

# Admissions/Payments

Holly Tree, Hazel Tree and Pear Tree Montessori Nurseries Limited accepts children to the nursery between the ages of five months and five years for enrolment.

## **Admissions Procedure**

1. Children are accepted on a first come first served basis.
2. Priority is given to:
  - Siblings of children already attending the nursery.
  - Children attending on a full-time basis
3. The child's name is placed on the waiting list until a place becomes available
4. A place is confirmed subject to receipt of completed registration form and a non-refundable registration fee of £25.00 and a refundable £50.00 deposit. This must be at the point of registration, and is returned if 4 weeks' notice of cancelling the place is provided in writing and all accounts are up to date.
5. Settling in sessions are arranged according to the needs of the child, parent and nursery.
6. A legally binding agreement is entered with the nursery and the forthcoming months fees are payable whether or not the child actually attends. Fees are due in advance on the first (1<sup>st</sup>) day of each month and have been calculated based upon a yearly attendance, to allow for the same amount per month.

- Late Collection Fee:

Children must be collected by 6pm each day. Or if a child does a morning session, they must be collected by 1pm.

There is a late collection charge of £10 for the first 5 minutes and then £5 for every 5minutes after that.

- Late Payment Fee

Fees are due to be paid in advance, invoices are issued at the end of the month to be paid on or before the 1st of the next month. For example, invoice issued on 24th October is due to be paid on the 1st November.

1. A late payment charge of 10% of your monthly bill will be added to your next invoice if your bill is not paid in full by the 1st of each month.
2. The nursery will be closed for all Bank Holidays, as well as the week between Christmas and New Year, we may also close completely or early on Christmas Eve (depending on the day). There are in addition to this a number of days where the nursery is closed for redecorating and refurbishment. This usually coincides with the August Bank Holiday or Easter Break, and is for a maximum of 4 working days. The monthly fees charged have taken this into account.

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- Ad hoc sessions

If you require an extra (ad hoc) session at nursery then you must email to request this and management will check if there is any availability for you. Please note: Normal weekly session swapping is not permitted. If an ad hoc session is booked then we require one weeks notice to cancel these or they are still chargeable. Any booked ad hoc sessions will be added to the following months invoice dependent on when they are booked in the month.

*This policy is also within our registration form for all parents when they register their child with the nursery.*