

REGULATIONS

Please Read Carefully Before Signing the Application Form

AGE OF ADMITTANCE: We take children between the ages of 6 months - 5 years.

HOURS OF OPENING:

Morning Session	8.00 - 13.00	5 mornings/ week
Afternoon Session	12.30 - 17.30	5 afternoons /week
Full day	8.00 – 17.30	5 mornings + 5 afternoons/week

Please keep time as doors will be locked at 9.15.

SECURING A PLACE: A place will be secured for your child for the date agreed with the Manager, upon receipt of the Application Form* and a Registration Fee of £90 (this is non-refundable). If the place is not then taken up, 3 week's fees will be owed. Please refer to our Settling-in Policy on our Admissions webpage for guidance on starting nursery.

***Please note:** withholding information about your child that the nursery staff should know can in some circumstances lead to termination of the contract.

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 nursery by telephone on 01865 311364 (or the office on 01865 554954)

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:

Fees will be paid a month in advance on a rolling monthly basis, with invoices going out around the 10th of the preceding month, i.e. June fees will be invoiced around May 10th. There will be no reduction in fees for:

- the statutory national holidays of which there are 5, namely, 2 at Easter, 2 in May and 1 in August.
- nor
- if your child is absent from school: if the fees remain unpaid, then it will be assumed that a place is no longer required.

Fees are revised yearly in September, with parents notified by preceding June. Current monthly fees and hourly rates fees for non-standard or *ad hoc* sessions are listed at www.montessorinorthoxford.org/fees

Fees may be paid by internet banking. Bank account details are:

Bank: *Metro Bank*
Account name: *Montessori North Oxford Limited*
Account number: **41357282**
Sort Code: **230580**
Swift BIC: **MYMBGB2L**
IBAN: **GB14MYMB23058041357282**

For non-standard or *ad hoc* sessions, payment must be made in advance. Hourly rates for *ad hoc* sessions are published in our fees webpage.

Help with Childcare Fees

There are several schemes available to offset childcare fees. To check these out, parents/carers should go to <https://www.childcarechoices.gov.uk/>. The schemes cover UK government grants for children from 9 months old, and additionally tax-free saving accounts.

The most widely used of these assistance schemes is the grant for 3- & 4-year-olds which is applied universally, regardless of nationality or citizenship, to fund 570 hours/year or 11.4 hours/week. The grants are applied at point of care, i.e. via the nursery. For children aged from 9 months up to 3 years, the grant is not applied universally but is means-tested.

For the tax-free saving account, the government adds £2 for every £8 you contribute, which in effect means you may pay only for 80% of fees, and this can be in addition to the grants if eligible.

Please Note: the grant funding is used to pay solely for quality, flexible childcare. It does not cover any costs relating to administration involved in processing the funding claims, craft materials, premises upkeep and furniture maintenance. As such, we charge £0.50 per funded hour to help pay for these costs.

Please contact the nursery office (01865 554954, admin@montessorinorthoxford.org) for assistance in understanding of these schemes.

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: 6 weeks' 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 THE NOTICE PERIOD: Failure to do so will result in payment of 6 weeks' 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, 4 weeks' or 1 months' notice is required.