

# Trinity Hall Kindergarten

## Correspondence Address

3 Alderton Mews  
 Alderton Hill  
 Loughton  
 Essex IG10 3JE  
 Administration: 0208 508 5029  
 E Mail: tots@nursery1.co.uk

**PLEASE PRINT CLEARLY**

## Enrolment Form

www.nursery1.co.uk  
 OFSTED setting No. 128489



**Manager: Maureen Cassidy**  
**Tel: 07958 789303 for enquiries**  
 Founded In 1975  
 For Children aged 2 to 5 Years

Date of enrolment		Child's Surname	
Date of Birth		Child's Forename	
Parent's forenames		Child's Sex M or F	

### Signing Parents Full name, National insurance Number and date of birth

First name / Surname	N / I Number	D.O.B dd mm yyyy
<input type="text"/>	<input type="text"/>	<input type="text"/>

Parents Address	Telephone Home	Childminder Name	Telephone Home
	Mobile		
		Other person to Contact in an emergency	Mobile
	Tel. Business	Tel: Home	Your National Insurance Number
Post Code		Mobile.	

### Clearly write your Email address :-

In the event somebody other than yourself has to collect your child it is necessary for you to inform us on arrival. Your unique password **MUST** be given before the child will be handed over. Your Collection Password is \_ \_ \_ \_ \_

Doctors Name and Address	Telephone Number	Medical Details :Allergies /Dietary requirements or special Educational needs	Child's Religion
Health Visitor Name	Address & Telephone No.		
			Languages Spoken in Family / Home

Other Children At Home & Schools attended	Names	Sex. M / F	Ages
Number of sessions Required Per Week			

Consents: Please tick relevant box:	PERMISSIONS		Yes	No
I hereby give my permission for the nursery to share development data on a termly basis with (EYCIT) Redbridge	<input type="checkbox"/>	<input type="checkbox"/>		
I hereby give my permission for my child to be photographed for their learning journey in nursery	<input type="checkbox"/>	<input type="checkbox"/>		
I hereby give my permission for sun cream to be applied to my child during outside play in hot weather	<input type="checkbox"/>	<input type="checkbox"/>		
I hereby give my permission for my child to receive emergency medical treatment if I cannot be contacted.	<input type="checkbox"/>	<input type="checkbox"/>		

**Please enclose a registration fee of £10.00 (refundable if we are not able to offer a place)**

Please ensure that **ALL** the information is provided above and please print clearly.  
 Please read our terms and conditions overleaf and sign in the two places shown. Return this form to the nursery Manager.  
 In order to obtain funding from Redbridge you must provide the signing parent's name, date of birth and National Insurance number.

## Agreement:

This is a legally binding agreement between Nursery One Limited, trading as Trinity Hall Kindergarten. Your signature confirms that you have read, understood and accept our terms and conditions below.

### Termination

Four weeks notice is required should a child be removed from the nursery. If it is not possible to give notice of the termination, then four weeks times the number of sessions per week becomes payable in lieu

**PLEASE NOTE: Fees paid monthly: NO REDUCTION FOR ABSENCE** (Please see our Payments Policy Overleaf)

\*Please be aware that this is a legally binding agreement between the signatory and Nursery One Limited, trading as Trinity Hall Kindergarten observing the terms and conditions laid out in our prospectus and including the conditions and permissions herein.

**Removal of a child from the nursery:** 1 full month notice must be given in writing, to the Manager, if your child is leaving. If no notice is received 1 month's fees will be due in lieu on pro rata basis of number of days per week attended for four weeks. Please inform the nursery leader of any family circumstances that may affect your child - all personal details will be treated as strictly confidential, but may be shared with local authorities and Ofsted.

I have read and understood the above Fees Policy \_\_\_\_\_ **Signature of Parent\***

When you have read and understood the information provided and completed and signed this form, please post it to the address below, or hand it to the Manager. Correspondence Address: The Secretary, Trinity Hall Admissions 69 Tomswood Road, Chigwell, Essex IG7 5QR

# Trinity Hall Kindergarten Policy for Fees Payment, Debts and Late payments

In order to maintain a high quality childcare setting it is essential that fees are paid on time and parents are fully aware that there are no reductions for absence.

Childcare fees are due monthly in advance and must be paid in good time unless other arrangements have been made with the Manager.

Childcare should be paid for in advance to secure the child's place and allow for staff planning in accordance with OFSTED regulations.

Any account falling into arrears will trigger the following procedure:

If an account falls into arrears a reminder invoice will be issued to bring account up to date within seven days. If this fails a letter will be issued informing that if account is not paid in full by month ending the account arrears will be passed to a Debt Collection Agency and the child will be unable to attend nursery.

Any child leaving the setting with outstanding fees will trigger the following procedure:

In order to give a last opportunity to settle an account the parent / carer will be informed of the date that information will be passed to the Debt Collection Agency.

If the account is not settled it is out the hands of the setting, and all payment plus any additional charges by the debt collection agency will have to be paid to them.

Trinity Hall Kindergarten uses The Small Claims Court as their Debt Collection Agency.

I have read and understood the above policy \_\_\_\_\_ **Signature of Parent\***