



## CHILD APPLICATION FORM

### Child Details

Boy  Girl

Date of Birth: \_\_\_\_\_ dd/mm/yyyy

First Name: \_\_\_\_\_ Surname/Family Name: \_\_\_\_\_

Nationality: \_\_\_\_\_ First Language: \_\_\_\_\_ Does your child speak English?: \_\_\_\_\_

### Home Address

Street: \_\_\_\_\_ No: \_\_\_\_\_

Post Code: \_\_\_\_\_ City: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Main E-mail: \_\_\_\_\_

Alternate E-mail: \_\_\_\_\_

### Parent / Guardian Details

Title: \_\_\_\_\_

Surname: \_\_\_\_\_  
*(if different to child surname)*

Mother

Father

Name: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Work No: \_\_\_\_\_

### Attendance

How many days per week would you like your child to attend?: \_\_\_\_\_ *(minimum 2)*

Which days and times would you prefer?: *(subject to availability)*

	Monday	Tuesday	Wednesday	Thursday	Friday
All day (09:00 to 14:45):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morning (09:00 to 12:00):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon (12:15 to 14:45):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Medical Details

Does your child have any allergies or a medical condition?: Yes No

If YES please specify?: \_\_\_\_\_

Are your child's vaccinations up to date?: Yes No

#### Dutch Doctor Details:

Doctors Name: \_\_\_\_\_

Street: \_\_\_\_\_ No: \_\_\_\_\_

Post Code: \_\_\_\_\_ City: \_\_\_\_\_

Telephone No: \_\_\_\_\_

#### Medical Insurance Details:

Company: \_\_\_\_\_

Policy No: \_\_\_\_\_

Telephone No: \_\_\_\_\_

**Before your child starts at The Windmill you will be asked to sign a Limited Medical Power of Attorney.**

Once The Windmill has received this application and the registration fee (non-refundable) your child will be placed on the waiting list. Prior to your child starting at The Windmill you must provide a copy of your child's birth certificate or passport showing date of birth.

The Windmill Bank Account - ABN AMRO - 48.50.55.090 - Den Haag

IBAN Number: NL53ABNA0485055090 BIC Number: ABNANL2A

I have read and agree to the terms and conditions on the reverse of this form and wish to enroll my child with The Windmill.

Signature Parent/Guardian

Date

## TERMS AND CONDITIONS

The following terms and conditions apply to all parents / guardians of children who wish to attend or who currently attend The Windmill, a copy of the terms and conditions can also be found in The Windmill booklet. If you do not have a Windmill booklet one can be requested by telephoning or e-mail The Windmill.

**Age of attendance** -The Windmill can only accept children aged 2 to 5 years. Children can be placed on the waiting list prior to their second birthday but cannot start until a vacancy becomes available on or after their second birthday. Children must leave The Windmill by the end of the term in which their 5th birthday occurs. A copy of the child's birth certificate or passport must be provided to The Windmill before your child starts.

**School Hours** - The Windmill operates 5 days per week, Monday to Friday from 09:00 to 14:45 each day. There are three session timings available, Full Day - 09:00 to 14:45 or Morning 09:00 to 12:00 or Afternoon 12:15 to 14:45. Children are expected to arrive on time for their assigned sessions and parents / guardians should ensure that they arrive on time or preferably slightly before the end of the session to collect their child. Arrival and collection at the correct times is important for both the children and staff in order to cause no disruption to class or upset for the child who is not collected when other children are. Persistent lateness for collecting children may result in additional fees being levied to the specific parent / guardian to cover staff overtime whilst waiting with children after school time.

