



Milkshake Montessori School Terms & Conditions

Placement application

Application forms must be completed and returned before a child can be considered for entry into Milkshake Montessori School. Part time placements must fit into normal session times. Wherever possible, however, every attempt will be made to meet individual requirements.

Nursery School Closure

Milkshake will close on ALL statutory holidays (during which fees are paid), one week over the Christmas & New Year period (during which fees are not paid) and for 2 days staff training and closed for 3 days for staff training from January 2011.

Fees

Prior to the start date, you shall arrange for payment of the administration fee, place deposit. The first months place fee are payable on the start date and then monthly in advance, either by cheque or direct debit on the 1st of each month. Milkshake shall not be obliged to admit the child upon failure by you to pay the place deposit and/ or place fees by the start date or on any subsequent date and this may result in immediate termination of your place. You will not be entitled to any refund or release from liability for payment of place fees by virtue of non-attendance of a child at the nursery for any reason.

Fees will be revised annually.

Any outstanding invoices will be referred to Daniels Silverman Limited and will be subject to a surcharge of 15% plus vat to cover the legal costs incurred. This surcharge together with all other charges and legal fees incurred will be the responsibility of the customer and will be legally enforceable.

Invoices will be issued at the beginning of each billing period. Extra sessions or additional charges will be invoiced in arrears. A penalty of £25.00 will be charged for any late payments.

Parents are required to inform the Principal if they are going to be late collection their child to ensure there is sufficient staff cover. If children are not collected by the agreed session time, it will be necessary to make an extra charge of £10.00 per 10 minutes late and £10.00 for every 5 minutes thereafter. This will be at the discretion of the Principal.

If your child enters the nursery under a Corporate Partnership scheme you will be liable for payment of all fees for the time your child spent at nursery should you withdraw them at any time and / or within the first 3 months.

Place Termination/Cancellation/Changes/Hold

If you cancel the place during the first three months prior to the agreed start date, Milkshake will retain the place deposit (if applicable). Any postponements of the start date require one months notice, Milkshake will hold/postpone start dates for a maximum of 2 months, if we do not hear from you in this time, the place will automatically become available and Milkshake will retain the place deposit and a place fee will be charged from the original start date. Milkshake will only postpone the start of a placement once. Any more changes will be accepted as a new registration and a deposit will be required.

All fee arrangements for the places will be registered with the nursery school as per your requirements detailed on the application form and will continue until you wish to terminate / change your child's place. Once started, you shall be entitled to terminate the agreement or increase or decrease sessions at any time, upon giving one month's written notice. Milkshake will try our best to accommodate, however we will give priority to parents increasing sessions and block booking sessions. The agreement and shall fail to cure such breach within 7 days, following service by the other party of written notice specifying the details of such breach. On termination of this agreement, Milkshake shall refund the place deposit (if applicable) to you (without interest) after confirming that all fees have been paid up to date. Milkshake has the right to receive full payment during the notice period, whether the child attends the school or not.

If your child is already enrolled Milkshake requires a minimum of 2 months notice for holding places during holiday periods over 2 weeks (7 consecutive days - 1week) In order to hold places between 1-2 weeks we require a minimum of 1 months notice. Milkshake does not hold places up to 1 week. For notice periods of less than 1 to 2 months Milkshake will give a 50 % discount on the place during this period.

If a child receives an education grant and leaves the nursery mid term then, the school will not transfer the balance over to the parent or next day care setting.

Liability

Milkshake accepts no liability for any pecuniary or other loss suffered by you arising directly or indirectly as a result of the nursery being temporarily closed or the non-admittance of the child to the nursery for any reason. Milkshake accepts no responsibility for your child whilst in your care on the nursery premises, e.g. prior to arrival and after pick up.

Property & Belongings

Milkshake cannot be held responsible for the loss or damage of children's property. Every reasonable effort will be made by staff to ensure the children's belongings are not lost or damaged. Practical "inexpensive" clothing is strongly recommended. If Milkshake finds it necessary to supply items for the children which carers are usually expected to provide, e.g. nappies, then a small charge will be made to cover the cost.

Insurance

Milkshake have an extensive insurance cover.

Illness / Accident

Any child who is unwell should not be brought to the nursery and we reserve the right to refuse to accept him/her until we are satisfied that they are not infectious. This is to protect other children in the nursery from cross infection. If a child is taken ill or injured, First Aid will be administered and the parent will be advised. All accidents will be recorded in the Accident book and the parents will be asked to sign the entry. If the child requires emergency treatment, the nursery reserves the right to take him/her to hospital, informing the parents as soon as possible. / Parents must notify staff of any allergies or relevant medical information including any serious medical condition that your child has experienced. This information will help us to care for your child.

Behaviour management

Milkshake may require you to withdraw your child from the nursery in the event that the Manager considers the child to be disruptive or displaying inappropriate behaviour.

Security

Under no circumstances will a child be allowed to leave the nursery with anyone unknown to the nursery staff unless previously arranged by the parent or guardian. If parents make prior arrangement by telephone, the nursery will require the name address and telephone number of the chosen guardian and they will require proof of identity on their arrival.

Information

Parents are requested to inform Milkshake of any changes to the information stored in the nursery.

NB

Milkshake reserves the right to refuse admission and withdraw your child's placement with immediate effect if we feel the nursery environment is not able to support them in providing an enabling environment for their holistic development.

Milkshake reserves the right to update / amend these terms and conditions.