TERMS & CONDITIONS

1. Nursery Ethos and Approach
- We follow the principles of *Maria Montessori*, supporting child-led learning in a prepared environment.
- Respect for each child's individual pace, independence, and developmental stage is central to our practice.
- Parents are encouraged to engage in our community and understand the Montessori method.

2. Term-Time Operation
- The nursery operates on a *term-time only basis*, aligning with the local authority's academic calendar (typically 38 weeks per year).
- We are closed during public holidays, school holidays, and staff training/inset days.

3. Viewing and Application Process
- Please telephone and or email the Nursery Manager to arrange a viewing. Registration operates on a first come, first served basis. However, if a place is not available when required, you may choose to be included on our waiting list.
- A waiting list is in operation. Siblings of children already attending the school will have preference of admission. A place is normally offered for the term in which the child's second birthday occurs (unless otherwise requested on the registration form) and written offers are sent around the previous half term.

4. Attendance and Sessions
- Sessions are fixed per term and typically run in blocks (e.g., Morning 8:50–11:50, Afternoon 11:50–2:50, or Full Day 8:50–2:50).
- Regular attendance is encouraged to support the Montessori routine and your child's development.
- Changes to sessions require one term's notice and are subject to availability.

5. Fees and Payments
- Fees are payable termly in advance.
- Non-attendance due to illness, holidays, or other absences is non-refundable.
- A *registration fee of £100 * and *refundable deposit of £700 * is required upon enrolment; this will be returned at the end of your child's final term, providing the correct written notice of one term is given. If you decide not to take the place before your child starts the deposit will not be returned to you.
- Late payments may incur a charge and may result in suspension of your child's place.

6. Government Funding and Extras
- We offer:
    - 15 or 30 hours of funded childcare* for eligible children (aged 18months – 4yrs).
    - Acceptance of *Tax-Free Childcare* and *childcare vouchers*.
- Funded hours cover the Montessori education provision. Additional charges may apply for:
    - Meals and snacks (if not provided from home)
    - Extra-curricular Montessori materials or enrichment activities
    - Parents must supply a valid eligibility code where required.

7. Notice Period
- A minimum of *one term's written notice* is required to withdraw your child or reduce sessions. For late notices, a charge of a term's fee is made. Parents when signing the registration form accept the terms and conditions.
- The nursery reserves the right to issue notice in return if necessary, including for safeguarding concerns or non-compliance with terms.

8. Illness and Wellbeing
- Children must not attend if unwell (e.g., fever, vomiting, diarrhoea, contagious illness).
- Medication is only administered with written consent and in accordance with our policies.
- Please keep your child at home for at least 48 hours after sickness/diarrhoea.

9. Safeguarding and Conduct
- The nursery adheres to the *EYFS Framework* and *Ofsted safeguarding requirements*.
- All staff are *DBS-checked*, trained in child protection, and follow Montessori values of respect and kindness.
- Parents must notify us of any changes in emergency contacts or authorised persons.

10. Collection and Late Charges
- Children must be collected promptly at the end of their session.
- Late collection may incur charges (e.g., £10 per 10 minutes) to cover staffing and operational costs.

11. Additional Policies
- Further information is available in our full policies, including:
    - Behaviour Management
    - Equal Opportunities
    - Inclusion and SEN

12. Amendments to Terms
- The nursery reserves the right to update these terms and conditions with at least one month's notice.
- Updated policies will be communicated via email or newsletter.