



School Place Application Form

Child's Details

Child's First Name(s) _____ Child's Surname _____

Home Address _____

Postcode _____ Telephone Number _____

Email Address (for correspondence) _____

Date of Birth _____ Sex _____ Nationality _____

Child's Religion: _____

Who does the child normally live with? _____

First Language _____ Other Languages Spoken _____

Language option

Phileas Fox Nursery School specialises in bilingual education. In addition to the traditional British Early Years curriculum, please indicate your language interest below.

Russian _____ Chinese Mandarin _____

French _____ Would be interested in _____

Dietary Requirements

Does your child have any dietary requirements we should be aware of? Yes _____ No _____

Please advise _____

Medical Requirements

Does your child have any medical conditions we should be aware of? Yes _____ No _____

Please advise _____



Parent's or Carer's Details

Relationship to child _____ Mother _____ Father _____ Carer _____

Title _____ First Name _____ Surname _____

Occupation _____ Company _____

Nationality _____ First Language _____

Mobile Number _____ Home Telephone _____

Work Telephone _____

Email Address _____

Parent's or Carer's Details

Relationship to child _____ Mother _____ Father _____ Carer _____

Title _____ First Name _____ Surname _____

Occupation _____ Company _____

Nationality _____ First Language _____

Mobile Number _____ Home Telephone _____

Work Telephone _____

Email Address _____

Who has parental responsibility for this child? Please list ALL (e.g Mum, Dad, Grandparents, LA)

Address of other parent or carer if different from child's

Postcode _____ Mobile Number _____

Work Number _____

Home Number _____

Name(s) of person(s) responsible for school fees _____

Please list siblings attending the school _____



Sessions

Please tick below the sessions you would like your child to attend.

Morning sessions:

- A minimum of five sessions is compulsory for children aged two to three.
- A minimum of five sessions **and** at least two afternoons are compulsory for children aged three to four.

Afternoon sessions:

- Children attending morning sessions may book any two, three or five afternoon sessions (with at least two being compulsory for children aged three to four).
- A minimum of five sessions is compulsory for children attending afternoons only and are given priority over the waiting list to move to the morning session structure once places become available.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Five Full Days					
Five Mornings					
Five Mornings & Two Afternoons					
Five Mornings & Three Afternoons					
Five Afternoons I (12.30 to 15.30)					
Five Afternoons II (14.00 to 17.00)					
After School Club I (15.30 to 17.00)					
After School Club II (15.30 to 18.00)					
After School Club III (17.00 to 18.00)					

Preferred Start Date: _____

Please list your preferred option of Pre-Prep or Primary School after leaving Phileas Fox Nursery School.

School name: _____

How did you hear about us? _____



Accounts

Application and Deposit

At the time of your child's application a non-refundable registration fee is payable. A school deposit is required to confirm your child's place at Phileas Fox Nursery School. This is payable once you have confirmation of a Nursery School place and is fully refundable once your child leaves the School and appropriate notice (one full term) has been given as per the School's Terms and Conditions. We also require a full term's notice for the reduction of sessions.

A child's first term must be settled in full before your child can attend the school. An administration fee will be chargeable for declined or returned payments, or if parents fail to adjust or cancel standing orders or voucher payments.

Phileas Fox Nursery School Bank Details

Account Name	Phileas Fox Nursery School	Account Number	5397 8303
Sort Code	20-35-93	IBAN	GB92 BARC 2035 9353 978 303
Bank Name	Barclays Bank plc	Reference	Please put your child's Surname and First name
SWIFT/BIC	BARCGB22		

School Fees

School fees are payable termly in advance by the due date stated on the invoice. School fees for each term do not include half term or extra school sessions.

No refund of fees or make-up sessions will be offered for any period during which your child is absent due to sickness or holidays or for any other reason. It is Phileas Fox's policy to charge for the days when a child is booked into the Nursery School regardless of whether the School is closed due to Sports Day or School Plays. Fees are also payable if the Nursery is closed for three teacher training days a year and any event beyond our reasonable control, including, but not limited to, lack of essential services or weather conditions.

Childcare Voucher Scheme & Tax-Free Childcare Scheme

Your company might be offering a Childcare Voucher Scheme which enables employees to have money deducted from their gross salary to go towards school fees. This is offered through your employer not Phileas Fox Nursery School; however, if you would like further information, please contact the school.

Phileas Fox Nursery School is registered with the government's tax-free childcare scheme. Parents need to sign up with the government directly on gov.uk. You can also find further information on the registration process and eligibility requirements on their website; however, if you would like further information, please contact the school.



Please ensure that you have read and understood our Terms and Conditions by signing the Declaration below.

