

## Definitions:

"Enrolment" means applying and accepting an offer of a place at Casa.

"Casa" or "Casa Montessori Nursery" or "We/us" refers to Montessori Methods Ltd.

"Service" the services of a day care nursery during the sessions indicated in the Application form or Offer letter.

"You" or "Parent" means the adult over 18 years who is purchasing the service from us.

"Child" means the person named in the application form.

"Booking form" means the electronic form available on the website or the paper equivalent.

"Application" means submitting an Application/Waiting Pool form, paying the administration fee and supplying any additional information required.

"Offer" means the email and draft Parent Contract that we send you after scheduling your child based on your requirements.

"Parent Contract" is the document that constitutes the core of our service agreement and fee agreement.

"Amendment" is any change to the Booking start date or sessions that occurs after the signed contract has been submitted.

By filling out a form, you are entering an agreement based on the following Terms and Conditions. To proceed, certain minimum criteria will apply, as below:

- Enrolment must be open for the relevant age group. If the roll is closed, you will be offered a place in the waiting pool.
- If your child requires a place before they turn two, you must apply a maximum of 12 months before the desired start date.
- If your child requires a place after their 2<sup>nd</sup> birthday, you must apply a maximum of 6 months before the desired start date.
- Your child should be at least 6 months old by the start date. Newborn/unborn siblings of children already at Casa; children who have attended Montessori settings prior to Casa, and children of key workers will have priority.
- The sessions chosen should meet the minimum sessions for the age group.
- A minimum immunisation rate of 95% is required for the safety of vulnerable individuals. We will fill spaces in a manner that maintains the immunisation rate.

If your Application does not meet the minimum criteria or there is insufficient information to process it we will let you know and you can either rectify or withdraw it and you will not pay the admin fee.

Where the Application meets minimum criteria a non-refundable administration fee will be payable. If and when there is the possibility of a place that meets your stated requirements we may arrange a virtual tour or in-person visit. Applying and paying the administration fee do not guarantee a place.

We are an inclusive setting and will, by law, accommodate the needs of children who have additional needs for which, after reasonable adjustments, we can cater adequately. When allocating places we will, to the extent possible, ensure that all the children's needs can be met and that any extra resources are in place to ensure their wellbeing.

As a parent, you must, at the time of Application, provide to us such information as we may reasonably require about the child, eg. any known medical condition, health problem, allergy, or diagnosed dietary requirement; any prescribed medication; any lack of any vaccination which the child would ordinarily have by their age; any family circumstances or court orders affecting the child; any concerns about the child's safety or development; or any other information that

would reasonably be considered important for a day care of children setting to know. If it becomes apparent to us that such information has been omitted, withheld or misrepresented, your Application/Offer/Parent Contract will be void.

Enrolment is to the Nido or Casa (preschool), depending on the child's developmental stage while fees are based on the child's calendar age. Children will transition from Nido to Casa when they are developmentally ready according to the Head Teacher and Fees will change for the month closest to the child's 3<sup>rd</sup> birthday.

Fees are as published at the time of accepting a place and are subject to annual rises, with a month's notice. Fees include all food and drink but not formula milk nor nappies. Fees are calculated based on 50 weeks per year divided into twelve equal monthly payments which are due 14 days in advance of the first of each month.

A deposit, equivalent to two months' fees, is required upon acceptance of a place in order to complete the Enrolment. Two months' notice of withdrawal is required, whether before or after the child's start date as indicated on the contract, during which period the normal monthly fee is due. Deposits are returned at the close of the withdrawal notice period.

When your space has been allocated we will send you an Offer letter and deposit invoice by email. To accept the Offer, please return the signed parent contract and two months' deposit by the due date. Your Offer will expire on the date indicated in the cover email.

Offers will always be made based on the requirements you indicated in the application fee and subsequent communications with us. If, before accepting the Offer, you wish to make changes to the start date or weekly booking, we will try to accommodate you depending on the circumstances, but we cannot guarantee we will be able to honour the Offer.

Enrolment is complete when the signed Parent Contract is returned and the deposit invoice is paid in full. The first month's nursery fee will be due on the 15<sup>th</sup> of the month before your start date.

