



Terms and Conditions 2017

1. Registering your child for a place at Wetherby House Montessori requires both parents/guardians to complete and sign a registration form. By signing the registration form you agree to all the terms and conditions set out below; and to adhere to our policies and procedures.
2. A place is only secured once we have assessed your requirements and confirmed availability. Once we have received the signed registration form, and the non-refundable registration fee of £100 and a refundable deposit of £300 has been received we will send a welcome letter with your admission details.
3. If you cancel your child's place without the child starting at the nursery the refundable deposit is forfeited.
4. Following payment of the deposit and registration fee, the start date cannot be delayed.
5. The refundable deposit will be forfeited if the child does not start at the nursery.
6. The deposit will be credited to your final invoice when your child leaves the nursery, subject to two full calendar months' notice in writing by the first of the month for children to leave on the last day of the following month. If this notice is not given, then fees continue to be payable. If any fees are outstanding when your child leaves the nursery the refundable deposit is forfeited.
7. Sibling discounts are reserved for children who have a sibling currently at the setting. If a sibling leaves the nursery, the fees will revert to standard rates.
8. No refund or reduction of fees is made if your child is absent from the nursery (e.g. holiday; illness).
9. No refund or reduction of fees is made if the nursery is closed for reasons beyond our control (e.g. adverse weather conditions, gas leaks, flooding).
10. Fees are payable monthly in advance by the 26th day of the month before they are due. The first month's fees for new starters are due in full one month before the start date. Fees are payable monthly in advance, by your child's first day. Fees are based on a 50 week year.
11. Fees paid after the 26th of the month before they are due incur a fee of £30. If fees are still outstanding after the 10th of a month a charge of £10 per day plus the £30 will be applied until the outstanding fees are paid in full. If any fees are outstanding after the 20th of a month we reserve the right to immediately cancel your child's place. The outstanding fees, including the appropriate notice period and interest will still be payable and you will forfeit your deposit. When necessary we will take legal action to recover outstanding fees with interest and costs.
12. Three settling in sessions are offered free of charge. Any sessions over and above this will be charged at our hourly rate.
13. Sessions cannot be reduced for the first year after admission.
14. Two full calendar months' notice in writing is also required should you wish to reduce the number of sessions your child attends. Failure to give this notice will result in fees being charged on the existing number of sessions for the month. Please note that the minimum sessions permitted are five half sessions or three full day sessions for Sweet Peas and five school days or three full days for Sunflowers and Dandelions.
15. Fees for additional sessions are due before the sessions: for fee calculations please see our fee sheet.
16. 48 hours' notice (2 working days before the session) is required for cancelling additional sessions. If this notice is not given, then the session continues to be chargeable.
17. The nursery closes for Bank Holidays and for 10 working days
18. The nursery will be closed for two days each year for staff training. No refund will be given, nor will an alternative day be provided.
19. Our opening times are from 8:00am to 6:00pm, Monday to Friday. We are unable to take responsibility for children outside these times as your child is not covered by our insurance.
20. Please try to be punctual when collecting your child. It is very important to collect your child at the correct time. Late collection or early drop charges will be levied at £1 for every 1 minute late. If you are going to be late then please telephone the Nursery. Invoices will be issued and need to be paid within 3 working days. If they are not paid, those fees will be deducted from your deposit.
21. If a child becomes ill at nursery, you or your named emergency contact will be telephoned. It is your responsibility to inform us of any changes to your details (e.g. mobile phone; address).
22. Any child suffering from an infectious illness must not be brought into nursery until a doctor has certified that the child is no longer infectious.
23. Please do not bring any personal possessions (e.g. jewellery; money; toys; best clothes) into the nursery as we cannot take responsibility for any loss or damage.
24. Please label ALL items of clothing. We cannot take responsibility for your child's belongings, including shoes, wellingtons and coats.
25. All children in Sunflowers and Dandelions are to wear uniform. Please ask for details.
26. If a person other than the parent or guardian has to collect your child, please inform a member of staff in advance. It is nursery policy not to allow any child to leave with an unnamed person. We prefer to have seen the nominated person before collection. If this is not possible we will use a password scheme to identify your nominated collector.
27. Drop off and collections – please ensure that you are aware of where to park when you drop off or collect your child. You are not permitted to park on the driveway, but can use Rickmansworth Road to park. Please be careful!
28. We reserve the right to refuse admission.
29. We reserve the right to amend the terms and conditions.