



meadows
montessori
nursery

Meadows Montessori Terms and Conditions



Meadows Montessori Terms and Conditions

The document and the terms and conditions within it govern the basis on which Meadows Montessori (referred to here as 'we') agree to provide childcare services to parent(s)/guardian(s) (referred to as 'you').

Only a parent/guardian with parental responsibility for a child can register that child for a childcare place with us. We will ask to see your child's birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

Commencement date of agreement: _____

Our details:

The Meadows Pre-School Nursery Ltd
Ross Close, Saffron Walden, Essex. CB11 4DU
Telephone: 01799 513858
Email: meadows.montessori3@gmail.com
Ofsted URN: EY407996
Insured by: GABLE INSURANCE
Insurance Policy Number: TNC000603

Your details:

Full name of parent/guardian
(1) _____

Address _____

Telephone _____ Email _____

Full name of parent/guardian
(2) _____

Address _____

Telephone _____ Email _____

Full name of child _____ Date of birth _____



Our offer for a childcare place for your child:

Expected start date of child's place _____

Settling in period _____

Agreed hours:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------------------|--------|---------|-----------|----------|--------|
| Agreed times of attendance | | | | | |

The Nursery is open 51 weeks per year, except for closure for a week at Christmas and Bank Holidays; you will not be charged for these closures.

Deposit received Yes No Amount: £ First payment due:

(Office use only)

Terms and Conditions

1.0 Our obligation to you

- 1.1 We will inform you as soon as possible whether your application for a place has been successful. Along with the registration fee of **£40** (non- returnable) a deposit payment to secure your child's place of £100 (for 2 whole days) or £200 (for over 2 days). This fee will be deducted from the first invoice given to the parent(s) when your child starts at Nursery. If you for any reason you change your mind and do not use the place, the holding fee is **not refundable**.
- 1.2 We will provide the agreed childcare facilities for your child at the agreed times (subject to any days when we are closed). If we change the opening hours, we will give you as much notice of our decision as possible and, if necessary, will work with you to agree a change to your child's hours of attendance.
- 1.3 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare.



- 1.4 We will notify you as soon as possible of any days we will be closed.
- 1.5 We will treat your child with the utmost respect and dignity. We will never use or threaten any type of punishment that could adversely affect a child's wellbeing.
- 1.6 We will provide you with regular verbal updates as to your child's progress and we will agree times to discuss with you the progress of your child or any other aspects of our childcare services as and when required.
- 1.7 We will comply with the requirements of the Early Years Foundation Stage (EYFS) and our Ofsted registration in regards to the childcare services we provide for your child.
- 1.8 We will provide you with details of our policies and procedures, which outline how we satisfy the requirements of the EYFS in our everyday practice; and we will notify you as and when any changes are made to our policies and procedures. We will be available to discuss or explain our policies and procedures, and any relevant changes, at a mutually agreed time.
- 1.9 We will maintain appropriate insurance to cover our childcare activities.
- 1.10 We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.

2.0 Your obligation to us

- 2.1 You will need to complete and return our *Registration Form* and sign these *Terms and Conditions* before your child can start with us.
- 2.2 You must notify us immediately of any changes to the information you have provided to us and keep us informed of any other necessary information that may affect the childcare that we provide for your child.
- 2.3 The *Registration Form* includes medicine consent and emergency treatment authorisations which you will need to complete prior to your child attending.
- 2.4 You will read and abide by our policies and procedures.
- 2.5 You must immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with an infectious/notifiable disease. For the benefit of other children attending you must not allow your child to attend whilst they are contagious and pose a risk to other children during normal daily activities.
- 2.6 You must keep us informed of the identity of the persons who will be collecting your child. If the person who is due to collect your child is not usually responsible for collecting them we will require proof of identity. If we are not reasonably satisfied that the person collecting your child is who we were expecting, we will not release your child into their care until we have checked with you.



- 2.7 You must inform us immediately if you are not able to collect your child by the official collection time. You must make arrangements for another authorised person to collect your child as soon as possible. A late payment charge may be applied.
- 2.8 You will inform us as far in advance as possible of any dates on which your child will not be attending.
- 2.9 You will provide us with at least one month's notice of your intention to decrease the number of hours your child attends or to withdraw your child (and end this Agreement). If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice. If you are ending this Agreement, notice must be given in writing at least one month prior to the date requested.
- 2.10 You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

3.0 Payment of fees

- 3.1 Our fees are based on a sessional fee. We may review these fees at any time but shall inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us one month's written notice.
- 3.2 Fees must be paid on a monthly basis, in advance.
- 3.3 All payments made under the Agreement should be by bank transfer unless payment by cash or cheque is agreed with us. All payment, regardless of method, shall be made by you monthly, in advance on the **11th** day of each month. If payment is made by cash, it is your responsibility to obtain a receipt as proof of payment. Late payments incur a late payment fee of £15. In addition, daily interest may be charged on all outstanding amounts.
- 3.4 If the payment of fees referred to in 3.3 is outstanding for more than 14 days then we may terminate this Agreement by giving you 14 days' notice in writing. Upon termination of this contract your child shall cease forthwith to be admitted, and the notice to so terminate shall be regarded as a formal demand for outstanding monies.
- 3.5 If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, we will add the applicable charges to your invoice.
- 3.6 No refund will be given for periods where the place is unfulfilled due to illness on the part of either party. Children **will not** be credited with alternative sessions should they not fulfil their regular sessions.
- 3.7 We are closed for one week at Christmas, Bank holidays and occasional training days to support our continuing professional development for the benefit of children and families; no charge is made



for these closures. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.

