



The Clubhouse, Chiswick Tennis Club, Burlington Lane, Chiswick W4 3EU

<b>REGISTRATION FORM</b>
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**Personal details**

Name of child	
Date of birth	
Home address	
Postcode	
Ethnic Origin	
Religion	
First Language	
Language(s) spoken at home	
Details of any physical or mental disabilities / special needs	

**About your family**

Mother/carer	
Parental Responsibility	
Home address	
Postcode	
Home Tel numbers	
Mobile	
Home email	
Work address	
Postcode	
Work Tel numbers	
Work email	



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Father/carer	
Parental Responsibility	
Home address Postcode	
Home Tel numbers	
Mobile	
Home email	
Work address Postcode	
Work Tel numbers	
Work email	

**Other contacts (in case on emergency where parents can't be contacted)**

<b>Contact one</b>			
Full Name			
Relationship to the child			
Address			
Postcode			
Tel number		Mobile	
<b>Contact two</b>			
Full Name			
Relationship to the child			
Address			
Postcode			
Tel number		Mobile	

**Known Medical Conditions**

Does your child suffer from any known medical conditions or allergies	Yes / No (please circle)
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# TODDLER TOWN

## PRE-SCHOOL NURSERY

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If yes, please give details:	
Does your child have any special dietary requirements?	Yes / No (please circle)
If yes, please give details	
Has your child had their 2 year progress check	Yes / No (please circle)
Are any of these in place for your child:	SEN Support: Yes / No Education and Health care Plan: Yes / No
What additional support does he or she require in our setting?	
Name of GP	
Name of surgery	
Address	
Postcode	
Telephone number	
Health visitor details	
Name	
Address	
Postcode	
Telephone number	
Does your child have any involvement with agencies? Yes/No	



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If so, please provide details with contact details: (e.g. Speech and Language therapy, Occupational Therapist, Physiotherapy, Health Visitor, Children's centre):

Any other details that we should know about?

**Sessions**

Please indicate your preferred sessions (We will try and accommodate)

Session	Mon	Tues	Wed	Thurs	Fri

Nursery start date:



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## Terms and Conditions

### FEES

- Fees are payable termly in advance. They are required to be paid on or before the first day of term.
- Fees will be reviewed annually and a terms notice will be given of any changes.
- A terms notice is required in writing if the child is leaving. If a terms notice is not given you will be required to pay a term's fee in lieu of notice.
- No refund can be given if your child is absent for any reason.

### Deposits/registration

- A £50 registration fee is required to secure your child's place once a place has been offered. If your child does not start nursery, once a place has been accepted the £50 is non-refundable.

### Attendance

- Toddletown reserves the right to refuse admission or send home any child who the school considers should not be at nursery for whatever reason (i.e. sickness etc.).
- If your child is unable to attend please let us know by telephone as soon as possible.

### Loss and damage

- We shall not be liable for loss or damage to any property in the possession of children attending nursery.
- Pushchairs, scooters etc. are left on the clubhouse premises at your own risk.

I/WE HAVE READ AND AGREED WITH THE ABOVE TERMS AND CONDITIONS

PARENT/CARER NAME .....

SIGNATURE.....DATE.....

**TODDLE TOWN**  
PRE-SCHOOL NURSERY

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FOR OFFICE USE ONLY				
Sessions confirmed:				
MON	TUES	WED	THURS	FRI
Settling in Session:				
Start Date:				
REGISTRATION FEE.				
DATE PAID:				
Any additional information:				
MANAGERS SIGNATURE:				

**Please return completed form to registered office at:**

**Urvashi O'Connor  
Toddletown Nursery  
14 Kingsway  
London  
SW14 7HS**

**Tel: 0781 1123762  
e-mail: [urvashi@toddletownnursery.com](mailto:urvashi@toddletownnursery.com)**