_\_

Dietary restrictions: \_\_\_\_\_

Immunisation Details: Measles/Mumps/Rubella \_\_\_\_\_ Polio \_\_\_\_\_ Tetanus \_\_\_\_\_ Diphteria \_\_\_\_\_

Whooping Cough \_\_\_\_\_ Does your child suffer from Epilepsy? \_\_\_\_\_ Diabetes? \_\_\_\_\_ Asthma? \_\_\_\_\_

Allergies? \_\_\_\_\_

I would like to arrange a home visit from a member of staff before my child starts at the school **Yes/No**

I give permission for my telephone number to be distributed to other parents for the arrangement of play dates. Urgent messages such as a closure of the school due to adverse weather conditions will be sent by text message. Please indicate which mobile number you would like us to use \_\_\_\_\_

## Permission – please complete

I give permission for my child to be taken to hospital in case of emergency and/or seek medical advice **Yes/No**

I give permission for my child to be taken to the library/supermarket/walk around the nursery school **Yes / No**

I give permission for my child to take part in school outings **Yes/No**

The nursery will be closed when group outings take place and no refund will be made should your child not take part.

**INFORMATION HELD ON COMPUTER/PASSED ON TO LOCAL AUTHORITY**- I give permission for my child's personal information to be kept on computer and passed on to the local authority in order for them to process the nursery grant. Unless you state otherwise, it is assumed that you are giving permission for the above.

**PHOTOS** – photos are taken of children playing inside/outside/outings and stored in a computer. No name, address or personal information will be added to the photos. Parents/staff/children/Ofsted/Early Years Advisors will see these photos as they are played as slides on a computer. This is for the childrens' and parents' benefit so that you know what your children do at the nursery. It is assumed that if I do not hear otherwise, we have your permission for this to take place.

**ALLERGY LIST** – should your child have or develop an allergy intolerance to any food/material we must immediately be informed in writing. I ask your permission for this to be entered onto an Allergy List and displayed on the classroom wall. It is very important that all those involved in your child's care is aware of this. If we do not hear otherwise, it will be assumed that permission has been granted for this to take place.

**CHANGES IN FAMILY CIRCUMSTANCES** – You are required to inform us of any changes to your family circumstances- ie who can/cannot collect your child from nursery. This is required in writing by the guardian then followed by a written court order. It is our duty to protect your child at all times.

# Terms and Conditions

Lemon Tree Montessori trading as Willow Tree Education hereinafter referred to as 'the Montessori' offer a definite /provisional place to the child referred to in the Registration Form who is to join the Montessori on the following terms. These terms and conditions relate to the contract between the Montessori and the parent/guardian. The headings in this agreement are inserted only for convenience and shall not affect its construction. Cash payments are not acceptable.

## 1. Registration

A registration fee as referred to on the fee sheet shall be paid by the parent/guardian to the Montessori on submission of the completed registration form and that fee shall not be returnable if such acceptance is later withdrawn by the parent/guardian. The registration fee will be returned if the Montessori cannot offer the place on the schedule and date required. A minimum of two sessions over two separate days are required.

## 2. Offer Acceptance

A deposit as is referred to on the fee sheet shall be paid by the parent/guardian to the Montessori on the acceptance of the offer and that deposit shall not be returnable unless one full month's notice in writing is provided to the Montessori Manager. The deposit is not deductible from the first month's fees.

## 3. Payment of Montessori Fees

(i) Payment of Montessori fees to the Montessori for the child's attendance at the Montessori shall be made by the parent/guardian monthly, in advance, on the first day of each month (the due date) by direct debit. Cheque and cash payments are not permitted.

(ii) If you fail to make payment in full within 7 days of the due date we will enforce an interest charge of 2% on the entire months fees, plus a £25.00 administration cost.

(iii) If the payment of fees referred to in (i) above shall be outstanding for more than 14 days then the Montessori may serve 7 days notice in writing to terminate this contract. Upon termination of this contract the child shall cease forthwith to be admitted to the Montessori, and the Montessori's notice to so terminate shall be regarded as a formal demand for all outstanding monies.

(iv) The Montessori reserves the right to increase the said fees at any time upon giving one calendar month's written notice of the proposed increase to the parent/guardian.

(v) Children must be collected on time after sessions are concluded. A grace period of 10 minutes is given after which late payment fees will be charged.

## 4. Calculation of fees

(i) The Montessori year runs from January 1st to December 31st. The Montessori opens at 8.00am and closes at 6.00pm. The Montessori closes for one week at Christmas, one week at Easter and all other Bank Holidays.

(ii) The fees payable by the parent/guardian are calculated by taking the child's weekly attendance fee, multiplying the same by 50, being the number of weeks the Montessori is open, and dividing by 12 to give a monthly payment which is required in accordance with clause 3(i).

The Montessori does not permit the payment of fees on a daily or weekly basis. Any payments by a parent/guardian upon this basis may be regarded by the Montessori as a breach of the parent/guardian payment obligations and the Montessori reserves the right to terminate this agreement upon serving 7 days notice of the parent/guardian payment default. Upon the expiration of the said 7 days notice and the parent/guardian having failed to remedy their payment default then the Montessori shall be entitled to treat this agreement as terminated and the provision of clause 3(ii) shall apply.