If, once Enrolled, you wish to Amend (defer) your child's start date by more than 2 weeks, we will not be able to hold their place, therefore we will treat the notice as two months' notice of withdrawal.

Registration forms must be submitted in full one month before your child's start date. Late registration may cause a delay to their start. We shall not be liable to you for any loss you incur as a result of not being offered a place, as a result of your Offer being withdrawn due to changes or requirements we cannot accommodate or as a result of circumstances beyond our control.

Data Protection and Confidentiality: Any personal data related to You or your Child will be dealt with in accordance with our Confidentiality and Data Protection Policy. While accessing the Parent pages of our website, you agree to safeguard the interests of the nursery by not distributing educational files provided for parents' use and keeping private any information and photographs that would reasonably be expected to be kept within the parent community only, including after your child has left the setting.

We may change these terms and conditions where such a change arises from changes in regulations or legislation affecting us. We may materially change any other terms in these terms and conditions with written notice.

## Fees

Under-3's	£32 per session
3 – 6s	£29 per session

\*Fees indicated may change at any time.

Fees include all meals, snacks, drinks and any activities run by specialists.

Formula and nappies are not included. Please use the most sustainable option that is practicable, eg. cloth or biodegradable nappies.

The nursery is open 50 weeks per year with fees divided equally over 12 months and payable monthly.

Application fee	£35 per family
Sibling discount	10% off the fees of the eldest child.
Deposit	Equiv to 2 months' fees
Notice period	Two months

Fees do not include any 1:1 support that might be required for children with additional needs.

## Sessions

Morning session	8am – 1pm
Afternoon session	1pm – 6pm

## Minimum bookings

### Nido

- Babies up to 2<sup>nd</sup> birthday - two full days minimum, - any additional full days - no single sessions

- Toddlers 2y to 3<sup>rd</sup> birthday - two full days minimum - any single session (s)

### Casa

- Pre-schoolers from 3y + - four mornings or three full days at minimum so children can consistently access the Montessori curriculum.

It is up to the Lead Teacher's discretion (after observing the child and listening to their views) when the individual child is ready to move from the Babies to the Toddler environment and from Nido to Casa. The fees and minimum sessions are based on age only.

## Nursery Kit

We ask that parents follow the guide to appropriate dressing to ensure their child has all the items they need every day. We will be encouraging even the youngest children to take part in their dressing and toileting and we will ensure they are comfortable, warm and dry in all conditions.

Full details of the nursery kit will be issued to you in the Parent's Handbook.

## FAQs

**Which days is the nursery closed?** In general, Casa will be closed over Christmas, on the first work day of the year, Easter Monday, and one Friday in mid-August. Please check the website for exact dates.

**Child-care vouchers and Tax-Free Childcare?** Yes to both. Please tick either payment option on your Parent Contract.

**Early years partnership funding?** Partnership funding is available for eligible children subject to the terms and conditions of the funding agreement.

**Where will my child sleep?** Babies will sleep when they need to in the sleep pods in their Quiet Room and Toddlers will sleep on cots after lunch. Please bring a clean set of bedding weekly if your child sleeps at nursery.

**What about settling-in?** Parents are invited in for a short while the first day and children will normally be offered 4 ad-hoc single sessions to build up to staying a full day at nursery.

**How to toilet train?** The Montessori approach is to allow gradual familiarisation with using the toilet from the second year. Teachers will encourage toileting independence at the child's individual pace.

**What about Parent Seminars?** All parents are required to attend a one-hour workshop within 3 months of their child's start date. These are informative and designed to help us provide consistency between home and nursery approaches, to the benefit of the children. Seminars are held on Saturdays or weekday evenings and when included in Family Day we usually offer childcare for attending parents.

## How to apply

1. Fill in the online forms.
2. We will invoice you for the admin fee.
3. Once the admin fee is paid, your booking will be processed in order of payment, though minimum criteria will apply.
4. Once we have identified which class is most appropriate to your child we will offer you a tour (virtual or in-person) of the nursery.
5. If you wish to proceed, we will send you an Offer.
6. Enrollment is complete when the signed contract is returned and the deposit is paid.

Please read the full Terms and Conditions overleaf.