

The Marmalade Duck Registration Form



Child's details	Is your child a sibling of a current /past pupil of the Marmalade Duck? If so, please state name of sibling _____
Surname	DOB
First name	Any nickname
Sex	Proposed date of entry
Religion	Ethnicity/Language spoken at home
Please indicate here if you would be interested in afternoon school if there is no availability in the mornings (please circle) YesNo	
To support your child fully, we must be informed if any other agency is already involved with your child. Please enter details here:	

Parents' details		
	Parent	Other parent
Surname		
First name		
Home address		
Telephone		
Email		
Work address		
Telephone		
Email		

Declaration	
We have read and accept the standard terms and conditions and request a place at the Marmalade Duck.	
Parent's signature	Other parent's signature
Print name	Print name
Date	Date

Please return this form together with the registration fee of £90 payable by cheque to "Marmalade Schools Limited" and send to The Registrar, Marmalade Schools, 1 Altenburg Gardens, London, SW11 1JH (Tel: 020 8265 5224) or pay via BACS with the name of child as the reference to Sort Code 12-24-82, Account no 06092756

The Marmalade Duck - Standard Terms and Conditions

1.Nursery

The Marmalade Duck aims to provide a happy, secure and stimulating environment in which each child can develop at his/her own pace and reach their full potential academically, socially and emotionally.

Parents are expected to support the nursery's aims and ensure that the children maintain appropriate standards of behaviour.

2.Parent's Authority

The parents authorise the nursery to act *in loco parentis* and authorise the nursery to take all decisions deemed necessary to safeguard and promote the child's welfare.

Parents must inform the school of any change of permanent address or contact numbers.

3.Health

The parent will immediately disclose to the school any communicable disease or condition, which may affect the child's own health or that of other children.

In the event of illness or injury requiring emergency medical treatment and the parents cannot be contacted in time, the parents' consent to the child undergoing such treatment deemed necessary from certified medical staff.

4.Entry to the nursery

Parents are required to complete a registration form and return it with the non-refundable registration fee to be considered for a place at the nursery.

A deposit will be paid on acceptance of the offer of a place. This will be returned 2 weeks after a child leaves the nursery in his or her final term but will be forfeited if the child does not enter the school after accepting a place.

5.Fees

The first term's fees are payable on the date stipulated in the offer letter. Subsequent terms fees are payable termly in advance and must be paid before the first day of term. Unpaid fees will incur a late payment administration charge of £30 and interest will accrue on a daily basis at the rate of 1.5% per month. If overdue fees remain unpaid at any time, the nursery reserves the right to exclude the child.

If the nursery is forced to close for reasons beyond the nursery's control then 50% of the fees due for the duration of that shutdown will be returned to parents, provided the shutdown is longer than 2 weeks.

6.Withdrawal or cancellation

Except for children leaving at the end of the Summer term in the year the child becomes aged

five, notice of leaving or withdrawal must be given in writing to the Head Teacher no later than the day

before the start of the child's intended final term. In the event of a child leaving or being withdrawn without one term's full notice the full amount of the fees that would have been payable during the following term will be payable to the nursery forthwith.

Where a child or parents conduct is deemed to be incompatible with the aims of the nursery, the nursery reserves the right to exclude the child. There would be no refund of fees but the deposit would be returned.

The nursery may end the contract at any time with a term's written notice to parents.

7. Nursery Education Grant

The Marmalade Schools offer the 15 Hour Universal Funded Offer nursery education grant subject to parents accepting the agreed package of services to reflect the increased costs of high staff to children ratios, highly qualified staff and peripatetic teachers.

For parents who are also eligible for the government's increased 30 hour offer, the Marmalade Schools can offer this to AM children via lunch bunch subject to an agreed package of services.

8. Data Protection

The Marmalade Schools Ltd (MSL) needs to hold personal data on you and your children in the course of your registration and attendance at the school. MSL will adhere to the principles of the General Data Protection Regulations (2018) when collecting and processing information about you and your child. We explain how your data is processed, collected, kept up-to-date in our Privacy Notice which is given to you at the point of registration and is published at www.marmaladeschools.co.uk. In accepting these conditions, you are giving MSL consent to hold this data.

9.General Conditions

Acceptance

Payment of the deposit or first terms nursery fees will constitute acceptance of these standard terms and conditions.

Terms

In these terms and conditions the expression "nursery" and "Marmalade Duck" refers to the Marmalade Schools Limited.

The term "parent" refers to the child's parents or guardian. Where there is more than one parent they will be jointly and severally liable for all the parents' obligations under these conditions.

Jurisdiction

This agreement shall be constructed in accordance with the laws of England and the parties submit to the jurisdiction of the English courts.