

MARLOW MONTESSORI SCHOOL

TERMS & CONDITIONS

ADMISSION PROCEDURES

1. All children are welcome to attend in accordance with our Admissions Policy and irrespective of gender, ethnic origin, language, culture or HIV status. Children with special needs are welcome subject to the provisions of the Special Needs Policy a copy of which may be viewed at our setting or is available on request.
2. All children must be registered on the Waiting List before a place can be allocated and places are allocated in accordance with how long a child has been on the Waiting List. On entering School, children are required to attend a minimum of three sessions per week.
3. Places will be confirmed upon return of the health form, signed acceptance of the terms and conditions and payment of the term's fees. Places allocated at least one term in advance are confirmed upon receipt of a £100 deposit. This deposit is deducted from the first terms fee account. If after accepting the place parents, have a change in circumstances, or a change of mind that prevents their child starting the school; they will be liable for the full terms fees. Should the school be able to fill the place a refund of the terms fees will be made less the £100 deposit, which is non refundable.
4. School outings, visits and special non curricular activities will be extra to the fees and will be charged on a strictly non profit making basis to cover the cost. Please note that on school outings every child will need to be accompanied by an adult and school will not be in operation on the day of the outing.
5. All fees are payable termly in advance and are payable on or before the first day of term. (Should the fees not be received by the due date, it shall be deemed that the place is no longer required and may be offered to another child. Should the place not be filled parents will be liable for the entire terms fees. If the place is taken the liability will be for the % of the term that the place remains unfilled plus a £100 charge towards administration). Fees will not be remitted for absence through sickness or any other cause (e.g a family holiday taken during school time).
6. It is hoped that the current fees will remain unchanged throughout the school year, but the right is reserved to revise and increase them should circumstances make this unavoidable. The school will endeavour to give one terms notice of any increase in fees.

NOTICE OF WITHDRAWAL/REDUCTION IN SESSIONS

7. One complete terms notice, or fees in lieu of notice, is required when a pupil leaves the school or wishes to reduce sessions. Notice should be given in writing to the Principal. Notice must be given by the first day of term for your child to leave or reduce sessions at the end of that term. Parents are encouraged to give the school as much notice as possible. Parents are warned that they will be liable for fees if they do not give the correct notice. It is the school's policy to always enforce the liability, so it is a fair system for everyone concerned.
8. The school budget is based on the number of children enrolled and the tuition fees received. School overheads and expenses do not diminish if a child is absent, therefore no reductions can be made in fees for a child's absence due to illness, vacations or any other reasons.

INSURANCE

9. The school has insurance cover, the details of which are available for inspection on request. Parents are advised to ensure they are happy with the level of cover & remain at liberty to take out their own insurance.

CLOSURE

10. If due to bad weather, i.e. deep snow, dangerous fog etc., power failure or any other unforeseen circumstance, it is prudent or necessary at the absolute discretion of the School Principal, to close the school, every effort will be made to contact parents by phone. Please note that in these circumstances, as with Bank Holidays, no refunds or sessions in lieu will be offered.
11. As the school is located in a village hall there may be occasions when the premises are required for use as a Polling Station and the school will not open. These occasions are infrequent and we aim to give parents as much notice as possible. Please note however that no refunds or sessions in lieu will be offered.

AGE OF ADMITTANCE

12. It is a condition of our Ofsted Registration, that a child cannot enter our school until two years old.

LEAVING AND COLLECTING CHILDREN

13. Except in occasional and unforeseen circumstances, parents are requested to adhere to regular session times. If any person other than a parent is collecting a child, the school must be given details in advance and the appropriate 'Collection Form' completed by the parent. Due to school traffic, I am sure you will appreciate the need to exercise great care when approaching, entering and leaving the school. All parents must park in the car park and not on the road. Please park with care for the safety of pedestrians in the car park and with consideration of space for other cars. It is imperative that the through driveway to the rear gate of the car park is kept clear, as residents living behind the hall need constant access. Parents are requested to adhere rigidly to the guidelines, since objections from neighbours could jeopardise the future of the school.

ILLNESS

14. In order to maintain a high standard of health, parents are required to inform the school in the case of their child falling ill, and discontinue their attendance until he or she is both free of symptoms and cause. Children with fever, doubtful rash, sore throat, discharge from eyes or nose or diarrhoea should be kept at home. It is desirable that children suffering from bad coughs or colds should not attend school. The school reserves the right not to allow a child onto the premises who may be showing signs of any of the aforementioned symptoms for the protection and well-being of the other children in school.
Should a child become sick at school, every attempt will be made to contact parents. Please ensure that up to date contact numbers are given to staff, together with any other information such as immunisations, allergies etc. The school reserves the right to send a child to a doctor or hospital in an emergency. In these circumstances fees are not returned and any direct costs incurred by the school must be repaid by parents on presentation

NUTRITION

15. Drink and snacks are provided in accordance with our Healthy Eating Policy. For drinks; milk and water, for snacks; fresh fruit, vegetables, breadsticks and foods prepared during cookery sessions. The setting operates a 'no nuts' policy and we respectfully ask that all parents observe this, particularly when preparing their child's lunch-box. Parents should inform the school of any allergies and/or special dietary requirements via our Health Form or in writing as soon as any diagnosis is made.