- 3.8 Where we offer a reduced fee rate after a child's birthday, that reduction will take effect from the first day of the following billing period.
- 3.9 In the event of late collection of your child, we reserve the right to charge for each additional 5 minutes.
- 3.10 We are required to share information between other settings that your child may also attend.
- 3.11 We cannot accept responsibility for any loss of, or damage to clothing or property however caused.
- 3.12 Children are the sole responsibility of their Parents whilst outside the nursery. Please ensure their safety at all times. We cannot accept responsibility for any accidents or incidents that occur whilst the children are in the care of their parents.
- 3.13 Children attending 3 or more sessions will receive a holiday credit of 50% for a maximum of 2 weeks each year. The 2 weeks are representative of the days your child attends each week. The holiday period runs from September through till August. To receive this discount we must have received written notification at least 3 weeks beforehand.

4.0 Suspension of a child

- 4.1 We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due.
- 4.2 If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice, which will take effect on receipt of the notice.
- 4.3 We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate.
- 4.4 During any period of suspension for behaviour-related issues we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
- 4.5 If your child is suspended part way through the month, under the conditions stated in clause 4.3 we shall give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.

5.0 Termination of the agreement

- 5.1 You may end this Agreement at any time, giving us at least one month's notice in writing.



- 5.2 We may immediately end this Agreement if:
- 5.2.1 You have failed to pay your fees;
 - 5.2.2 You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention;
 - 5.2.3 You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards staff;
 - 5.2.4 We take the decision to close. We will give you as much notice as possible in the event of such a decision.
- 5.3 It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
- 5.4 You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

6.0 General

- 6.1 If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the sessional fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit you with an amount that represents the number of days closed in excess of three days.
- 6.2 If you have any concerns regarding the services we provide, please discuss them with your child's key person. If these concerns are not resolved to your satisfaction, please contact the manager. Customer satisfaction is paramount and any concerns/complaints will be dealt with in line with our *Making a Complaint Policy*.
- 6.3 From time to time we will take photographs and video recordings of the children who attend. These photographs are used for on-going recording of our curriculum and for children's individual development records. They are stored on our computer whilst your child is with us. The photographs are used for display and for your child's records within the setting. If we wished to use any image of your child for training, publicity or marketing purposes, we would always seek your written consent for each image we intend to use, as indicated on our *Registration Form*.
- 6.4 We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at our setting. We will also ask you to collect your child if they become unwell whilst in our care, in line with our *Managing Children who*



are Sick, Infectious or with Allergies Policy. You are required to notify us should your child have been in contact with any infectious diseases.

- 6.5 You will need to notify us of any abnormality, infection, allergies or disability, which may affect your child, or any other persons within the nursery.
- 6.6 Should any illness, accident or emergency arise, we have the right to take such action as is necessary, including hospital visits, whether or not you or next of kin have been informed. We will contact you as quickly as possible.
- 6.7 Whilst food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. As cross contamination cannot be ruled out, a risk assessment is conducted for children with any known allergies. It is our usual practice to provide both a meat and vegetarian option. Every effort is made to follow recommended food preparation guidance and to ensure that all staff involved in the preparation and serving of food are suitably trained.
- 6.8 Any personal information you supply to us will be collected, stored and used in accordance with the principles of the Data Protection Act 1988 and our *Confidentiality and Client Access to Records Policy*. We collect information about your child and use this personal data to:
- support your child's development
 - monitor and report on your child's progress.
- 6.9 We are required by law to pass some information to Essex County Council as the Local Authority (LA) and the Department for Education (Department for Education) through the Free Early Education Entitlement headcount and annual Early Years Census (in line with our *Free Early Education Entitlement Policy*). This information includes your child's name, date of birth, home address, the number of Free Entitlement hours you are accessing for your child, and personal characteristics such as ethnic group and whether your child has special educational needs.
- 6.10 We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

7.0 This Agreement

- 7.1 We reserve the right to vary the terms and conditions contained in this Agreement
- 7.2 This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of this Agreement except to the extent that we vary terms from time to time.
- 7.3 Acceptance of a place will be deemed as acceptance by you of these terms and conditions.



Acceptance of our offer of a childcare place

Please sign below to indicate that you have read and understood the above terms and conditions and to confirm your acceptable of a childcare place with us for your child.

For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign the contract on your behalf. The contract would therefore be between Meadows Montessori, you and the guarantor.

You will receive a copy of this completed and signed contract.

Parent name 1 _____

Signed _____ Date _____

Parent name 2 _____

Signed _____ Date _____

Guarantor name (where applicable) _____

Signed _____ Date _____

Relationship to the child _____

Home address _____

Daytime/work telephone _____ Mobile _____

Email _____

Signed on behalf of Meadows Montessori:

Signed _____ Date _____

Name _____ Owner/Director