



The new montessori pre-school

**The Methodist Church, Tarring Road, Worthing BN11 4ET**  
Call: 01903 535 412 Email: [info@thenewmontessoripreschool.org.uk](mailto:info@thenewmontessoripreschool.org.uk)

Policy

## Terms and Conditions

(Part of our Admission Policy)

### Terms and Conditions

#### 1. Registration and termination

- 1.1 A completed registration form, together with a £50.00 administration fee must accompany all applications for a Pre-school place.
- 1.2 Our School Manager will confirm your child's place through a letter which will include the terms and conditions that need to be signed and returned.
- 1.3 Should a parent decide against taking up a place once confirmation of a start date has been offered by the Pre School, then the administration fee will be forfeited.
- 1.4 One full term's notice, in writing, is required to withdraw a child from the Pre-School or to reduce the number of sessions to be attended, otherwise fees will be payable in lieu of notice. These timescales are necessary to ensure that adequate notice can be given to those parents who remain on the waiting list.
- 1.5 Once a child's hours have been agreed with the School Manager for the following term the parent/guardian has one month's grace to request changes. Any additional hours or changes requested after the start of the term will be treated as extra sessions.
- 1.6 Our Pre-school has adopted the ethos of the Montessori Method and as such it is not beneficial to the child to attend for less than four **Montessori Core sessions** and one Early Bird /Lunch Club /Late Owls a week.
- 1.7 All children will be registered to attend their hours spread over a minimum of two days.

#### 2. Opening Times

- 2.1 The opening hours of the Pre-School are 8am to 6pm Monday to Friday. **Core Montessori sessions:** 9.30 to 12.30 / 1.30 to 4.30 Early Birds 8 to 9.30  
Lunch Club: 12.30 to 1.30 Late Owls 4.30 to 6pm
- 2.2 Our Pre-school will be closed during all Public and Bank Holidays, for 2 weeks at Christmas, for 2 weeks at Easter and for 5 weeks in the summer,

**The Pre-School remains open at half terms.**

#### 3. Payment of fees and charges

- 3.1 You will be required to pay our pre-school fees at the rate agreed. Fees must be paid in advance. Fees are payable termly or half termly, other payment periods are subject to negotiation and agreement with the School Manager.

**Full fees are payable for holiday and sickness taken during term time.**

- 3.2 Fees are paid by either cash, cheque, standing order or childcare vouchers (paper or e vouchers).

Cheques should be made payable to "The New Montessori Pre-School".

Details regarding cheques, standing orders and childcare vouchers are available on the back of your invoices.

Charity Number 1086853  
Company Number 3908382  
[www.thenewmontessoripreschool.org.uk](http://www.thenewmontessoripreschool.org.uk)



Find us on Facebook  
December 16





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3.3 During extreme weather conditions "Snow days" or unseen situations beyond our control, our Pre-school will endeavour where possible to remain open. When these conditions occur all fees are still due.

3.4 Following our Admissions Policy children accessing funding who are **not** on "stand alone sessions" will be charged at the agreed rate.

3.5 Following our Admission Policy children on funded stand alone sessions will not be charged any amount on top of the child's hours of entitlement. For additional hours payment is expected at the rate agreed.

**The choice of payment method and timing must be confirmed with the School Manager before the start of each term.**

3.6 Pre-School fees are subject to an annual review by our Management Committee; however the Pre-School reserves the right to increase these at other times upon giving one terms notice in writing.

3.7 Late collection of your children will be charged at  $\frac{1}{2}$  hourly intervals. At £10 for the first  $\frac{1}{2}$  an hour and £15 any subsequent  $\frac{1}{2}$  hours.

3.8 Any extra hours/sessions required during our current term must be requested in writing to the School Manager and paid for in advance.

3.9 To offset some of the charges applied by our Bank returned cheques will incur a £10 charge.

3.10 Sessions/hours cannot be swapped under any circumstances.

#### **4. Sickness**

4.1 To ensure the welfare of all children and staff, the Pre-School reserves the right to refuse admission to any child, who in the opinion of our management is too ill to attend.

4.2 If a child is taken ill whilst at the Pre-School every effort will be made to contact the parent/guardian on the emergency contact numbers provided. Notification of any changes to these numbers should therefore be made, immediately in writing, to the School Manager.

4.3 If a child is suffering from or is suspected of suffering from an infectious illness, the child should remain at home until a doctor has certified that the child is fit to return to Pre-School or until the NHS recommended isolation period is over.

4.4 Parent/Guardians of un-immunised children will be required to complete a form on registration agreeing to keep their child at home if outbreaks of illness protected by childhood immunisations occur in our area.

#### **5. Cancellation/termination of contract with Pre-school.**

5.1 Once your child's registration has been accepted and our School Manager has booked your child's hours either party can cancel the offer by giving seven days written notice.

5.2 Once your child has started their four-one-hour visits a term's notice in writing is required

I have read, and agree to abide by the Terms and Conditions. I understand that any agreement made by myself and the Pre-School for a variation to the Terms and Conditions will be stated in writing by our School Manager.

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Parent / Guardian Name	
Signature	
Date	
School Managers Name	
Signature	
Date	
Agreed Variation:	

**Two copies of the Terms and Conditions are to be signed, one to be retained by the Pre-School and one by the parent/guardian.**

You will receive your Terms and Conditions:

1. Terms and Conditions-Sent with confirmation letter and returned by parent.(The Pre-school holds onto this copy)
2. Terms and Conditions-discussed and signed again at the introductory visits.(This will be your copy)

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