**Admissions to The Robin Montessori Nursery**

We require the completion of a Registration Form and a non-refundable registration fee of £100.00 in order to take up a place. The form provides us with contact details and other information required, which assists us to respect parental wishes and fully meet the needs of every child.

The place is confirmed when the deposit of £1000.00 is paid in full. This deposit is refundable when the child leaves the Nursery. **A full term noticed must be given in writing to the Head of the Nursery in order to receive the deposit back.**

**Payment of Fees:** Fees are payable two weeks before the first day of the term. Those parents who withdraw their child prior to the end of the term to go on holiday or any other reason, will have to pay for the term in full. Parents with children starting after the beginning of the term are charged pro rata.

**Non-payment:** We reserve the right to suspend the attendance of any child from the Nursery when there are unpaid fees.

**Recovery of Unpaid Fees:** If fees are not paid in full by the due date, a surcharged of £20 will be added to every week of the term until the fees are paid in full. All costs incurred in the collection of unpaid fees including our administration costs and disbursement paid to solicitors acting on behalf of the Nursery shall be recoverable in full.

**Refund an Appropriation of Fees:** There will be no refunds for absence because of sickness or for any other reason.

A full term notice is required in writing by email to [info@therovinmontessori.com](mailto:info@therovinmontessori.com) to terminate the place for any reason or one term’s fees in lieu of notice will be due and the deposit will not be refunded. Verbal notice is not accepted. If parents withdraw their child during this notice period, the fees shall still remain payable. If a parent cancels the place before the child starts without giving one full term notice, they will be liable for one term’s fees in lieu of notice. The notice must be given before the first day of the term after which you wish to withdraw your child.

**Opening times**

The Robin Montessori is open from 8:00am to 16:00pm Monday to Friday during school term times, as per the terms published on the website. We consult with primary schools in the area to try and adapt to their term times.

**Closures**

The Robin Montessori is committed to minimising the number of closures of the setting in order to provide reliable childcare on which families can depend. However, while we are fully aware of the disruption a closure can cause to families, it is not always possible to remain open for every day of the term.

Closures are categorised into two areas:

* Planned Closures: These are closures that are planned for in advance and families are given sufficient notice to ensure that other arrangements can be made for children on these days. INSET days, school and public holidays fall into this category.
* Unplanned Closures: These are unforeseen closures that are not planned for and therefore not in the control of The Robin Montessori. Examples are closures due to staff sickness, bad weather, pandemics, natural disasters, building/ utilities problems, public disorder and terrorism.

The management reserves the right to invoice parents in the event of unplanned closures due to public health notifications.

**Medical Conditions**

Parents must notify in writing of any existing medical conditions or any learning difficulty of the child for which particular medical or special supervision is required

**Settling in Period:**

The Robin Montessori recognises that each child is different and that the settling in period for one child may not be the same for another. This settling time often helps the child to familiarise with the new environment, teachers and new friends. We will work in partnership with parents to settle their child into the nursery environment by offering two introductory sessions lasting approximately 30 minutes each before the child starts.

When the children start at The Robin for the first week or two they have the option of starting later and leaving earlier in case the parents and key teacher feel they will benefit from an initial short stay. The time will be arranged on a case by case basis. This flexible and staggered starting time helps each child in the period of transition as the teacher can spend more time with each child and parent at the door. We advise the children to arrive at 9:30am and stay until approximately 11:00am during the first few days.

We encourage the parents to leave the child as soon as they can after the drop off, with the understanding that if the child has been upset at the separation we will contact them soon after to reassure them that their child has settled. If the child continues to be upset, we will contact the parent/ carer asking them to return to nursery.

During the settling period, activities and experiences provided in the nursery are geared towards helping the children settle into their new environment and routines, in response to how each child is progressing.

If a child still needs support to help them to feel safe and happy in the nursery, we would continue to work closely with the parents/ careers to help enable the child to feel confident within the setting.

**Collection of Children**

The safety of the child is paramount and therefore if someone other than yourself is going to collect your child from the Nursery, that person who is collection your child will need to provide a password which you will have given to us. Unfortunately, we will not be able to let a child go without one.

**Late Collection**

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed as soon as possible. Beyond a period of 5 minutes there is an extra charge of £1 per minute. If the designated adult is late in picking up their child without prior warning, the provision of the Lost or Uncollected Child Policy will be activated.

**Medical Details**

Please inform the Nursery if there is any change in your child medical records. We will be able to administer medication that is prescribed by a qualified health care practitioner and you will need to fill up a medicine consent form.

**Existing Injuries**

Let us know if your child has hurt himself at home (e.g. fallen and badly bruised a knee). Due to statutory practices within our sector, we must record any significant injuries on arrival at nursery so that we know they haven’t occurred during the nursery day.

**Head Injuries**

If your child has had a bump to the head, please let us know even if they seem fine. Problems with head injuries can be delayed for up to 48 hours, so we need to be able to recognise the symptoms should they occur.

**Illness**

To help prevent the spread of infection within the Nursery keep your child at home if they are ill.  
As a guideline:

* For a full 48 hours since they last vomited / had diarrhoea
* 24 hours after any temperature has returned to normal without medication
* In the case of chicken pox, until the spots have completely scabbed over
* Head lice: children cannot attend nursery until they have been treated by medicated shampoo.

Should you have any doubts about your child’s well-being and whether they are contagious, please contact your GP.

**Uniform**

Children will be expected to wear The Robin Montessori smock to protect their home clothes. Smocks can be purchased at the Nursery.

**Naming**

Please make sure that **all your child’s belongings are named.** As well as footwear and clothing, this includes lunch boxes and drink bottles.

**Shoes**

We recommend sensible shoes with Velcro fastening. Velcro also helps children to be independent, which is one of our aims at The Robin Montessori.

Indoor shoes must be worn at all times.

**Change of Clothes**

Please provide at least one change of clothes for your child, including socks and pants, in case they get wet. We suggest that you leave a change of clothes in your child’s bag on their peg.

**Lunches**

We do not refrigerate lunch boxes so parents are asked to include an ice pack.

The Robin Montessori is a nut free zone.

**Comments, Suggestions and Concerns**

We are always available to discuss any comments, suggestions or concerns that you may have about your child. We take our partnership with parents very seriously, so please be in contact with us about any concerns, large or small. You can contact us by phone, email ([info@therobinmontessori.com](mailto:info@therobinmontessori.com)) or in person. The office is available for any confidential conversations. We are always trying to improve our service, so we value your feedback – please do share your feelings and ideas.

Small Wonders Childcare recognizes that each child is different and that the settling will be discussed with the parent/carer so we may meet his/her individual needs and resolve any difficulties quickly and smoothly.