



For official Use

Date of Application: _____

Details of Application: _____

Application for Admission:

DETAILS OF CHILD

First Names: _____ Surname: _____

Name Child answers to (if other than above): _____ Boy/ Girl: _____

Date of Birth: _____ Nationality: _____

Entry into Class/Group: _____ Possible Date of Entry: _____

Language(s) spoken at home: _____

Language spoken most fluently by your child: _____

Previous school (s): _____

Is your child Allergic or sensitive to any particular foods? _____ No _____ Yes

Which foods? _____

Is your child Allergic or sensitive to any particular medicines? _____ No _____ Yes

Which medicines? _____

DETAILS OF PARENTS / GUARDIANS

Father/Guardian: Surname: _____ First Name: _____

Nationality: _____ Profession: _____

Employer: _____ Tel. (W): _____ Fax: _____

Tel (H): _____ Cell: _____ E-mail: _____

Mother /Guardian Surname: _____ First Name: _____

Nationality: _____ Profession: _____

Employer: _____ Tel (W) _____ Fax: _____

Tel (H): _____ Cell: _____ E-mail: _____

Address for
Correspondence: _____

EMERGENCY CONTACTS

Name of contact person/Relationship to Child

1. _____ Tel: _____ Cell: _____

2. _____ Tel: _____ Cell: _____

3. _____ Tel: _____ Cell: _____

The above application is only valid on the payment of P250 registration fees and P150 Annual Montessori Materials Fee to Brookhills Montessori School and the receipt of an official receipt.

BROOKHILLS MONTESSORI SCHOOL ADMISSIONS & WITHDRAWALS POLICY

ENROLMENT

Students may enroll at any time during the school year, which commences in January and runs through to December.

On receipt and approval of application for admission, school fee payments should be arranged. This completes the registration process and the child can begin classes as per arrangement with the school administration.

Please note that school fees are payable strictly in advance (before the beginning of each Term), OR up to the 5th of every month for those parents who pay by monthly installments. Brookhills Montessori School management reserves the right to refuse admission to children whose accounts are in arrears and could be handed over to Lawyers for collection and all Legal fees incurred will be paid by parents/guardian responsible for payment.

WITHDRAWAL FROM SCHOOL

At least, a full term's notice is required should your child be leaving the school unless in some emergency situations totally dependent on the school management discretion. If a full term's notice is not given to the school administration, you will be charged for the subsequent term's fees.

CONDITIONS

The following are conditions for admission:

1. Non-refundable Registration Fees of P250
2. Non-refundable annual Montessori Materials Fees of P150
3. Attached copy of child's birth certificate
4. Emergency Medical Information
6. Immunization Form for age appropriate immunizations or a signed affidavit against such immunizations.
7. Medical report from a recognized health facility that the child does not have a contagious or communicable disease that might threaten the health of the other children.
8. Parent Handbook Agreement Form/contract
If the child is withdrawn from the school during the year I/we shall inform the school in writing Of the withdrawal and shall pay the school any outstanding fees.
9. School fees are not refundable if the child leaves the school after the beginning of the term. For transfer, a notice of three months should be given.
10. Brookhills Montessori School is open from 6.45am to 5.00pm. Please note that children **cannot** be dropped off on the street or by the gate. They must be handed over to the staff on duty.
11. We allow up to 15mins for children to be collected. Half day children should be collected up to 1pm, full day children up to 5pm. For late pick up, overtime fee of P50 is charged for every 15 Minutes.
12. We regret to inform you that for security reasons, the School will not release any child to Persons other than parents and emergency contacts above without prior arrangement by parents or emergency contacts above.

I declare that all the details I have provided on this application form are correct. I verify that I have read the conditions of this agreement and I accept them.

Date: _____ Parent/ Guardian's Signature: _____