

Please kindly complete this form for children aged 5 years old and above.
 Forms submitted for children under 5 years old will NOT be accepted.

Child's Details	FORENAME	SURNAME
	ADDRESS	
DATE OF BIRTH	ETHNIC ORIGIN	POST CODE
LANGUAGES SPOKEN	NAMES OF SIBLINGS ATTENDING	
ANY ILLNESS, ALLERGIES, REGULAR MEDICATION?		

ANY SPECIAL NEEDS?

Parent or Guardian Details	PARENT/GUARDIAN ONE	NAME	RELATIONSHIP TO CHILD
		CONTACT NO	EMAIL (Essential as this is our primary communication mechanism)
		ADDRESS (If different to Child's)	
	PARENT/GUARDIAN TWO	NAME	RELATIONSHIP TO CHILD
		CONTACT NO	EMAIL (Essential as this is our primary communication mechanism)
		ADDRESS (If different to Child's)	

Emergency Contact	NAME	RELATIONSHIP TO CHILD
	CONTACT NO.	

Costs

MCEC is a non-profit making Charitable Incorporated Organisation (Reg No 1156440) however we request a donation for the running and maintenance of the centre and for the resources used in our classes.

- £300 per year, payable in advance, for 1st child (£250 for per year for each subsequent child) received as a donation to MCEC.
- Replacement books and other equipment will need to be purchased at extra cost.
- Families who wish to contribute further donations than prescribed are encouraged to do so as an investment in education.

Agreement

- I, the undersigned, parent/guardian of the above child, hereby agree to abide by the code of conduct, rules and regulations of the School and Centre, as detailed at www.mcec.org.uk. A hard copy is available for reference only at the school office.
- I agree to take responsibility for any damage that may be caused, accidentally or otherwise, to any MCEC property by the above child.
- I hereby give consent to my child being included on any activities arranged by MCEC and indemnify MCEC and its authorised agents against any claim that may arise.
- I hereby indemnify MCEC against any loss of personal property or injuries during the above child's attendance at and waive any claims against MCEC.
- I agree to the programme of education delivered by MCEC.
- I understand that all absences must be authorised and attendance must be 75% or more, after which my child may be withdrawn
- I understand that the information I have provided will be stored by MCEC and used for school-related purposes only
- I understand I have the right to see the information held about my child and may be able to request it be deleted

PRINT NAME	SIGNATURE	
DATE		
OFFICE USE DATE OF RECEIPT	RECEIPT REF. / RECEIVED BY	NOTES