TERMS & CONDITIONS

DEFINITION

The School is Phileas Fox Nursery Schools Limited thereafter, Phileas Fox, at St. Mary's Square, London, W2 1SE. For the purpose of the Terms and Conditions and any literature, brochure or other information supplied by Phileas Fox the following words or phrases have the meanings associated to them unless the context otherwise requires. 'The Parents' means the mother and father or legal Guardian of the child registered at Phileas Fox and 'Parent' means one of the Parents. 'Chosen Representative' means the person authorised in writing by the Parents or by the Guardian to collect a child or act in loco parentis to a child registered at Phileas Fox Nursery School.

'Term' means the period between and including the first and last days of each school term - the Autumn Term (September-December), Spring Term (January-April), Summer Term (April-July/August) in each academic year. 'Fees in lieu (of notice)' means fees in full for the term of notice at the rate that would have been applied had the child attended.

SESSIONS AVAILABLE

Full Days, Mornings, Afternoons, and After School Club.

REGISTRATION

Upon registration of a child at Phileas Fox Nursery School, Phileas Fox staff employed will act in loco parentis for the duration of the time, both on and off the premises, until a parent or chosen representative collects the child. Registration constitutes acceptance of these Terms and Conditions. Children will not be accepted under any circumstance unless the registration forms held on file are signed and the signature on the form will stand for all bookings taken thereafter with regard to the Terms and Conditions of all activities including holiday activities.

REGISTRATION FEE & SCHOOL DEPOSIT

The registration fee is non-refundable and does not guarantee a place at the School. A deposit is payable upon confirmation of your child's Nursery School place. Phileas Fox reserves the right to keep the deposit if you fail to continue with your child's admission or ask for a deferral. Please note that the deposit is only refunded when a full term's notice has been given less any amount which may be outstanding and assuming the parents have complied with the Terms and Conditions. The deposit (without interest) will be refunded in the term following the child's departure. If a Nursery School place is withdrawn or cancelled without giving a full term's notice (before the first day of the previous term) in writing, a term's school fees is payable in lieu of notice.

PAYMENT OF SCHOOL FEES

School fees are payable termly in advance by the due date stated on the invoice. Payment must be made on time, in full and without deduction, set off or counterclaim. If full payment of fees is not made by the due date, an administrative fee of £50 will be charged and a child may be refused attendance until the fees are paid. We reserve the right to charge interest on overdue fees. In the event that an account remains outstanding, we will refer the matter to our debt collection agents which will incur costs - any costs incurred to collect the debt will be added to the debt, plus VAT at the prevailing rate. You agree that you will be legally liable to pay us that surcharge and that payment of the same can be enforced against you in court. You also agree to pay interest at the relevant reference rate provided for under the Late Payment of Commercial Debts (Interest) Act 1998, which interest is payable both after and before any judgment of the court and continues to accrue.

An agreement with a third party (such as an employer, grandparent or step-parent without parental responsibility) to pay the fees or any other sum due to the School, does not release the Parents from liability, if the third party defaults, and does not affect the operation of any of these Terms and Conditions unless an express release has been given in writing by the School. The School reserves the right to refuse payments from a third party. Accounts will be sent to Parents for forwarding to any third party who has

responsibility for payment and refunds (if any) will be paid to Parents unless the School is notified otherwise in writing.

NOTICE OF WITHDRAWAL & SESSION REDUCTION

A full term's written notice is required for the withdrawal of a child from the School, or a full term's school fee is payable in lieu of notice. A term's notice means notice given before the first day of a term and expiring at the end of term. Notices must be emailed (school@phileasfoxnursery.com), hand delivered or sent by recorded or guaranteed delivery post to the School's office - St. Mary's Square, London W2 1SE. Phileas Fox Nursery School will acknowledge receipt within two working days. Until such confirmation is received by the parent notice will not be formally lodged.

A term's notice is also required should a parent wish to reduce their child's current sessions. Until such confirmation is received by the parent, notice will not be formally lodged. Please remember Parents may not swap their sessions or exchange them if their child is unable to attend due to sickness or holiday. The provisions regarding changes and notice of withdrawal are provided in good faith and promote forward planning of staff and resources. They also protect Parents from increases in fees and liabilities caused by the default of others.

INCREASE IN FEES

Phileas Fox Nursery School reserves the right to increase the school fees as and when necessary without prior notification.

REFUNDS & CANCELLATION RIGHTS

No refund of fees or make-up sessions will be offered for any period during which your child is absent due to sickness or holidays or for any other reason. It is Phileas Fox's policy to charge for the days when a child is booked into the Nursery School regardless of whether the School is closed due to Sports Day or School Plays. Fees are also payable if the Nursery is closed for three teacher training days a year and any event beyond our reasonable control, including, but not limited to, lack of essential services or weather conditions.

