

West Acre Montessori School

Terms and Conditions 2019 /2020

Parents should ensure that they read our terms and conditions carefully .

Your child being at the school is based on the acceptance of these conditions .

Registration fee

On registration a fee of £150 is required which is non refundable .

In the event of you not taking up the place which we will have reserved for you this will be retained.

Fees

These are payable termly . An invoice is issued at the end of the term before and the amount is payable before the start of the next term . Payments can be made by cash, cheque or BACS .

We do accept payment from various child care voucher companies . This is electronically paid only .

Any balances left unpaid two weeks after the start of the term will incur a late payment charge" of £15 followed by interest of 5% of the outstanding balance for every 7 days after this point .

The manager reserves the right to withhold spaces for anyone whose fees are more than one month overdue .

If you are undergoing hardship please let the manager know *ASAP* so we we can work out a staggered means of payment .

Sickness, holiday and any absences due to any reason are still charged at the full rate .

Any permanent change in your session requirements must be notified in writing /email and allow one months notice to come into effect . All sessions previously booked within that notice period must be paid for in full.

Fees & Closures

Nursery fees are reviewed annually in July and change if needed in the next academic year, Sept .

Non-solicitation of staff.

During the entirety of your child's attendance at West Acre Montessori you will agree not to seek to employ anyone employed by us .

Termination /cancellation/change

Not less than one calendar month's notice must be given in writing when you wish to give up a place / amend a regular session. When in receipt of government funding we would appreciate at least half a terms notice when changing funded sessions . If the child is withdrawn during any notice period then the full fees remain payable . West Acre Montessori reserves the right to terminate a place at the school if the nursery fees are a month overdue .

We may suspend the provision of childcare for any of the below reasons :

Health and Safety

West Acre Montessori reserves the right to terminate a place at the school with immediate effect if the parent /guardians / use threatening abusive or violent behaviour towards West Acre Montessori staff and/or if they defame or damage West Acre Montessori School in any way . In fairness to all our staff and to the parents and other children who use our facilities we expect reasonable standard behaviour at all times so we therefore reserve the right to exclude any child who in our opinion ,is disruptive ,uses physical contact or in any other way contrary to the smooth and efficient running of our nursery .Naturally every effort will be made to avoid this action and may include special needs assessment for 1 to 1 care if funding allows .

Childcare Vouchers and Government Funding

The nursery accepts payment or part payment of fees in childcare vouchers form a wide variety of providers . Please contact the school with details of your employers provider and you must opt for electronic vouchers. Parents are still responsible for the payment of all fees even if opting for payment by childcare vouchers.

Government funding is available for all 3 & 4 year olds .

This funding is offered on a Mon 8.45-11.45 .Tues & Thurs 8.45-3.15 only.

20 spaces are available on these days .

Also only 4 spaces may be used on a Weds am 8.45-11.45 .

This is claimed the term following your child's 3rd birthday.

A copy of your child's birth certificate is needed in order to claim this .

These funded sessions are available for 38 weeks of the year and are offered in accordance with the code of practice for Early Years Education Entitlement .

West Acre Montessori can reserves the right at any time to limit on which days this can be offered whether flexibly or on limited days adding up to 15 hrs a week .

General Information

In the event of poor weather conditions or Force Majure for the safety of all children ,families and staff we may make a decision to close early . Fees are still payable for children attending the school on these days .

Late pick up

The school reserves the right to charge £10 for every 5 mins where the child is not collected at the end of the session without any notice or reason being given .

Illnesses

The school reserves the right to refuse a child admission if we feel, the child is not well enough to attend . A list of illnesses can be seen on the notice board or send to you if you wish .

Notice of 24 hrs must be given in order for us to administer medicine to your child .

Parents must sign the medicine book if medication needs to be given .

Only medicine prescribed by your doctor will be administered ,in its original packaging , doctors name & surgery address, batch code etc.,

We will not administer medicine antibiotics at the start of a course which you may have only just received from the doctor we prefer to do this at the end of the treatment .

If your child is on medicine the best place for your child is with you not at school.

If the child has an accident at school parents /carers will be asked to sign the accident book .

If during the time your child is enrolled at our school your personal circumstances change .

eg. You and your partner are no longer together you must inform us immediately as this may affect who is able to collect or who is responsible for the child .

We do not get involved or enter into disputes between parents as our duty of care is for the child alone .

Safeguarding protocols excepted., when a referral may be made to the relevant authorities.

West Acre Montessori reserves the right at any stage to terminate your child's place at the school at any time .

Depending on the circumstances you may or may not receive monetary compensation back .

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Updated Sept 2019

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