

# KIA MENA MONTESSORI PRE-SCHOOL

The Pavilion, Beckenham Sports Club, Foxgrove Road,  
Beckenham, Kent BR3 5AS

020 8658 9009

www.kiamenamontessori.co.uk  
office@kiamenamontessori.co.uk

## REGISTRATION FORM AND AGREEMENT

All sections of this form must be completed

Child's Full Name:			
Date of Birth:			
Parent/Guardian Name(s):			
Address & Postcode:			
Mobile Number:		E-mail:	
Work Number:		How did you hear about us?	

Please tick your preferred sessions. Children must attend for a **minimum of 4** morning and/or afternoon sessions each week.  
Please note that afterschool club does not run on a Friday.

	Breakfast Club (8.15-9.15)	Morning Session (9.15-12.30)	Lunch Time (12.30-1.15)	Afternoon Session (1.15-4.30)	Afterschool Club (4.30-5.30)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Do you wish for your child to attend funded only sessions? (1.50-4.30)				Yes	No
Preferred Start Date:					
<b>We will do our best to assign you with your preferred session but based on our waiting list may need to offer you something different.</b>					

I hereby agree that:	(please tick)
A term's fees are to be paid on or before the first day of each term.	
A term's fees may be due if a place is accepted by me and subsequently not taken up. <b>If you receive funding, this fee includes the amount of funding that we would have received.</b>	
Before removing my child from the pre-school, I will either give a FULL term's notice in writing or pay the relevant fees in lieu of notice <b>(including any funding that we would have otherwise received).</b>	
I have read and understood the pre-school's Prospectus and Terms and Conditions and do agree to abide by all of its policies.	
The pre-school reserves the right to serve one month's notice in termination of this agreement.	
I will pay a deposit of £150, refundable when my child leaves with the correct notice, before my child begins pre-school.	
This agreement is a legally binding contract.	
<b>Should you decide you no longer need the place we will not retain the details on this application form (see our Privacy Notice).</b>	

### **Funding**

All 3 and 4-year-olds are eligible for 570 hours funding per year from the term after their third birthday. You do not need to apply for this.

However, you do need to apply for 2-year-old funding and the extended entitlement for 3 and 4-year-olds. Please see Funding Chart detailing how funding is given and how you can apply for it.

**Please be advised that this application form and offer of a place is subject to the terms and conditions of Kia Mena Montessori Pre-school. By signing this document, you acknowledge that you have read, understood and agree to these terms and conditions.**

Name:		Date:	
Signature:			

Please return this completed form with £50.00 registration fee & a copy of your child's birth certificate. **This fee will be refundable only if the pre-school is unable to accept your child.**

BACS Payment Details:

Account Name: Kia Mena Montessori Pre-school  
Account number: 88827865  
Sort Code: 09-01-27