(iii) The Montessori does not permit the pro-rata reduction of payment fees if the child is absent from the Montessori due to illness or holidays whilst the Montessori is open. The parent/guardian is therefore obliged to make full payment. In the event of payment not being made then the Montessori reserves its right to terminate this agreement in accordance with clause 3(ii)

## 5. Cancellation / Termination

(i) After an offer has been made by the Montessori but before acceptance by the parent/guardian either party may cancel the offer by serving 7 days written notice.

(ii) After acceptance of the offer by the parent/guardian either party may terminate this agreement by the service of one calendar month's notice in writing. During that said one month period the Montessori undertakes to continue to admit the child and the parent/guardian undertakes to pay all fees due. In the event of the parent/guardian failing to pay the month's fees the child's place shall be immediately withdrawn and the Montessori shall be entitled to serve a formal demand for payment of such monies.

(iii) In the event of the parent/guardian giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the Montessori one calendar month's fees in lieu of notice. Failure by the parent/guardian to provide one calendar month's notice or any notice at all shall render the parent/guardian liable to the Montessori for one month's fees. Notice must be in writing and posted to the Montessori Manager.

(iv) If in the reasonable opinion of the Montessori Manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or wellbeing of the child or other children of the said Montessori or the teachers or other staff so employed then the Montessori may serve notice to the parent/guardians or a request for the child to be immediately removed from the Montessori and the provision of one month's notice as referred to in sub-clause (ii) hereinbefore stated shall not apply.

## 6. Non-solicitation of staff

The parent/guardian of the child, the subject of this registration form, hereby agrees that during the term of this agreement and for the period of six months following its termination (howsoever terminated) that he/she will not seek to employ, entice away or attempt to entice away from the employment of Willow Tree Education ('the Company') any person or persons employed by the Company at the date of termination of the agreement between the Company and the parent/guardian or any person or persons who was employed by the Company in the six months preceding the date of termination of the agreement between the parent/guardian and the Company. If the parent/guardian shall breach the aforementioned clause then he/she shall indemnify the Company fully in respect of all and any costs, claims, damages and expenses incurred by the Company as a result of the aforementioned breach to include the cost of replacing the said member of staff to include, but not limited to agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by the Company in replacing the member of staff together with all legal fees and disbursements.

## 7. Variation

(i) There shall be no variation of this agreement unless it is in writing and made between a duly authorised representative of the Montessori (Willow Tree Education Ltd) and the parent/guardian, any such agreement being in writing from a Director of the Company or the Montessori Manager.

(ii) Lemon Tree Montessori (The Montessori) is owned by Willow Tree Limited (hereafter called 'the Company') and the members of staff at the Montessori are employees of the Company.

(iii) The employees of the Company at the said Montessori are not authorised to bind the Company in respect of the following matter:

a) The variation of any terms of this agreement except attendance schedule.

b) The entering into of agreements be they oral or written with the parent/guardian as to payment schedules of current fees or arrears of fees.

c) The acceptance of any offer as to the payment of fees or arrears of fees other than in accordance with clause 3.

d) Any representation as to the rights of the Company to take legal or other proceedings.

## 8. Acceptance

The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect. The parent/guardian has read and understands the Terms and Conditions contained and undertakes to be bound by the same.

## 9. General

(i) The parent/guardian must inform the Montessori Manager if they are unable to collect their child from the Montessori by the official collection time. Under no circumstances will a child be permitted to leave the premises unless arranged/authorised prior to collection by a parent/guardian.

(ii) We have an obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. We may do so without your consent and/or without informing you.

(iii) Children should not attend Lemon Tree Montessori if they are unwell, exclusion periods may apply in accordance with the Regulatory Guidance and company policy.

(iv) From time to time we may have photographs taken of the children who attend our nurseries for observation purposes.

(v) The Lemon Tree Montessori uniform is mandatory for all children attending aged 2 – 5 years, this is at an additional charge to the Montessori fees.

(vi) Due to Health and Safety Guidelines we have restrictions on the jewellery that we allow children to wear, please talk to the Montessori Manager for further guidance.

(vii) If you have any concerns regarding the services we provide, please discuss these with your child's Key person. If these concerns have not been resolved to your satisfaction please contact the Montessori Manager. Customer satisfaction is of paramount importance to us.

**Parent/Guardian Signature (1):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Signature (2):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please note: When signing this form parents/guardians are consenting to Willow Tree Education Ltd Terms & Conditions. Data Protection: Any information provided will be kept secure and treated confidentially, in compliance with the UK Data Protection Act.

Registration fees and deposit should be made directly to the school bank account. Bank: Santander Account: Willow Tree Education Ltd Sort Code: 09 06 66 Acc No: 42816977. Please reference the payment with your child's name. You will be issued with a direct debit form for monthly payments.

**Please use this form to provide any useful information regarding your child. If you have a query please email [info@lemontruemontessori.com](mailto:info@lemontruemontessori.com) or call 07956 228 959/07495 898 760. All written correspondence to be sent to 45a The Mall, Ealing. W5 3TJ.**

**A fully signed copy of the application form is required before a place can be offered.**