

# Chagford Montessori Nursery School

## Terms and Conditions

An Admission and Registration Form must be filled in, signed and returned to the nursery by the Parent/Legal Guardian of the child to be enrolled and this will be recognised as the Agreement to the Terms and Conditions of Montessori Nursery School detailed below:

### Admission, Funding, Additional Charges & Fees

A child may be enrolled in the school for full sessions from the age of 2 years as long as space is available. Parents/carers will be able to apply for Early Years Educational Entitlement (EYEE) according to Devon County Councils entitlement criteria. Full fees will be charged until the child is eligible for EYEE and for any sessions, lunches and additional hours over and above the EYEE hours. Extra charges will be made for consumables, snacks and the extra activities we provide for each funded session (or part thereof).

Parents are required to pay within one month of being invoiced unless alternative arrangements are agreed with the owners in writing. If fees are unpaid the Nursery School retain the right to ask for the withdrawal of the child and will take action to claim any unpaid fees. The Nursery School reserve the right to increase fees. Every effort will be made to give notice of any increase.

### Attendance and Absence

After the first term of attendance, parents are asked to complete a session request form each term. Once confirmation of sessions has been given, children's attendance of the sessions requested is expected. Any permanent changes to session attendance made mid-term must be requested via **email**. If your child is unable to attend please **telephone** as soon as possible and leave a message. There is no reduction in fees for absence. Parents in receipt of EYEE are responsible for ensuring their child's attendance in compliance with Devon County Council's requirements. Parents are required to sign and return Absence Notes with reason for absence. If Devon withdraws or withholds funding for whatever reason the Parents will be liable for payment of the Entitlement and any Additional Charges due to the nursery.

### Notification of Change

Parents are responsible for informing the Owners of any change of address, telephone numbers, carers, medical or personal circumstances that may affect our care and support of their child.

### Notice of withdrawal

Parents are asked for a terms notice of withdrawal of a child from nursery unless the child has reached primary school age. If the child is withdrawn without notice the terms fees will be charged. If parents/carers decide to withdraw their child from Montessori within 6 months of their start date an administration fee of £25 will be charged to cover costs incurred by the nursery.