

Terms & Conditions

**Registration**

* Children are welcome from the ages of two to five years.
* Children are required to be registered for a minimum of two sessions per week.
* All parents/carers must complete a registration form, detailing in full any health, dietary, medical, allergic or other special needs and must continue to inform the nursery school of any changes/progress to the condition, in writing, when they become aware.
* Parents must inform the nursery school of any changes to all information kept by the nursery school, e.g. change of address, custody, telephone number, GP, etc.
* A registration fee of £50 is required to confirm your booking. The registration fee will be deducted from the first term’s fee.
* An administration fee of £20 is required. If you decide not to take up the placement, the administration and registration fees are not refundable

**Fees**

* Parents will receive an invoice half-termly by email and can have access to their account via Famly App.
* Fees are payable half-termly in advance, before the first day of each half of the term, by BACS or childcare vouchers.
* Unfortunately we cannot accept cash payments for security reasons, unless by prior arrangement with the nursery owner.
* We are registered with various childcare vouchers schemes and you can see the registration numbers on the invoice.
* No deduction of fees is made for absence due to illness or for holidays taken in term time or if the nursery school is closed owing to the conditions beyond our control, e.g. snow fall, power failure.
* It is parents’ responsibility to ensure that any payment of fees made by childcare vouchers or BACS, reach the nursery school before the due date.
* **Late payments could be subject of £20 administration fee, should your payment not be received by the nursery school before the beginning of each term.**
* Non payment of fees for a period of 14 days following their due date will result in suspension of attendance of your child at the nursery school. Parents will still be responsible for fees accruing during this time and full payment of all outstanding fees will be required prior readmission.
* Fees are reviewed annually. Parents are advised in Summer Term about the fees for the next academic year.

**Sickness and illness**

(Please see our Sick and Injured Children Policy)

* Any child who has, or develops, an infectious illness must be kept at home.
* In order to prevent the spread of illness, any child suffering from vomiting or diarrhoea must be kept at home until clear of symptom for a minimum period of 48 hours.
* If your child has developed an infectious illness, e.g. chicken pox, please notify the nursery school. You will be advised on the exclusion period.

**Collection of children**

(Please see our Non Collection of Children Policy)

* Parents are asked to provide names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
* Parents are asked to provide information about any person who does not have legal access to the child (with copies of legal documents) and who has parental responsibility for the child.
* Parents are asked to provide emergency contact details for one, preferably two people, who **live locally** to the nursery school and would be able to collect the child in an emergency.
* On occasions when parents are aware that they will not be at home or in their usual place of work, they should notify the person in charge of how they can be contacted*.*
* Under no circumstances will the child be allowed to leave the nursery school with anyone unknown to nursery school staff unless the parent has previously arranged this.

**Late collection**

* We will charge £15 for every fifteen minutes and you will be asked to sign a late collection book.

**Termination and reducing sessions**

* **By signing these terms and conditions, you accept a place for your child at Guildford Montessori Nursery School.**
* You will need to give a complete half term’s notice **in writing** (i.e. before the first day of a half of a term), on a sessional day, to cease attendance or reduce the number of sessions. If notice is given at the beginning or during term-time, the notice period will take effect from the beginning of the next half of term.
* If notice to cease the attendance or reduce the sessions is given between **29th May 2021 and 19th July 2021**, the child’s last day of attendance will be during the week ending **22nd October 2021**. If a parent withdraws their child during this notice period, the fees shall still remain payable.
* If notice to cease the attendance or reduce the sessions is given between **20th July 2021 and 22nd October 2021**, the child’s last day of attendance will be during the week ending **17th December 2021**. If a parent withdraws their child during this notice period, the fees shall still remain payable.
* If notice to cease the attendance or reduce the sessions is given between **23rd October 2021 and 17th December 2021**, the child’s last day of attendance will be during the week ending **11th February 2022**. If a parent withdraws their child during this notice period, the fees shall still remain payable.
* If notice to cease the attendance or reduce the sessions is given between **18th December 2021 and 11th February 2022**, the child’s last day of attendance will be during the week ending **31st March 2022**. If a parent withdraws their child during this notice period, the fees shall still remain payable.
* If notice to cease the attendance or reduce the sessions is given between **12th February 2022 and 31st March 2022**, the child’s last day of attendance will be during the week ending **27th May 2022**. If a parent withdraws their child during this notice period, the fees shall still remain payable.
* If notice to cease the attendance or reduce the sessions is given between **1st April 2022 and 27th May 2022**, the child’s last day of attendance will be during the week ending **29th July 2022**. If a parent withdraws their child during this notice period, the fees shall still remain payable.
* If notice to cease the attendance or reduce the sessions is given between **28th May 2022 and 26th July 2022**, the child’s last day of attendance will be during the week ending **28nd October 2022.** If a parent withdraws their child during this notice period, the fees shall still remain payable.
* If a parent withdraws their child during this notice period, the fees shall still remain payable.
* You cannot claim Early Years Free Entitlement, if your child ceases to attend the nursery during the notice period, therefore the full fees will apply.

**Personal property and belongings**

* We cannot be responsible for any loss or damage to children’s property.
* All items of clothing, lunchboxes, etc. must be clearly labelled.

**Liability**

* We accept no responsibility for children whilst in their parents’ care on nursery school premises, i.e. prior to start of the session or after pick up.

**Policy**

* A copy of all our policies is available at the nursery school and on our website www.guildfordmontessori.co.uk.

**Complaints**

* You could find our complaint procedure amongst our set of policies.

I understand the content of the Terms and Conditions and agree to adhere to these terms.

**I accept a place for my child at Guildford Montessori Nursery School and am aware of the notice I need to give in case I wish to cease my child’s attendance or reduce the sessions.**

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| PARENT/GUARDIAN ONE SIGNATURE……………………………FULL NAME (BLOCK CAPITALS)…………………………………...DATE:……………/…………../………… | PARENT/GUARDIAN TWO SIGNATURE……………………………FULL NAME (BLOCK CAPITALS)…………………………………...DATE:……………/…………../………  |