

345 Nursery School  
Fitzhugh Community Clubroom  
Fitzhugh Grove, Trinity Road  
London, SW12 8QX  
020 3633 4185  
www.345nurseryschool.com



Office:  
69 Brodrick Road,  
London, SW17 7DX  
Ofsted: EY550102  
Co Reg: 10394573  
Jill@345nurseryschool.com

## Registration Form

### Pupil's details

Name (Surname) .....  
Christian Names .....  
Date of Birth .....  
Desired Term of Entry .....  
Proposed Date of Leaving (if known) .....  
Next School (if known) .....

### Parents details

Father's Name .....  
Mother's Name .....  
Address.....  
..... Phone.....  
Email Address.....  
Father's Profession.....  
Father's Work Phone no..... Mob.....  
Mother's Profession.....  
Mother's Work Phone no..... Mob.....  
Child's Medical Background e.g. asthma.....

**I have read and accept the Standard Terms and Conditions as printed overleaf.**

Parent's Signatures: Father:..... Date:.....

Mother: ..... Date: .....

Please return this form, together with your **registration fee of £50.00** (non-refundable) to:  
**345 Nursery School**, 69 Brodrick Road, London, SW17 7DX  
or email a scanned copy to [jill@345nurseryschool.com](mailto:jill@345nurseryschool.com).

**To pay by Cheque** : Please make cheques payable to 345 Nursery School.

**To pay electronically/BACS** : 345 Nursery School, NatWest, Account No 28260368, Sort Code 50 21 01.

PLEASE PUT SURNAME AS PAYMENT REFERENCE AND CONFIRM TO THE SCHOOL VIA EMAIL OR ENTER REFERENCE USED HERE:

.....

FOR OFFICE USE ONLY

Application Form received ..... Reg. Fee YES / NO

Acknowledgment Sent ..... Place / Waiting List

# Standard Terms and Conditions

## 1. Partnership with Parents

345 aims to provide a safe and happy atmosphere in which children can explore and discover that learning is fun. The children have the chance to experience both structured and free play and to develop at their own pace. They learn a variety of social and communicative skills – sharing and caring for others, expressing their opinions, coping with their emotions, natural inquisitiveness and growing awareness of all around them. Parents (the child's parents or guardians) are expected to support the nursery's aims and ensure that their children maintain appropriate standards of punctuality, behaviour, discipline and hygiene.

## 2. Parents Authority

Parents agree to authorise 345 to act in loco parentis and authorize the nursery to take all necessary steps to safeguard and promote children's welfare.

Parents are required to notify 345 of any change of address or contact numbers and, in strictest confidence, any change in family circumstance or court order which might affect the pupil's welfare or happiness.

## 3. Health

Parents are requested to inform 345 if their child has any infectious disease or condition which may affect the child's own health or that of other children, staff or parents.

If parents/carers cannot be contacted in the event of illness, injury or medical emergency the parents/carers consent to the child being treated by certified medical staff or taken to hospital.

## 4. Accidents

Whilst all reasonable care will be taken of the children at 345, the Nursery cannot accept liability in case of accidents due to something that is beyond their control.

## 5. Insurances

The school undertakes to maintain those insurances that are prescribed by law. All other insurances are the responsibility of the parents.

## 6. Entry to 345

Parents are required to complete a registration form and send it to the office together with a non-refundable registration fee. Places are offered on a first come, first served basis. Should a pupil be offered a place then the acceptance must be accompanied by a deposit, the amount of which will be in the offer letter. The deposit is held in the school's general funds until the pupil leaves and is returned after the end of the child's last academic term at the school less all other sums due to the school. The deposit will be retained by the school if for any reason the acceptance of a place is cancelled or the pupil does not join the school. Discretion may, however, be exercised in cases of serious illness.

## 7. Fees

Fees are payable before the first day of the academic term. Unpaid fees will incur a late payment charge of 1.5% per month.

If fees remain unpaid the school reserves the right to exclude the pupil.

## 8. Attendance

It is our policy that all children aged 3 should attend five morning sessions per week. All children are eligible for the Government Free Nursery Education Place (FNEP) funding the term following their third birthday. 345 will apply for the grant on the parents behalf and the funding will be paid directly to the nursery hours. Afternoon School is an optional extra. Parents can choose for their child to stay between one and five extra curriculum afternoon session for an additional fee and these places are available on a first-come first-served basis. As a result of the government new legislation introduced in September 2017 relating to the FNEP funding for all three and four year olds we reserve the right to opt out of the FNEP system should the financial sustainability of the school become untenable and will provide one terms notice should we decide to do so.

## 9. Withdrawal or cancellations

Once a place has been accepted one term's notice in writing is required before the removal or non-commencement of a pupil or one academic term's fees are payable in lieu thereof.

345 Nursery reserves the right to resign the charge of any pupil where it is in the best interests of the nursery or the welfare of the children.

Similarly, if the conduct of the parents is deemed to be incompatible with the aims of the nursery then the nursery reserves the right to exclude the child. In these circumstances any fees would not be refunded. The school may end the contract at any time with an academic term's written notice to the parents.

## 10. Terms and Conditions

Reasonable changes may be made from time to time to these Standard Terms and Conditions, to the level of fees and to the curriculum and the structure and composition of classes and the length of nursery terms. Notice of any change will be given as soon as practicable but on some occasions this might be less than one academic term.