**Fees - Registration Fee** - There is a once only registration fee, per child, of €100.00 (nonrefundable). Once the registration fee has been received by The Windmill the application will be processed and the child will then be placed on the waiting list. **Deposit** - A deposit of €225 is payable when each child is allocated a place at The Windmill and will be added to the first invoice. The deposit is refundable when the child leaves the school providing the required notice has been given in writing and the account is clear. The written notice must be received 30 calendar days before the child's last day of attendance. **Term Fees** - Invoices for term fees are based on 3 terms over the school year, resulting in three equal invoices per year. The cost per term is based on the number of sessions your child attends per week. Each child must attend a minimum of 2 sessions per week. If your child starts in the first half of a term you will be required to pay the full term fee, a 50% reduction will be made for any child starting during the second half of the term. The definition of half term when related to fees is the date exactly half way between the start and end date of a term, not the holiday during a term. Fees are to be paid in advance before the date of payment on the invoice or before your child's first session. If a child's last day of attendance is during the first half of term and a full term fees have been paid, plus the required notice period given, half of the term fees will be reimbursed. Failure to pay before the payment date specified on the invoice may result in reallocation of your child's sessions to the next child on the waiting list and forfeit of your deposit. Session fees are charged whether the child is present or not, for example if the child is sick or extra holidays are taken during term time, missed sessions cannot be refunded or deducted from the term fee. Details of current term fees can be found on the web site at [www.thewindmill.nl](http://www.thewindmill.nl) or by telephoning The Windmill.

**Library** - The Windmill provides a free book lending library facility, children are allowed to choose two books each week from the library for a period of one week. Each child will have a specific library day which will be indicated on the library satchel provided by The Windmill. Parents / guardians should ensure that the library book does not become damaged or defaced whilst on loan to their child. Any damage to or defacing of a library book may result in a charge to the parent / guardian of the child responsible to replace the book.

**Collection of Children** - If any person other than a parent / guardian is to collect your child from The Windmill, you must notify your child's class teacher as soon as possible or telephone The Windmill office outside of session times. The person who is collecting your child will be expected to provide personal identification should he / she not already be known to the staff of The Windmill. A description of the person who will collect your child should be provided to the staff at the time of notification. Please note, unless we have prior notification The Windmill staff are not bound to release a child to the charge of a person, other than the child's parent / guardian, until we have express permission from the child's parent / guardian.

**Mode of Dress** - All children should attend The Windmill suitably dressed. Although protective aprons are provided clothes may still become marked with paint or become wet during play. All items of clothing and accessories that your child brings to the school should be clearly marked with your child's name. This is specifically important for coats, hats, gloves, bags etc. The Windmill regrets that it cannot accept any responsibility for loss of, or reasonable damage to, any item of clothing or personal belongings that the child brings to the school. Parents / guardians of all children who attend The Windmill are asked to provide spare clothing in their child's bag, specifically pants and trousers in case of little accidents. If children are still in nappies, we request that you supply spare nappies in your child's bag and they should preferably be of the 'pull-up' type.

**Toys and Personal Belongings** - We ask that your child does not bring toys, jewelry or personal belongings to school as we cannot accept any responsibility for loss or damage of such items. Should a child wish to bring along a personal item to show the class then the parent / guardian must first request permission from the class teacher.

**Food and sweets** - The Windmill insists that your child does not bring any sweets or personal food items to The Windmill. This is specifically to protect those children with special dietary requirements and allergies from having access to products which may be harmful to them. The only exceptions being when parents / guardians are requested to do so by the staff of The Windmill (for example class party) or on the occasion of your child's birthday- in these cases we ask that the parents / guardians hand any consumable items directly to a staff member and not to individual children. A list of ingredients is required for any food or sweet products brought in.

**Information Changes and Updates** - Parents / guardians are required to notify The Windmill office in writing of any changes to the details contained within this form, contact details and any change in your child's medical condition.

**Illness** - Any child who is unwell should be kept away from The Windmill until fully recovered, especially where the illness is infectious. Parents / guardians should notify The Windmill as soon as possible when a child will be absent due to illness or any other reason. If a child becomes ill whilst at The Windmill it is at the discretion of the class teacher to determine whether the child should be collected from the school early. Should any child require immediate medical care whilst in the charge of the Windmill, medical care will be requested immediately and the parents / guardians notified as soon as possible. See also the "Limited Power of Medical Attorney" on the Windmill application form. Staff members of The Windmill are First Aid qualified.

**Absence** - If your child will be absent for any reason or late in arriving we request that you notify The Windmill as soon as possible, with details of reason for absence and expected length of absence. Outside of normal sessions time you should contact The Windmill office on 070 3272088 or during session times the school telephone, the number of which you shall be given once your child has been allocated a place.

**Complaints Procedure** - If a parent or parents have an unresolved complaint concerning an employee or the operation of The Windmill, the complaint should be put in writing to the Director. The Director, in consultation with the parent representative, will act upon the complaint accordingly.

November 2009