**HUNSDON HOUSE GARDEN SCHOOL**

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|  12 Osler Road Headington Oxford, OX3 9BJ  Tel. 01865 762704 Hunsdonhouse@hotmail.co.uk  www.hunsdonhouseschool.org   |  |

 **Entrance Form and Contract**

I wish to enter my child,

Name.………………………………………………………………………………Date of Birth………………………

at Hunsdon House Garden School beginning…………………………………………………………………

Conditions of enrolment:

**Children under three-years-old**: to reserve a place, a minimum of two mornings a week are required, though we advise three mornings for ease of settling and routine for greater development.

**Children three-years-old and over:** we recommend three to five mornings a week and afternoons depending on the age of the child and the family’s necessities.

**Fees:**

 **A deposit of £500 is paid, together with a non-refundable registration fee of £150, on acceptance of a place. The refundable deposit will be returned when a full terms notice is given before the child leaves Hunsdon House Garden School.**

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| --- | --- |
| Registration fee …………………………………… | Deposit ……………………………………………… |
| **For Fee Payments please pay to:** |  |

Hunsdon House School (Barclays Bank): sort code 20 65 21 acc. no. 80500658

( Your child’s name as a reference)

*Please note, Hunsdon House fees are subject to change and are reviewed annually.*

*If a child is withdrawn from Hunsdon House Garden School without notice a whole terms fees are due to be paid in full.*

I agree to give a full term’s notice (14/12 weeks depending on the term) in writing before withdrawing my child.

Signature ………...……………………………… Print name: ……………………………………..

 …………………………………………. Print Name: …………………………………….

Address ………………………………………………………………………………………………….

email address ………………………………………………………………………………………………….

Home tel. no. ………………………………………………………………………………………………….

Mother’s work no. ………………………………………………………………………………………………….

Father’s work no. ………………………………………………………………………………………………….

**EMERGENCY CONTACT DETAILS**

Family doctor ………………………………………… tel. no. …………………………………………

Additional emergency telephone number (friend or family):

Name ………………………………………… tel. no. …………………………………………

Name and telephone number of anyone other than parents who will collect your child regularly, please also include photo ID for them on returning the form.

…………………………………………………………………………………………………………………………………

*Please note that we must have written notification if anyone other than those named above is to collect your child.*

Medical history: please list significant illnesses of injuries your child has incurred:

…………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………

Diet: please tell us about any allergies or special requirements and give written permission and exact instruction in case your child needs medication in case of an allergic reaction.

…………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………

*For ease and speed of reference for nursery staff, we advise displaying children’s allergies and significant medical information on the wall in both nursery rooms. If you consent for us to display your child’s name alongside their allergy/special requirements and medical needs on the nursery wall, please tick the box here:*

Please note: we promote a healthy food policy and please include no nuts or chocolate for snack or lunch.

We agree to keep the recognised rules of quarantine in the case of infection illness or contact with infection.

We give permission for a member of staff to accompany our child to hospital in case of serious accident.

Parent’s signature: ……………………………………………… Print name: …………………………………

Date: ………………………………………………………………….

With your permission, we sometimes take photos of children engaged in daily activities, to enhance our walls, online Nursery-only platforms, or provide you with photo books of your child’s time with us. Please circle your consent below.

 I give permission for my child’s image to be used Yes/No

*After the children have left Hunsdon House, we like to keep in touch with families and find out how the children progress through their schooling. If you consent for us to keep your contact details in our address book after your child has left the nursery, please tick here:*