BIRTHDAYS

16. Our setting operates a Healthy Eating Policy and wherever possible wishes to promote the importance of healthy eating. We appreciate however that parents may wish to provide a special treat for their child's birthday. Please discuss what you would like to bring in a few days before with staff, as we may have children attending with special dietary requirements and/or severe nut allergies.

RELIGION

17. The school does not teach religion, however from a child's perspective, many of the festivals like Christmas, Hanukkah and the Chinese New Year are special days of family feasting, merriment and wonder. The young child rarely catches more than a glimmer of the religious meaning behind the celebration. On this level our aim is to use festivals that we all celebrate to build a sense of community within the classroom and to introduce the child to the different cultures of the world.

PARENT/STAFF CONTACT

18. It is anticipated that termly events will be held, so that parents may come into the school to see their children's work and chat with staff. Please do not hesitate to speak to us at any time if you wish to discuss your child's progress. However, appointments must be made by parents for special meetings with staff. We endeavour to keep parents involved and informed of all school activities.

SCHOOL OUTINGS

19. It is anticipated that where possible, as part of our topic work, school trips will take place throughout the year. This enables children to get a real life picture and experience new things, which can be shared within a group. Because the children's safety is of paramount importance, parents will be required to assist if their child is taking part. It also provides an opportunity for parents to spend time talking to staff about their children and to meet with other parents.

CLOTHING

20. Children should wear comfortable and easily washable clothes, which should be easy for the child to manage! Aprons are provided and care is taken, but no responsibility can be accepted for damaged clothing.

All items should be clearly named. Coats should have loops for hanging. Suitable outdoor attire should be brought appropriate to the weather i.e. heavy/waterproof coats, scarves, gloves etc. for colder days. In the summer it is advisable that you administer sun protection cream before your child arrives at nursery and ensure that they have a sun hat.

ITEMS REQUIRED

21. The following should be brought to school during term time:
1. Spare change of clothes (i.e. jogging bottoms, t-shirt, pants and socks).
 2. Wellington boots on rainy days.
- We would be grateful if a box of tissues could be brought to school at the beginning of each term.

SETTLING IN

22. We are concerned for the happiness of all our children. If, after a reasonable period of time, it is clear that your child is not settled, the Principal may advise that a parent attends with their child, until he/she is settled. This would only be considered after detailed discussion with the parents. In very few circumstances it may be, at the absolute discretion of the school principal, that a family is not suitable for the school, in which case the school principal will inform the family of their concerns and if necessary the School Principal may at her absolute discretion bring the tuition to an end and return pro rata any unused fees except the registration fee.

VARIATION OF TERMS AND CONDITIONS

23. Terms and Conditions are updated regularly, and it may be necessary from time to time, at the absolute discretion of the School Principal, to update or vary the terms and conditions without notice to parents, in which case the terms and conditions will remain binding. Please refer termly or as required to the web site for the most current version.

OTHER ACTIVITIES IN THE HALL

24. Parents are advised that the village hall is used by various other groups in the evenings and occasionally at weekends. The hall is available for hire for parties. Parents whose children attend the school may borrow school tables and chairs free of charge, (please see the School Principal for details). Parents will be expected to use table covers and to ensure the furniture is returned in the same condition. The borrower will be liable for any breakages or damage to school equipment.

REQUEST FOR HELP

24. We have various people to call upon should a teacher not make it to school for any reason. However, because of the very nature of the reason, e.g. car breaking down, illness etc., it is often last minute and our helpers on standby may already have commitments. Therefore a longer list of helpers to call upon would be very helpful. If you feel your name, your nanny, or anyone else suitable could go on our "Emergency Helpers List", we would be most grateful if you could let us know. Emergency helpers always have the opportunity to say, "yes I can help" or "no I can't today".

Please write down your name, contact numbers and days that you may be free to be called upon. We appreciate that it may not be possible to put your name forward due to your own commitments. Emergency helpers are required infrequently!

Are You Happy To Be Asked to Help? : YES/NO _____

Please sign and return one copy.

I have read and accept the terms and conditions of the Marlow Montessori School. I would like my child:

Name of child : _____

Please Tick Appropriate Boxes

- | | | |
|--------------------------|--|-----------------|
| <input type="checkbox"/> | To enter 5 sessions per week morning and/or afternoon | - £900 Per Term |
| <input type="checkbox"/> | To enter 4 sessions per week morning and/or afternoon | - £740 Per Term |
| <input type="checkbox"/> | To enter 3 sessions per week morning and/or afternoon | - £560 Per Term |
| <input type="checkbox"/> | To enter the Introductory Group for 2 - 2.5 years only | - £160 Per Term |

I understand that fees for the term include an extra curricular activity provided daily by the setting and that all children attending the setting (with the exception of those in the Introductory Group) are deemed to do so from 9.15 a.m. - 12.15 p.m (morning session) or 12.45 - 3.45 p.m. (afternoon session) or 9.15 a.m. - 3.45 p.m. (full day session)

and

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I enclose a registration fee (£100 non refundable), deductible from the first terms fees |
| <input type="checkbox"/> | I enclose the term's fees as per my Invoice. |

Total: _____

Signed Parent/Gardian _____

Signed Parent/Gardian _____ Date: _____