

# REGULATIONS

## Please Read Carefully Before Signing the Application Form

**AGE OF ADMITTANCE:** We take children between the ages of 1 - 5 years.

### HOURS OF OPENING:

Morning Session	8.00 - 13.00		5 mornings/ week
Afternoon Session	12.00 - 15.00 (short) or	12.00 - 17.30 (long)	5 afternoons /week
Full day	8.00 - 15.00 (short) or	8.00 - 17.30 (long)	5 mornings + 5 afternoons/week

Please keep time as doors will be locked at 9.15 and 12.15.

**SECURING A PLACE:** A place will be secured for your child for the date agreed with the Manager, upon receipt of the signed Application Form and a Registration Fee of £95. This is non-refundable. If the place is not then taken up, half a term's fees will be owed. There are 3 settling sessions: session 1 you join in with your child, session 2 you remove yourself from the room and for session 3, you remove yourself but stay near a phone in case we need to call you back.

**COLLECTION FROM SCHOOL:** Your child will not be allowed to leave school with a person that the staff have not met, unless previous arrangements have been made with the Manager, and you have filled in the collection consent form. If there is an emergency and you cannot manage to collect your child, please telephone the Nursery and inform the Manager or deputy manager as to who will be collecting the child. If there is a space in the following session, your child may stay on at an additional cost to yourself.

**ABSENCES:** If your child is going to be absent from school for any reason, please notify the manager by telephone.

**ILLNESS:** Parents are requested not to send a sick child to school, and to inform the Manager as soon as possible, especially if your child's illness is contagious. Children with contagious diseases **MUST NOT** be brought to school until it has been cleared by your doctor to do so. Should a child become ill whilst at school, parents will be notified and will be expected to collect their child at the earliest opportunity. In the very unlikely event of an emergency, the Manager reserves the right to take your child to hospital, with every effort being made to contact the parents. Medication will only be given if it has been prescribed by a registered doctor and with the written consent of parents stating exact dosage and times to be administered (except in emergencies).

### FEES:

**1-3 Year olds:** Fees will be paid a month in advance or, more preferably, a term in advance. All fees are payable on the first day of each term. Full fees are paid for every month except August. There will be no reduction in fees if your child is absent from school: if the fees remain unpaid, then it will be assumed that you no longer require a place. An invoice will be sent at the end of every month or term (whichever is appropriate). The fees stated below are applicable at the time of issue of the prospectus. They may change during the period of child's attendance at Montessori North Oxford; you will be notified in advance should this arise.

Fees may be paid by internet banking. Bank account details are:  
*Montessori North Oxford Limited, Acc: 35045833, Sort Code: 601247*

The respective charges are:

	1 year-old	2 year-old	3-4 year-old
Morning Session	£33	£31	£29.00
Full Day Session	£46.00(S), £62.00(L)	£43.00(S), £57.50(L)	£41.00(S), £55.00(L)
Afternoon Session	£23.50(S), £36.00(L)	£22.50(S), £34.00(L)	£21.50(S), £32.50(L)

*S= shorter session or day, L = longer session or day*

As parents choose various options, the above rates should be used to calculate fees per week, per month and per term (12 weeks). As discussed later, a government grant can be used to buy nursery sessions. Fees do not include French and Music which cost £2.50 and £3.50 a lesson, respectively. We operate 4 terms per academic year, amounting to 48 weeks of operation in total.

**Childcare grant:**

A UK government grant is universally applied to fund a 'core' 15 hours/week for 38 weeks, equivalent to 570 hours/year for 3-4 year olds and for some 2 year olds. From September 2017, there is an additional funded 15 hours/week for childcare but is subject to certain criteria.

To check eligibility, please parents/carers should go to <https://www.gov.uk/help-with-childcare-costs>.

All funded childcare applies until children reach compulsory school age, i.e. the term following their fifth birthday. The grant is deployed flexibly to fit with the requirements of the parents and child within the constraints of the nursery sessions.

Additional hours, specialist activities (French and Music) and weeks not covered by the grant but requested by the parent will be charged as indicated on the previous page. Your invoice will state which hours are covered by the free entitlement and which hours and optional activities are chargeable to you.

For additional information and guidelines on the free entitlement for 2, 3 and 4 year olds, please refer to the UK Government web page, <https://www.childcarechoices.gov.uk/>.

**LUNCH:** We do not provide hot lunches. Parents must provide their child with a packed lunch. Guidelines on what to include in a packed lunch for healthy eating are available from us.

**DIET:** If your child has any food allergies (**and anything else we should know**), please write them on the Application Form.

**CLOTHING AND PERSONAL PROPERTY:** Please make sure your child dresses in comfortable clothing. When children first start school, they may "need" a comforter. The children will be allowed to have ONE comforter with them for half a term (if the parents and staff feel that your child may need it for a little bit longer, this can be negotiated). After this period, **NO TOYS OR COMFORTERS WILL BE ALLOWED IN THE SCHOOL**. The children are not to bring valuables, toys, jewellery or sweets to school unless it has been arranged in advance with the Manager.

**We cannot accept responsibility for any loss or damage caused to children's items.** We will do our best to ensure all children's items go home with them. The children are free to bring any items that relate to our projects, highlighted on the notice board. Please help your child to explore his/her environment.

**ARRIVING AND LEAVING SCHOOL:** Please ensure that you close the front door behind you at all times and that your child is not allowed to go outside unless you are with them.

**PARENTS EVENINGS:** Parents are expected to attend all pre-arranged parents' evenings, social events and the annual fundraiser for charity. Dates and times will be mailed to you.

**NOTICE BOARD:** Urgent information will be placed on the notice board. Please check it regularly.

**COMPLAINTS:** If you have any cause for complaint, please speak in the first instance to the Nursery Manager. If you wish to take the complaint further, please put it in writing and forward it to OFSTED, National Business Unit, 3rd Floor, Royal Exchange Building, St. Ann's Square, Manchester M2 7LA, or phone OFSTED Complaints and Enforcement on 03001231231.

**STAFF PROTECTION:** Our staff have a right to work in a safe environment free from verbal, physical, unreasonably demanding or other forms of unacceptable behaviour, including abusive or offensive correspondence, by parents/carers. Behaviour of this nature will result in instant termination of the contract.

**NOTICE OF LEAVING:** A full term's written notice is required should you wish to withdraw your child from the Nursery.

**WRITTEN NOTICE MUST BE GIVEN ON OR BEFORE THE FIRST DAY OF TERM;** failure to do so will result in payment of one full term's fees in lieu of notice.

**TO CHANGE BOOKED SESSIONS:** To increase the number of sessions, please consult with the Manager. To reduce the number of sessions, a term's notice is required.