COLLECTION OF CHILDREN

You should inform us in advance if a chosen representative is to collect your child from Phileas Fox. The names of these individuals should be written on your child's registration form or alternatively they can use a password on arrival that has been chosen by you and is in writing in your child's file. Unknown representatives will be asked for photo ID and under no circumstances will a child be allowed to leave the premises unaccompanied, or with any unauthorised person or with a person who appears to be unfit to look after the child's welfare and safety. If in doubt, Phileas Fox reserves the right to keep a child on the premises until confirmation from the Parent has been obtained, or the situation has been clarified.

It is important for both the children and Phileas Fox that children are collected promptly. If a parent is consistently late, the School reserves the right to impose an additional charge of £50. In exceptional circumstances where delays are unavoidable Parents are required to notify the School so that appropriate arrangements can be made.

SCHOOL OUTINGS

As part of the school curriculum, your child will go out on supervised visits. Your child may also be taken on educational trips.

HEALTH & SAFETY

A child should not be brought to school if he or she has been sick or has had diarrhoea within the last 48 hours. If your child has suffered from a temperature, rash or any infectious illness he or she must have been symptom free for 24 hours before returning to the school. If a child becomes ill or has an accident during the day, the Parent will be contacted so that subsequent action may be decided. In an emergency an ambulance will be called immediately, in which case the child will be accompanied to hospital by a senior member of staff who will act in loco parentis until a parent arrives.

MEDICATION

If your child is using oral antibiotics they cannot attend Nursery School for the first 24 hours from the start of the treatment. If a child is receiving regular medication which needs to be administered whilst he or she is at the School, the medicine must be prescribed by a Doctor, clearly marked with a label stating the child's name, the dosage, the expiry date of the medication and the Doctor's name and telephone number. Calpol and other over-the-counter medications cannot be administered excluding immediate First Aid due to an extremely high temperature. No medication will be administered without a Parent's prior consent in writing other than immediate First Aid where the house rules of hygiene will apply. Parents shall notify Phileas Fox of any known allergies affecting their child in writing, including any changes to their child's routine, allergies and medical needs.

DIETARY REQUIREMENTS

Whilst Phileas Fox will make every effort to facilitate a child's specific dietary requirements, the School shall not be held responsible at any time if it fails to meet the dietary specifications as directed by the Parents. The School cannot be held responsible if a child has an allergic reaction to either food or drink which is unknown to Phileas Fox which has not been put in writing. If a child does require a specific diet for religious or other reason, Phileas Fox must have each specification in writing from the Parents before the commencement of each term. Phileas Fox aims to provide a well-balanced nutritious diet with which children will be familiar. In exceptional circumstances where Phileas Fox is unable to supply a particular dietary requirement, parents may be asked to supply a packed lunch.

STAFF

All staff have been through a rigorous vetting and referencing process including Disclosure and Barring Service (DBS) checks.

NON-SOLICITATION OF STAFF

Parents agree not to directly or indirectly canvass or solicit or endeavour to encourage for any teaching staff to leave the employment of Phileas Fox. Should you employ a teacher within three months of them leaving our employment to care for a child who has been registered with the school, you will be liable to pay us a sum equivalent to three months of the employee's salary at the time of their employment with us.

SAFEGUARDING

Staff are not permitted to accept parents as friends or followers on their personal social networking sites. We request that you respect this and refrain from asking staff to accept and from communicating through this medium. As a childcare provider, we have a duty to report any concerns we may have regarding a child in our care. The Head of School and staff members have a duty to report to social services any child who they think is being abused or neglected.

TERMINATION & SUSPENSION

Phileas Fox reserves the right to terminate or suspend a child's place in the School in the event that any fees remain unpaid, or the Parents show unacceptable behaviour, or contravene these Terms and Conditions or where Phileas Fox is of the opinion termination or suspension is reasonably necessary in the interests of the Nursery School. Phileas Fox reserves the right to retain any fees and deposit payments in these circumstances.

DATA PROTECTION

Phileas Fox Nursery School might be required to process personal information in accordance with the school's data protection policy.

ADVANCEMENT OF TERMS & CONDITIONS

Phileas Fox reserves the right to amend at any time these Terms and Conditions and to vary or cease to provide any of the facilities being provided.

Declaration

I/we agree to Phileas Fox Nursery School's Terms & Conditions and confirm that the information on the School Place Application Form is correct.

Name _____

Name _____

Signed _____

Signed _____

Date _____

Date _____

