



## Introduction to Parent/Guardian Agreement

This Parent/Guardian Agreement is between Burgh Wood Montessori Nursery School and/or The Orchard Nursery School (hereafter referred to as either the "Nursery School" or "the Nurseries") and the Parent(s) or legal Guardian(s) (hereafter referred to as the "Parent/Guardian") of a child enrolled at one or both of the Nurseries.

The terms and conditions outlined in this Parent/Guardian Agreement form the basis for the obligations and commitment of both the Nurseries and the Parent/Guardian(s). This Parent/Guardian Agreement is effective from the date of signature by a Parent/Guardian(s) until the end of the subsequent Summer Term.

Burgh Wood Montessori Nursery School (registration number EY539747) operates from St Ann's Church, 4 Brighton Road, Banstead, SM7 1BS. The Orchard Nursery School (registration number EY548329) operates from the Banstead Institute, High Street, Banstead, SM7 2NN. The Nurseries are fully insured with Morton Michel (a Certificate of Insurance is displayed on the notice board at each respective Nursery School).

The Nurseries are owned and managed by Joanne Stewart-Nash, who has a First Class Honours Degree in Education and Early Childhood Studies and is fully Montessori trained. The Nurseries are registered with the Office for Standards in Education, Children's Services and Skills (hereafter referred to as "Ofsted") and the Nurseries operate within Ofsted's regulations, guidelines and rules.

## Application and registration process

The following documents are required prior to a child joining one or both of the Nurseries:

1. A completed *Nursery School Registration* form (and payment of the applicable registration fee)
2. A completed *Parent/Guardian Agreement* form (signed by a Parent/Guardian(s))
3. A completed *All About Me* form

The *Nursery School Registration* form provides the Nurseries with important information about a child, including medical information, session requirements and emergency contact details. A copy of a child's birth certificate and/or passport is required prior to a child joining one or both of the Nurseries. It is the responsibility of the Parent/Guardian(s) to inform the Nurseries of any changes to the details enclosed in the *Nursery School Registration* form.

The *Parent/Guardian Agreement* form will be reissued for approval by a Parent/Guardian(s) at the beginning of the Autumn term in each new academic year.

The Nurseries will confirm, prior to the first day of each term, the sessions allocated for a child. The Nurseries will seek to fulfil any requests for increases and/or changes to the timing of sessions, subject to availability.

The Nurseries plan teacher/child ratios in advance of each term, therefore a full term's notice in writing or the payment of one term's fees is required prior to the withdrawal of a child.

## Operating hours

The Orchard Nursery School operates on Monday from 09:00 to 15:00, and on Tuesday, Wednesday and Thursday from 09:00 to 13:00. Burgh Wood Montessori Nursery School operates on Tuesdays, Wednesdays, Thursday and Fridays from 09:00 to 15:00.

The Nurseries operate 39 weeks a year, and follow the Surrey County Council school term and holiday dates. The Nurseries are closed on all statutory holidays (these days are not charged).



## Fees

A one-off non-refundable registration fee of £50 is payable by a Parent/Guardian(s) to register a child at one or both of the Nurseries, together with a signed *Nursery School Registration* form. The registration fee shall not be returnable if acceptance of a place is later withdrawn by the Parent/Guardian(s). The registration fee will be returned if the one or both of the Nurseries cannot offer the required place on the date required by a Parent/Guardian(s).

The registration fee covers two induction sessions (each one hour in duration) prior to a child joining the Nurseries, and also includes the provision of one polo shirt.

The Nurseries calculate session fees on an hourly basis (currently £6 per hour). The Nurseries reserve the right to increase session fees at any time by giving one month's notice of the proposed increase.

An invoice outlining session fees will be sent to a Parent/Guardian(s) in advance of each term, and are payable no later than the last working day of the first calendar month in which a term commences, unless otherwise specified. Any statutory holidays during a term will be deducted from the invoice.

Regrettably, refunds and/or credits cannot be given for a session where a child does not attend due to sickness or holiday. Where possible, the Nurseries will seek to accommodate the infrequent exchange of sessions where prior notice is provided by a Parent/Guardian(s). Additional sessions will be invoiced at the end of the respective month and will be due for payment immediately.

