

Child's FIRST name .....

Child's SURNAME .....

Date of birth (DD/MM/YY) .....Male / Female

Address.....

.....

Special dietary requirements NO / YES pls specify : .....

**FOOD Allergy** NO / YES pls specify: .....

**Drug / substance Allergy** NO / YES pls specify: .....

Has the child received her routine vaccinations? YES / NO

(Diphtheria, Tetanus, Whooping cough, Polio, Measles/MMR)

Does the child have any special needs / disabilities? YES / NO

.....

.....

Parent's name (#1) .....

Address (if different from child)

.....

Mobile ..... Home .....

Email .....

Parent's name (#2) .....

Address (if different from child)

.....

Mobile ..... Home .....

Email .....



**EMERGENCY** name

and contact no.:

Relationship to child : .....

Child's GP name : .....

GP contact number : .....

**Preferred start date:** .....

**Non refundable £50 registration**     **Siblings discount**

**Name of sibling** .....

**Preferred session days/times:** Breakfast club 8am-9am

TIME	MON	TUE	WED	THURS	FRI
8:00 – 9:00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9:00 – 12:00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9:00 – 14:00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14:00 – 17:00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Free Entitlement only sessions: # subject to availability**

TIME	MON	TUE	WED	THURS	FRI
9:00 – 14:00 #	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14:00 – 17:00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



# NOTES TO PARENTS

## NURSERY INFORMATION

Owner – Jason Chen – [montessori.chen@gmail.com](mailto:montessori.chen@gmail.com)

Nursery Manager – Jacky – [jacky.horshammontessori@gmail.com](mailto:jacky.horshammontessori@gmail.com)

Administrator – Sharon – [sharonoffice.horshammontessori@gmail.com](mailto:sharonoffice.horshammontessori@gmail.com)

Phone Number – 01403 750504 or 01403 270895

Address – The Scout Hut  
Bennetts Field  
Higgins Way  
Horsham  
RH13 5JZ

## OPENING HOURS

Our preschool is open 8am to 5pm Monday to Friday term time only (38 weeks) and we also provide the option to parents to sign up for holiday clubs during Easter and Christmas breaks as well as the summer holidays. Term time sessions are currently priced at £6.35/hr. Additional hours are priced at £7.50/hour, these are ad hoc sessions should parents require an extended day for their children and may phone in to book on the day itself. **From September 2017 we are changing to a session-based fee (see table below).**

SESSION TIMES	FEE PER SESSION
0800-0900 Breakfast	£8.00
0900-1200 Morning	£23.00
0900-1400 Half-day	£35.00
0900-1700 Full-day	£55.00
1400-1700 Afternoon	£20.00
Extra hours & ad-hoc hours*	£8.00

## SNACKS and MEALS

We provide snacks (consisting mainly of crackers and fresh fruits), milk or water, twice a day for all children. Children are encouraged to bring in a personalised water bottle which may be refilled with water throughout the day. We **DO NOT** provide breakfast or lunches. Parents are required to bring in breakfast for children booked in for breakfast club (8am) or a packed lunch for children staying over lunch hour (12-1pm). Please note all food in the preschool must be nut-free.

## **FREE ENTITLEMENT**

All 3 and 4 year olds are eligible for 15 hours funded sessions. These are free entitlement sessions (FE) which are allocated at 9-2pm (3 days/week) or 2-5pm (Mon to Friday) by the preschool. Please read our admissions and fees policy for further information on free entitlement sessions at our preschool. We will be offering a limited number of 30 hours funded places from September 2017 which will be spread across 48 weeks of the year. We are listed as a provider with the Tax Free Childcare Scheme.

We regret we do not offer funding for 2 year olds.

## **AVAILABILITY**

We operate a waiting list and when a place becomes available for your preferred day/session times, a non-refundable registration fee of £50 should be paid to confirm the place (£25 for siblings). Bank details as below. Once paid, the preschool would be able to arrange settling in sessions (these are free of charge) for the child within the agreed timelines with the parents.

Account Name - **Anne Frank Montessori Ltd**, Account - **2088 4596** Sort Code - **20-42-58**.

**Please ensure you include your child's name as a reference for the payment**

## **OTHER POINTS TO NOTE**

- For a holistic Montessori education we require children to attend at least 2 sessions per week on different days.
- We do NOT swap sessions. We plan our staffing ratios carefully and 'swaps' may destabilise the numbers with a potential negative impact on the provision for the other children.
- Attendance Plans can be changed with 6 weeks' written notice. FE sessions can only be changed with WSCC termly. If short notice changes are required, please speak to the Nursery Manager.
- If a child is absent for any reason (including children's sickness or family holidays) from a pre-booked session, fees are strictly non-refundable.
- There is an early drop off and late collection fee of £10 each time (10 mins and more).
- We operate a waiting list. The general rule is 'First Come First Served', with the exception that we will always try to accommodate siblings as a priority.
- We are here to serve families and make children's and parents' lives as happy and as easy as we can.