



Smallville

Montessori School

Plot 127, Adebisi Ajayi Close, Omole Phase 1, Ikeja - Lagos.
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REGISTRATION FORM

Acceptance: The terms and conditions overleaf are considered to be fair and reasonable. The parent/guardian is deemed to have read and understood the terms and conditions contained overleaf and undertakes to be bound by the same.

I would like my child to attend:

Crèche (3-12mths) ☐ Playgroup (12-24mths) ☐ KG (2-4yrs) ☐ Nursery (4-6yrs) ☐ After School (3-8yrs) ☐

Personal Details:



OFFICIAL USE ONLY:

Date Admitted

Class Admitted

Date Leaving

| | | |
|---------------------------|---------------------------|-----------------|
| Child's surname | Other Names | |
| Date of Birth | Boy / Girl | Religion |
| Weight | Height | State of Origin |
| Home Address | | |
| Home Phone | | |
| Surname / names of mother | Surname / names of father | |
| Office Address(M) | | |
| Mother's Mobile | | |
| Father's Mobile | | |
| Mother's E-mail | | |
| Father's E-mail | | |
| Mother's Occupation | | |
| Father's Occupation | | |

Name of previous school(s) attended

| | | | | |
|------------------------------------|----------------------------------|------------------------------------|--------------------------------------|--|
| A | | | | |
| B | | | | |
| Family Clinic / Address | | | | |
| Doctor's Name | Doctor's Phone | | | |
| Child's State of Health: | Blood Group: | | | |
| Allergies/Peculiarities | Sleeping Habits: | | | |
| Eating Habits / Favourite Food: | Favourite Activities: | | | |
| Immunisation (Tick as appropriate) | (1) BCG <input type="checkbox"/> | (2) POLIO <input type="checkbox"/> | (3) MEASLES <input type="checkbox"/> | (4) DPT & POLIO <input type="checkbox"/> |

In case of emergency where parents cannot be reached contact:

| | |
|--------------|-----------------------|
| Name | |
| Address | |
| Phone Number | Relationship to Child |

DECLARATION: I/We certify that I/We have read the terms and that the above information given is correct. My/our consent to register child is hereby given.

Signature (mother/guardian one)

Signature (father/guardian two)

Terms and Conditions

Smallville Montessori School hereinafter referred to as 'the school' offer a definite /provisional place to the child referred to overleaf who is to join the school on the following terms. These terms and conditions relate to the contract between the school and the parent/guardian. The headings in this agreement are inserted only for convenience and shall not affect its construction.

1. Registration

All required fees for registration as referred to on the fee sheet shall be paid by the parent/guardian to the school on submission of the completed registration form and that fee shall not be refundable if such acceptance is later withdrawn by the parent/guardian. The registration fee will be returned if the school cannot offer your child a place on the schedule and date required.

2. Payment of school fees

- (i) Payment of school fees to the school for the child's attendance at the school shall be made by the parent/guardian monthly (creche and day-care) / quarterly (per term) in advance, on the first day of each term.
- (ii) If the payment of fees referred to in (i) above shall be outstanding for more than 14 days then the school may serve 14 days notice in writing to terminate this contract. Upon termination of this contract the child shall cease forthwith to be admitted to the school, and the school's notice to so terminate shall be regarded as a formal demand for all outstanding monies.
- (iii) The school reserves the right to increase the said fees at any time upon giving one calendar month's written notice of the proposed increase to the parent/guardian.

3. Calculation of fees

The school year runs from September to August. The school closes for one week at Christmas and all other Public Holidays.

- (i) The school does not permit the pro-rata reduction of payment fees if the child is absent from the school due to illness or holidays whilst the school is open. The parent/guardian is therefore obliged to make full payment. In the event of payment not being made then the school reserves its right to terminate this agreement.

4. Cancellation / Termination

- (i) After an offer has been made by the school but before acceptance/payment by the parent/guardian either party may cancel the offer by serving 7 days written notice.
- (ii) After acceptance of the offer by the parent/guardian either party may terminate this agreement by the service of two calendar month's notice in writing. During this two month period the school undertakes to continue to admit the child and the parent/guardian undertakes to pay all fees due. In the event of the parent/guardian failing to pay the fees the child's place shall be immediately withdrawn and the school shall be entitled to serve a formal demand for payment of such monies.
- (iii) Notice must be in writing and posted to the head teacher.
- (iv) If in the reasonable opinion of the Head Teacher or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well being of the child or other children of the

said school or the teachers or other staff so employed then the school may serve notice to the parent/guardians or a request for the child to be immediately removed from the school.

5. Non-solicitation of staff

The parent/guardian of the child, the subject of this registration form, hereby agrees that during the term of this agreement and for the period of six months following its termination (howsoever terminated) that he /she will not seek to employ, entice away or attempt to entice away from the employment of Smallville Montessori School ('the School') any person or persons employed by the School at the date of termination of the agreement between the Company and the parent/guardian or any person or persons who was employed by the School in the six months preceding the date of termination of the agreement between the parent/guardian and the School. If the parent/guardian shall breach the aforementioned clause then he/she shall indemnify the School fully in respect of all and any costs, claims, damages and expenses incurred by the School as a result of the aforementioned breach to include the cost of replacing the said member of staff to include, but not limited to agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by the School in replacing the member of staff together with all legal fees and disbursements.

6. Variation

- (i) There shall be no variation of this agreement unless it is in writing and made between a duly authorised representative of the school and the parent/guardian, any such agreement being in writing from a trustee, director of the school or the School Head Teacher.
- (ii) It is hereby recognised that the school is owned by Smallville Limited (hereafter called 'the Company') and the members of staff at the school are employees of the Company.
- (iii) The employees of the Company at the said school are not authorised to bind the Company in respect of the following matter:
 - a) The variation of any terms of this agreement except attendance schedule.
 - b) The entering into of agreements be they oral or written with the parent/guardian as to payment schedules of current fees or arrears of fees.
 - c) The acceptance of any offer as to the payment of fees or arrears of fees.
 - d) Any representation as to the rights of the Company to take legal or other proceedings.

7. Acceptance

The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect. The parent/guardian has read and understands the Terms and Conditions contained and undertakes to be bound by the