In the event of late payment, the Nurseries reserve the right to charge interest on outstanding fees at 2.5% of the total balance per calendar month. Unpaid fees may result in the suspension or termination of childcare unless reasonable arrangements are made and accepted by both parties.

All fees payable to the Nurseries can be paid by bank transfer, using the details outlined below:

Account Name: *Burgh Wood Montessori Nursery School*  
Bank: *HSBC*  
Sort Code: *40-19-22*  
Account: *21611178*

Cheques should be made payable to Burgh Wood Montessori School. The Nurseries also accept childcare vouchers from employers.

## Government Funding (Free early education and childcare)

We offer *Free Early Education for Two year olds* ("FEET") for eligible families (up to 15 hours of free early year's education per week).

In England all three and four year olds are entitled to up to 15 hours of free early education and childcare a week for up to *38 weeks* a year. This is to give children the opportunity to take part in planned learning activities, and help prepare them for school through the early learning goals set out in the Early Years Foundation Stage. This is a universal offer and is available to all children regardless of their family circumstances.

Since September 2017 the Government have increased the number of funded hours for 3 and 4 year olds from 15 to 30 a week. However, this will only be made available to families where both Parent/Guardian(s) are working (or the sole Parent/Guardian is working in a lone Parent/Guardian family) and each Parent/Guardian earns, on average, a weekly minimum equivalent to 16 hours at National Minimum wage (NMW) or National Living wage (NLW), and less than £100,000 per year.

Further information on free early education and childcare is on the [Surrey County Council](http://www.surrey.gov.uk) website.

The maximum entitlement for free early education and childcare at Burgh Wood Montessori Nursery School is six hours per day. The maximum entitlement for free early education and childcare at The



Orchard Nursery School is six hours per day on a Monday and three hours per day a Tuesday, Wednesday and Thursday. A Parent/Guardian(s) who qualify for free early education and childcare will have this amount detailed in the invoice as "Government funded hours".

It is important to note that free early education and childcare is available from the Government for 38 weeks a year. The Nurseries open 39 weeks a year and the additional week is invoiced as private fees in the Summer term.

### Policies

All policies adopted by the Nurseries are provided in hard copy at each respective school, and are available to download from the respective school websites. It is the responsibility of the Parent/Guardian(s) to review the content of each policy, and by signing this Parent/Guardian Agreement the Parent/Guardian(s) confirms that they have read and understand the content of each policy. Specific attention is drawn to extracts from the following policies:

#### Data Protection policy

"Personal Information" regarding a child will be held on an electronic database and will be protected by the Data Protection Act 1984 & 1998 and General Data Protection Regulation. Personal Information will only be used for the purpose of childcare. If a Parent/Guardian(s) requires a copy of this Personal Information a written request must be made in writing and a response provided by the Nurseries within four weeks from the date of request.

#### Safeguarding and Child Protection policy

The Safeguarding Vulnerable Groups Act 2006 places a duty on employees of the Nurseries to follow specific child protection procedures should any concerns be identified. The *Safeguarding and Child Protection policy* provides a comprehensive overview of the Nurseries obligations in this respect.

Specifically, the Nurseries have an obligation to report any instances whereby a child may have been neglected and/or abused to the relevant authorities, and may do so without consent from a Parent/Guardian(s).

#### Illness policy

It is the responsibility of the Parent/Guardian to advise the respective Nursery School if a child will not be attending a session due to illness. It is requested that a Parent/Guardian inform the respective Nursery School prior to 08:30 on the first day and each consecutive day of illness so that the school register can be updated appropriately.

If a child becomes ill during a session, and the Manager/Deputy Manager in charge of the respective Nursery School considers it necessary, a Parent/Guardian(s) will be contacted to request that arrangements are made to remove the child from the Nursery School.

Parent/Guardian(s) agree that a child with an illness (e.g., fever, infection, or any other type of illness that may be passed on to others, with the exception of a common cold) will be kept at home until they have been symptom free for at least 48 hours to protect the health of the other children and employees.

#### Health & Safety policy

The Nurseries are both nut-free environments, therefore it is the responsibility of the Parent/Guardian(s) not to provide a child with snacks and/or packed lunches which contain nuts or nut traces, or any creams that may contain nut oil.

