



Orpington Montessori Preschool

01689 856066 / 07969 690293
rushmorehousemp@gmail.com
www.orpingtonmontessori.co.uk

32 Spur Road
Orpington
Kent, BR6 0QL



Part A – Terms & Conditions

Our Aim

We aim to provide high quality care and education for children below statutory school age; working in partnership with parents to help children to learn and develop.

We aim to add to the life and well-being of the local community; and offer children and their parents a service that promotes equality and values diversity.

Opening Times and Days

The Preschool is open Monday and Friday from 9am until 12.25pm and on a Tuesday, Wednesday and Thursday 9am until 3.30pm. The Preschool is open Bromley school term times only and is closed on Public Holidays and some national/local Election days. A schedule of operating days is available on the preschool website.

Venue

Orpington Methodist Church
Sevenoaks Road
Orpington
BR6 9JH

Mobile: 07969 690293

Office number: 01689 856066.

Email address: rushmorehousemp@gmail.com

Fees

For current fees please see Reservation Request form. We accept the Universal 15 hours government funding and welcome payment by Childcare Vouchers. Currently Orpington Montessori Preschool is not offering the Extended Entitlement 15 funded hours to eligible parents, however we are happy to work in conjunction with other preschools or childminders who can offer the additional 15 hours. We will continue to offer the Universal 15 hours which is currently given to parents the term after your child turns three.

All fees are payable in advance and fees are not refundable in the case of absence due to appointments, sickness or holidays. Parents are invoiced each half term in advance and fees are due in advance on the first day of the start of the new half term.

Changes to Session Prices

You will be given a full term's notice of any changes to the session prices except for changes to the Free Early Education (FEE) funding and changes will be communicated to parents by email. Changes to FEE will be effective immediately and backdated if necessary. This will have no effect on the charges for additional time/snacks and therefore the amount of money you pay.



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Deposits

If a deposit of £150.00 is accepted to reserve a place it will then be deducted from your final half terms fees, providing the correct notice has been given. If for any reason the parent decides not to take up the reserved place the deposit will not be refunded. If the provider is not able to offer the place as agreed the deposit will be returned in full.

Notice Period

It is assumed that your child will leave Preschool (at the end of Summer term) in the year that they become eligible to attend Primary School in the September after their 4th Birthday. For example DOB: 10/05/2013 school start date will be Sep 2017 and the last day of our Summer term will be 21/07/2017. If you wish to remove your child earlier for any reason either a full term notice in writing is required (For example a full term in Autumn is from 1st September till 31 December) or fees in lieu of notice should be paid immediately. Notice to leave is not accepted part way through a term.

The notice period required to remove a child from the preschool is one term for both parties except under the following circumstances:

Child Reasons

1. Child harming or endangering self or others
2. Child not settling – applicable for first term only
3. High care demand child, requiring one to one support.

In the above circumstances the preschool can give parents two weeks' notice.

Parent Reasons

1. Aggressive (physical or verbal) behaviour towards others on the premises.
2. Unsafe behaviour likely to cause an accident on the premises
3. Smoking or vaping on the premises
4. Bringing pets onto the premises without permission from the setting manager.

In the above circumstances the preschool can give parents two weeks' notice.

Premises/Preschool Reasons

1. Preschool building cannot be used due to enforcement by a government agency or property owner.
2. Preschool cannot accept children due to suspension of registration by Ofsted.

In the above circumstances Preschool can give two weeks' notice to the parents.

We also require a term's notice for any reduction of sessions.

Minimum Attendance Policy

We have a minimum attendance policy stating that each child must be attending at least three sessions (9 hours) per week.



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Lateness

Please telephone us if you think you may be late.

If a parent/carer is late picking up their child, two members of staff will stay behind. If a parent/carer is more than 10 minutes late then they will be telephoned. If they cannot be contacted emergency numbers will be tried and there will be a charge of £1 per minute for any late collections.

If the child is not collected after 30 minutes and we have not been able to contact parent/carer then Social Services, Ofsted and Early Years will be informed.

Emergency Contacts

It is the responsibility of the parent/carer to update emergency contact numbers.

Settling in period

Each child will settle differently in a new environment depending on their age and individual life experience e.g. previous nursery/childminder exposure, therefore on your first day a unique settling period will be discussed with you. The manager and the teachers will all help to ensure that your child settles with ease and confidence.

If your child finds it difficult to settle, it may be necessary for your child to leave early for the first few sessions. All the session fees will be charged in full.

Smoking/Vaping

There is a strict no smoking/vaping policy at the preschool. Smoking/vaping is not allowed in the building and its grounds.

Accidents

Accidents are recorded in our Accident Book, which the parent/carer has to sign. A parent or an emergency contact will be contacted for more serious accidents.

Illness

Children should not attend the preschool if they have an infectious disease. The preschool should be informed of the infection in case other parents, Ofsted/Early Years need to be informed. Children should not attend the preschool if they have diarrhoea or have been vomiting until they have been well for 48 hours after the last episode.

Please notify the preschool if your child is absent due to illness or holiday each morning that they are absent.

Car Parking

The preschool does not offer a car parking facility.

Complaints

It is important to both the preschool and parents that any complaint is taken seriously and dealt with fairly and confidentially.



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A parent that has cause for complaint should discuss their concerns with the preschool Manager. If this does not resolve the issue then the concern should be submitted in writing. A meeting will be arranged with the parents, Preschool Manager and Group Manager. A written record of the discussion and agreed actions will then be made. We keep records of any complaints for three years.

Parents may also complain to Ofsted on **0300 1231231**.

Privacy Policy

We will adhere to the principles of the General Data Protection Regulations (2018) when collecting and processing information about you and your child. We explain how your data is processed, collected and kept up-to-date in our Privacy Policy which is given to you at the point of confirmation of a place at the preschool.

We confirm that we have read and agree to the Preschool Terms and Conditions detailed in Part A page 1 – 4 of this document and that we accept joint financial responsibility for our child/children.

To secure a place for your child, please sign and return to Preschool.

Child's Name: _____

Parent/Guardian who as both parental and financial responsibility for the child:	Orpington Montessori Administration:
Signature Parent 1:	Signature:
Print Name:	Print Name:
Date:	Date:
Signature Parent 2:	
Print Name:	
Date:	