

Child Admission Agreement

The terms and conditions of Little Munchkins Montessori Ltd. (LMM Ltd.) are set out as below. Parents or the person signing the Enrolment form is requested to read the following conditions carefully before signing the Enrolment form. For any queries please do not hesitate to contact the management at the nursery.

To reflect the changing needs of the nursery from time to time there may be changes to the terms and conditions of admission. You will be notified of any such changes at least 4 weeks in advance. If you do not wish to accept these changes then you will be required to give the nursery 4 weeks written notice of withdrawal to terminate your child's admission at this nursery.

Nursery Fees, Admission & Withdrawal

1. Upon submission of the Enrolment form with the non-refundable enrolment fee of £50.00 (paid in cash) your child's name will be placed on the nursery's waiting list. This will not confirm a place for your child.
2. At the time of registration you will be required to pay a deposit. Upon receipt of the deposit, if the place is not taken up, the deposit will not be refunded and one month's fee will be owed. However, if the place is taken, the deposit will be refunded in full when your child leaves the nursery provided you have given at least 4 weeks written notice of withdrawal and final disbursements have been settled. Failure to do so will result in loss of the deposit and payment of one full month's fees in lieu of notice. Written notice of withdrawal must be given to the Manager/deputy manager by hand at the nursery or sent by registered post to the nursery's address as below. Kindly retain the proof of posting until final disbursements have been settled. Notice of Withdrawal via text or e-mail is not acceptable. The Principal reserves the right to ask for a child's immediate removal from the nursery with a refund of remaining term's fees.
3. All monthly fees are payable in full in advance by standing order and/or childcare vouchers via electronic payment on the 1st of each calendar month. The company will allow 7 days for payment to clear the company's bank account. Payments received on or after 8th of each month will incur a fee of £5.00 per day including weekends IN ALL CASES. The fees are non-refundable. The manager reserves the right to strike off a child's name whose fee payment has not been paid in time. Fees are reviewed annually.
4. At LMM Ltd. all childcare vouchers are acceptable. We are registered with most of the named childcare voucher agencies. If your employer uses an agency we are not registered with, we are happy to provide details in order to register, prior to your child starting or as soon as possible.
5. Monthly fees can be made directly into the nursery's bank account:
Account Name: Little Munchkins Montessori Ltd." Sort Code: 404508; Account Number: 32478951
Kindly put your child's full name as reference. Any pupil, whose fees are not paid promptly may be withdrawn. Cheques can be made payable to "Little Munchkins Montessori Ltd" and given by hand to the management on the 1st of each month (maximum by 7th of each month to avoid penalties). Please note that cash payments are not acceptable.
6. All overdue fees will be subject to a late payment surcharge of £35.00 from the 8th day of the month.
7. No reduction of fee is made for temporary absence, illness or for when the nursery is open for group outings ie. should your child not take part in the outing no refund will be given. We do not allow to swap day sessions. Any extra hours or sessions attended will have to be paid in full by the parents in cash.
8. If a child is absent for over two weeks without any formal written notification, the child's place will only be kept open upon payment of a full months fee in advance.
9. Parents wishing to re admit their child at the nursery will have to follow the nursery's admission process again. You will need to re fill all the admission forms and pay the enrolment fee and the deposit.
10. There will be a late collection charge. After 10 minutes of your child's agreed collection time, a late collection fee of £5.00 will be charged for every 5 minutes. A late book will be signed by the person collecting the child and the member of staff present.
11. Any change in marital circumstances will not affect the responsibility of the fee of the person(s) signing this agreement who are jointly responsible for complying with its terms.

Attendance

1. The nursery will remain closed on ALL statutory holidays. The nursery will also be closed once a year for staff inset training. Every year on 23rd December we will close the nursery at 1:00 pm. These days will be included in the fees.
2. The nursery will also remain closed for 1 week (5 working days) over Christmas and New Year period (during which fees are not paid).
3. No discount will be offered if a child is away on holiday for any duration of time.
4. When a child is unavoidably absent, parents must inform the nursery by telephone/email at the earliest opportunity.

5. Parents/carers must inform the nursery if your child is attending more than one maintained or non-maintained nursery or school. This is to have good communication with other settings to ensure that learning and development of your child is effective.
6. If your child is in receipt of funding support please note that you may be entitled to receive it from one setting only.
7. At the time of admission parents must inform the nursery if their child has any special educational needs they are aware of and if the child has an Early years action / plus already in place. It will help the staff to assess the level of support needed by the child whilst at our nursery.