The Nurseries operate a locked door policy to prevent a child from leaving the respective buildings during operating sessions. It is requested that Parent/Guardian(s) carefully close doors when entering or leaving a building to ensure that doors are properly secured and to safeguard a child's fingers/hands.

Parents/Guardian(s) will be notified at the earliest opportunity by email in the event that one or both of the Nurseries have to be closed due to adverse weather, a health & safety issue or widespread illness



### Late Arrival and Drop-Off/Pick-Up policy

It is the responsibility of the Parent/Guardian(s) to inform the respective Nursery School if you or an agreed individual will be arriving late to pick up a child. The most effective method of communication to inform the respective Nursery School of a late arrival is by calling 07738 205080 or sending an email to [enquiries@burghwoodmontessori.com](mailto:enquiries@burghwoodmontessori.com).

It is the responsibility of the Parent/Guardian(s) to inform the respective Nursery School if someone other than the Parent/Guardian will be dropping off or picking up a child. A Parent/Guardian must submit in writing permission for a child to be picked up by an individual who is not authorised on the *Nursery School Registration* form, and photographic identity must be provided by this person at pick up time.

### Behaviour Management

If a child's behaviour is considered to compromise the learning path of other children it may be necessary to address such behaviour with reference to the Nurseries' *Behaviour Management policy*. The Manager and relevant members of staff from the respective Nursery School will work closely with a Parent/Guardian(s) to address any behavioural concerns and will, as appropriate, take advice from the Surrey County Council Early Years Advisor to discuss the options available.

It is the responsibility of the Parent/Guardian(s) to support the Nurseries and other external authorities to address any behavioural concerns.

If in the reasonable opinion of the Manager *and* with reference to advice from the Surrey County Council Early Years Advisor and other external authorities it is considered that the continued presence of a child is detrimental to the health, safety or well-being of the child, other children, or members of staff, one or both of the Nurseries reserve the right to suspend and/or terminate care of a child.

### Communications between the Nurseries and a Parent/Guardian(s)

The *Admissions and Settling In policy* sets out the approach taken by the Nurseries to inducting a child, including the approach to settling a child in one or both of the Nurseries during the first week.

Each child is allocated a Key Worker, who will act as the primary point of contact for a Parent/Guardian(s). Informal conversations between a Key Worker and a Parent/Guardian(s) are normal during a week at drop-off and or pick-up times. Formal reports are issued at the end of each term, and formal one to one meetings held with a Parent/Guardian(s) at the end of the academic year.

It is the responsibility of a Parent/Guardian(s) to immediately raise any concerns regarding the services provided by one or both of the Nurseries, with either 1) a child's Key Worker or 2) a Deputy Manager or the Manager of the Nurseries. A written formal complaint from a Parent/Guardian(s) will be addressed with reference to the *Complaints policy*.

### Daily requirements

It the responsibility of the Parent/Guardian(s) to provide the following for their child on a daily basis:

1. Indoor clothing that easily washable (and preferably not new), and simple to take on/off to encourage a child to practice the skills that will make them independent (e.g., going to the toilet unaided).
2. Outer clothing and footwear that enables outdoor play in inclement weather conditions (e.g., waterproof jacket, wellington boots).
3. Where applicable, a healthy snack and packed lunch.
4. Where applicable, sufficient spare nappies and wipes with a change of clothes in a fastened bag.

(Please ensure that all items are clearly labelled).



Consent

It is the responsibility of the Parent/Guardian(s) to review the following consent statements and select an appropriate response:

Table with 3 columns: Consent Statement, Yes, No. Rows include: Creams/Face Paints, Emergency first aid / medical treatment, Information sharing, Outings, Photographs/Filming.

Acceptances

This Parent/Guardian Agreement must be signed by all persons with responsibility for a child, and/or those individuals who are accepting responsibility for paying fees.

I/We have read, understood and agree to be bound by the terms and conditions of this Parent/Guardian Agreement, and any amendments that are made to the Parent/Guardian Agreement (as communicated in writing by the Nurseries):

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

Name: \_\_\_\_\_

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

(Parent/Legal Guardian)

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

Name: \_\_\_\_\_

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

(Parent/Legal Guardian)

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

Name: \_\_\_\_\_

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

(On behalf of Burgh Wood Montessori Nursery School and/or The Orchard Nursery School)