

# Terms & Conditions

## Admissions

Places are offered on a first come first served basis with priority going to siblings. All children between the ages of two and five years, from different cultures and religions, are accepted.

The Nursery will always do its best to give every parent/child the sessions they require, but unfortunately it is not always possible.

The Nursery follows the Montessori philosophy and believes fully in its ethos, methods and equipment. It is for this reason that we would ask you to commit to **our nursery only** and at least 2 sessions a week. We feel that this informed choice is in the best interests of your child's development.

## Fees and Payment

Invoices for a new term's fees are sent out at the end of the previous term. These are payable in advance, and must be received before or on the first day of each new term. Payment plans can be arranged with the office prior to the start of the new term.

Invoices are raised according to the structure enclosed.

Refunds against fees cannot be made due to absenteeism, sickness, holiday etc. Absolute Angels reserves the right to close the Nursery in exceptional circumstances (eg snow, power failure) and fees will not be refunded.

The Principal reserves the right to increase the fees.

## Sickness / Medical Treatment

Please keep ill children at home i.e. diarrhoea, discharge from eyes / nose, unidentified rash, for at least 48 hours or until they are free from symptoms. It would be prudent to inform the Nursery, to try and keep the spread of contagious diseases to a minimum.

Prescribed medication can be administered if a 'Medical Record Form', is completed on arrival and signed on departure. Further medical information can be found in the Nursery Policy folder.

If ill at Nursery, a parent will be notified and the child cared for until collected.

An Accident and Incident Book is kept on site and must be signed by the parent, on collection of the child, if an accident / incident has occurred during that session.

In the event of an accident/emergency requiring immediate medical attention, there will always be a member of staff on site who holds a current First Aid Certificate.

The Nursery is registered with the local surgery, but reserves the right to accompany the child to hospital in an emergency. The parents will be notified immediately.

The Nursery must be kept informed of any changes to emergency numbers.



## Government Funding – FEEE

This is available for some 2 year olds and for all children from the term following their 3rd birthday. Every 3 and 4 year old is entitled to 15 hours of EYFS education per week for up to 38 weeks a year. Further details of how this is implemented at Absolute Angels are available on request.

Some parents may be eligible to receive an additional 15 hours of funding, extending that to 30 hours. To see if you are eligible for this, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

## Policies

We would encourage parents to view our policies. Some are available on the website, others in the office.

## Termination of Place

Written notice is required giving one term's notice OR a full term's fees, in lieu of notice, become payable.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Child Protection

The Nursery's first priority is to the children. Any suspicion of abuse is promptly and appropriately responded to. The parent would usually be the first point of reference, though suspicions, if appropriate, may be referred to the Children and Families Hub. Confidentiality is maintained at all times.

## The Premises

The Nursery is inspected by OfSTED and abides by the guidelines set out in its Policy Document.

The children, staff and building are covered by the appropriate insurance.



Please return this completed form to:

**ABSOLUTE ANGELS MONTESSORI NURSERY**  
Christ Church Wesley Hall,  
15 Stoneham Street,  
Coggeshall CO6 1TT

**Tel:** 01376 562000

**Email:** [office@absoluteangelsnursery.co.uk](mailto:office@absoluteangelsnursery.co.uk)

**Website:** [www.absoluteangelsnursery.co.uk](http://www.absoluteangelsnursery.co.uk)