Sickness, First Aid & Emergency Care

1. Parents are requested not to send a sick child to school, and to inform the nursery as soon as possible, especially if your child's illness is contagious. Children with contagious diseases, diarrhoea, sore throat or fever **MUST NOT** be brought to school until a medical doctor has certified that the child is not contagious and is well enough to attend the nursery.
2. Should a child become ill whilst at the nursery, every effort will be made to contact the parents/carers who will be expected to collect the child from the nursery at the earliest opportunity.
3. In the very unlikely event of a medical emergency, the management reserves the right to seek emergency hospital care and treatment for your child. Every effort will be made to contact parents at the earliest.
4. Medication can be given at the setting if it has been prescribed by a registered medical practitioner along with a written signed consent form from the parent clearly stating who prescribed it, child's full name, exact dosage, and time(s) to be administered. Alternatively, please ask for a copy of the 'Medication consent form'. The printed expiry date should be clearly visible on the medication at all times. **The medicine should never be left in your child's bag.**
5. Please keep your child at home for the **first 48 hours** of administering antibiotics to ensure no adverse effects develop and enough time is given for the medication to take effect. This also protects other children and staff from unnecessary infection.
6. Prior to your child's admission to the nursery, please let the school know if your child has any food allergies or any ongoing medical condition.
7. We wish to advise parents that staff members will not be able to use antiseptic ointment when treating cuts or grazes, as these may stimulate an allergic reaction. However, we will be able to clean any cuts or grazes using soap and water. In certain cases, we may use a plaster to cover the wound. Please advise us at the time of admission, if your child is allergic to plasters. Parents will, of course, be informed immediately should an accident need further attention.

Changes to the Contact Details or Sessions

1. Parents must inform the setting about a change in their address, landline or mobile numbers.
2. Parents must also inform the nursery about a change in the contact details of persons whom the nursery can contact in case of an emergency.
3. 4 weeks' notice in writing must be provided to request for additional or reduced sessions.

Safeguarding Children

1. Under no circumstances should any recording devices be used within the setting by parents/carers/visitors.
2. Confidentiality: Parents and Carers must maintain confidentiality in matters relating to the children and staff at the nursery. For the well-being of children and staff, under no circumstances should parents, and carers exchange personal details on face book and other social media.
3. Children will only be handed over to parents or any other adult nominated by the parent in writing. Password system will be in use in the event of a parent not being present. If a child is absent for longer than one week without notification, the management reserves the right to contact the social services.
4. Little Munchkins Montessori will be using "eyLog" which is an EYFS compliant integrated online system for childcare providers in the UK to easily capture and securely manage the learning journey of a child in electronic format. This is used by over 100 schools/nurseries in the UK. Parents can use any web browser at home, out and about, or at work to log-in to a personalised, private "eyLog" website. This system is safe to use. For many years it has been enriched and refined by practitioners and parents using it on a daily basis. Parents/carers must log into the "eyLog" website appropriately and must respect not to use any imagery of your child or of any other child on social media sites.
5. We ensure the safety of each of our children by safeguarding our environment and offering C.C.T.V cameras both indoor and outdoor areas of the nursery for added security.

6. Data Protection Act 1998: All information about your child will be stored on the nursery's computer or file. It will be available for you to see at any time. This information will only be available to staff at LMM Ltd, London Borough of Hounslow, Ofsted or Local Safeguarding Children Services.
7. Nursery's policies and procedures will be available to parents upon request including Information Sharing procedures where your child's progress may be shared with other professionals, agencies without parent's consent in cases when it is a matter of safeguarding or in other circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.

Clothing & Personal Property

1. The school cannot accept any liability for loss, damage or theft of unnamed property, personal possessions nor of money or valuable possession (jewellery) brought to the nursery.
2. Users to the car park use at their own risk, management will not be responsible for any loss/damage.
3. Parents/carers using the nursery's car parking facilities will be fully liable to pay any costs involved in repairing any damages to the car parking facilities caused by them or their vehicle. The management reserves the right to withdraw the use of the nursery's parking facilities at any time or may withdraw the right to use by anyone not adhering to the terms and conditions of the Parent/carer parking agreement form to be filled at the time of registration.
4. Children's pushchairs, scooters etc have to be left at the entrance in the "Bike Shed". These must not be taken in the lobby. Please note that the management is not liable for any loss or damage to your personal property.
5. The nursery will have a school uniform for children. This will comprise of a light maroon sweat shirt and a white polo shirt. Your child will be required to wear the school uniform everyday. This promotes a sense of belonging and equal identity. We will also have nursery bags to be used for children's belongings. All of the above can be purchased at the nursery.
6. All clothing should be clearly labelled. To encourage independence, ensure that your child wears clothes and shoes that can be managed easily by your child.
7. Children will go outdoors everyday. Kindly ensure your child has appropriate clothing and footwear at all times. Children may get muddy and messy at the nursery by joining in messy play and using the outdoor mud kitchen area. Parents will be expected to encourage their child to get involved in such fun activities.

Complaints

If parents have any worries at any time, the Principal is always available to discuss them in person at the nursery. An appointment may be made to discuss more detailed matters with the Principal/Manager and the staff concerned. Details of this meeting will be recorded in the "Complaints Book" and every effort will be made to address the problem forthwith. If any matters remain unresolved, an outside mediator from the local authority will be invited, whose decision will be final. In certain serious matters the concern and the measures taken to resolve the concern will be reported to Ofsted.

For your information, the address of **Office For Standards in Education (Ofsted)** is: National Business Unit, OFSTED, 5th, 6th & 7th Floors, Piccadilly Gate, Store Street, Manchester M1 2WD. Complaints contact number is 0300 123 1231.

Unacceptable Behaviour

We take bullying very seriously. Any bullying or similar behaviour or remarks by parents and carers will not be tolerated at the nursery and surrounding areas. The management reserves the right to terminate your child's admission immediately.