



**The Childrens House  
Montessori Nursery**

**Terms and Conditions**

**Please read and sign these Terms and Conditions.**

1. **Age of admittance** - The Childrens House cares for children aged 3 months - 11 years. Birth certificates to be shown upon joining.
2. **Hours of opening** - The Childrens House is open from 730am-6pm, 52 weeks a year excluding bank holidays and Christmas Eve. We are only open 9am-5pm on New Years Eve. **Flexible** sessions are available or set hours are offered. These are:
  - full day - 730am-6pm
  - morning session - 9am-12noon
  - afternoon session - 1pm-4pm
3. **Registration** - upon registering your child/children at the setting a **£50 deposit** will be required per child. This is refundable and will be returned to you upon leaving the setting provided all fees have been paid. The deposit can be used against the last month's invoice.
4. **A Registration fee** - £35
5. **Fees** - fees are payable monthly in advance, on the **FIRST** day of the month. If you require extra sessions, these can be arranged depending on the availability. We require payment for these extra sessions upon arrival. The first month's fees are required in full on booking your child's place. **Please ensure you have read the fees policy in the welcome pack.**
6. **Holidays, absence and illness** - within each twelve month period, four weeks are charged at 50% to allow for holidays. Holidays need to be booked a month in advance for holiday entitlement to be credited. **No rebates are allowed for weeks shortened by public holidays, nursery closures or if the child is away for any other reason.**
7. **Cancellation** - a calendar months notice is required in writing for a reduction of hours or cancellation of your child's booking at the Nursery. Failure to comply with this notice requirement will allow The Children's House to retain the registration deposit for administrative fees and render you liable to a month's fees.
8. **Sickness and medication** - please ensure you have read our sickness and medication policy enclosed in the welcome pack.
9. **Disclaimer** - The Children's House Nursery will make every effort to ensure your child's well-being. However, we accept no responsibility for any medical problems that may arise.
10. **Security** - please ensure you have read the collection and non-collection policy and procedures enclosed in this welcome pack.