

# MARLOW MONTESSORI SCHOOL

## TERMS & CONDITIONS

### ADMISSION PROCEDURES

All children are welcome to attend in accordance with our Admissions Policy a copy of which may be viewed at our setting or is available upon request.

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 and our Admissions Policy. On commencing at the setting, children are required to attend a minimum of three sessions per week.

An offer of a place will be made in writing to parents/carers and the setting's Terms & Conditions and Health Form forwarded to the parents/carers at this time. Parents/carers must complete and return both our Terms & Conditions and Health Form, together with either the deposit of £150 (deductible from the first term's fees) or the full term's fees as indicated in the Terms & Conditions sent to them. **Only upon receipt of both documents and the requested monies is a child's place confirmed at the setting.** Thereafter if parents/carers have a change in circumstances, or a change of mind that prevents their child starting at the setting; they will still be liable for the full terms fees. Should the setting be able to fill the place a refund of the terms fees will be made less the £150 deposit, which is non refundable.

### PAYMENT OF FEES

All fees are payable termly in advance and **must be received on or before** the date stated on the Invoice issued prior to the start of each term. **Late payment** will result in a child not being allowed to access their sessions and it shall be deemed that the place is no longer required and will be immediately offered to another child on the Waiting List. If the place is taken the liability will be for the % of the term that the place remains unfilled plus a £150 charge towards administration. Where the setting is unable to fill the place, parents/carers will be liable for the full terms fees.

Cheques should be made payable to Marlow Montessori School, we are also pleased to accept Childcare vouchers and offer the current funding scheme as provided by the Local Authority.

It is hoped that the current fees will remain unchanged throughout the academic 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

One complete terms notice, or fees in lieu of notice, is required when a pupil leaves the school or wishes to reduce sessions. Notice must be given in writing to the setting and **must be received by the first day of term** for your child to leave or reduce sessions at the end of that term. Parents are advised that they will be liable for the full term's 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.

The Manager has absolute discretion to request the withdrawal of a child from the setting if the child and/or his/her family or carer either verbally or physically abuse anyone connected to the setting. A full investigation by the Manager will follow any such allegation/incident and a decision in writing made to the family as to the future attendance of the child. No fees will be returnable where a child is withdrawn under these circumstances.

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, holidays in term time or any other reasons.

## INSURANCE

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

## CLOSURE

If due to bad weather or any other unforeseen circumstance, it is prudent or necessary to close the school, this will wherever possible be posted on our School Website prior to the start of the school day and parents contacted by email. Please note that in these circumstances, as with Bank Holidays, no refunds or sessions in lieu will be offered.

As the school is located in a village hall there are 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.

## VARIATION OF TERMS AND CONDITIONS

Terms and Conditions are updated regularly, and it may be necessary from time to time to update or vary the terms and conditions without notice to parents, in which case the terms and conditions will remain binding. Please refer to the web site for the most current version.

## LATE COLLECTIONS

Parents are advised that the setting is understanding of the fact that a 'one-off' late collection of a child may occur, however, parents/carers **must** telephone the setting to advise us that they will be late and to give an estimation of their arrival time so that we may reassure their child accordingly.

If your child is not collected on time, our legal liability relating to the staff/child ratio will be infringed as two members of staff must remain at the nursery until the last child has been collected. Any parent/carer who is late collecting their child will have to pay a charge which helps to cover the additional staffing costs incurred for this reason. The charge is £10 for the first 5 minutes, with an additional £5 for every 5 minutes thereafter.

**Please sign and return this document - a copy will be forwarded to you for your information.**

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

- To enter 5 (or more) sessions per week morning and/or afternoon - £18.00 Per Session
- To enter 4 sessions per week morning and/or afternoon - £19.50 Per Session
- To enter 3 sessions per week morning and/or afternoon - £19.50 Per Session

I understand that fees for the term include the extra curricular activity provided daily by the setting and that all children attending the setting 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

- I enclose a registration fee (£150 non refundable), deductible from the first term's fees

Total: \_\_\_\_\_

Date: \_\_\_\_\_

Signed Parent/Guardian \_\_\_\_\_ Signed Parent/Guardian \_\_\_\_\_