The Oak Montessori
Wimbledon Park Pavilion

Admissions & Fees Policy

Statement of Intent

The Oak Montessori is committed to ensuring our setting is accessible to children and families from all sections of the community. We aim to provide accessible information and a fair, clear and open admissions process to all parents who apply for places. The Oak Montessori is committed to the development of an effective admissions system to support the provision of competitively priced and good value service.

Admissions enquiries

The Oak Montessori is widely advertised to all sections of the community. When a parent/carer contacts the nursery enquiring about a place for their child, they will be given all the relevant information they require including details of our Admissions and Fees policy, and informed of whether there is a place available for their child. Our standard practice is to take children in the term they turn 2 years old. The Oak Montessori will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from The Oak Montessori.

Visits

When a suitable place is available the parent/carer and, where possible, the child will be invited to visit The Oak Montessori and speak to members of staff. Some parents/carers want to visit the nursery before putting their child onto the waiting list. Visits are actively encouraged as they give the child the opportunity to explore the setting over a duration they are comfortable with and with as much parental/carer support they require.

Registration

If the parent/carer agrees to abide by all the terms and conditions of The Oak Montessori, including the level of fees and arrangements for payment, they will be asked to register the child by completing and signing the Registration Form and making a payment of £70 towards administration costs.

A deposit of £700 will then be made to secure the child's place at The Oak Montessori. Once payment is confirmed the Business Manager, Charlotte Wheeler, will confirm the nursery place as secure. Before the start of term she will contact the parent/carer concerned to arrange a date for the child's first session at the nursery. At this stage, the provisions of the Settling In guidance will operate.

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Waiting List

To ensure that admissions to The Oak Montessori are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- A non-refundable registration fee is required.
- The waiting list operates on a first come, first served basis, but the nursery may also exercise its discretion with regard to individual cases. Children may be admitted out of order of initial registration to adjust numbers of children of a certain age group or to permit the staffing ratios to be maintained adequately.
- Requests for more days or a change of days must be submitted to the Business Manager in writing and require a notice period of a full term.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.
- New children's starting dates may be staggered.
- We have a minimum attendance of 4 sessions per week per child, but there may be individual circumstances which allow for a staggered start with a steady increase in sessions as they become available or otherwise.

Deposit

A deposit of £700 is required in order to secure a place after an offer has been received. The deposit is refundable as long as a full term's written notice has been given on leaving the nursery. Otherwise it will be kept in lieu of fees. The deposit is not refundable if the place is not taken up.

Fees

The Oak Montessori understands that the cost of registered childcare may seem expensive to a parent/carer. However, we aim to provide a high quality, safe and stimulating service for children. To ensure the continued high standards and sustainability of The Oak Montessori, we must ask that parents/carers respect our fees policy.

- The level of fees will be set by Management annually in the light of The Oak Montessori's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
- Payment of fees should be made termly in advance, no later than the first day of term. Individual payment arrangements will be negotiated between the person in charge of Billing and parents/carers.
- If fees remain outstanding, beyond the first day of term the person in charge of billing will notify the parent/carer in writing and request payment at the earliest possible opportunity.

- If after 6 weeks of the invoice date the fees remain outstanding and the parent has made no attempt to contact The Oak Montessori, a late payment fee will be added to the invoice. The parent/carer will be notified in writing and will have one week to pay in full. If full payment is not received within one week, the child's place at The Oak Montessori will be forfeited.
- The Management Team reserves the right to take legal action, if necessary, to recover any outstanding payment.
- Parents/carers are encouraged to speak to a member of staff if they have a query about the Admissions and Fees Policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's nursery place.

Opening times

The Oak Montessori is open from 08:50 to 15:00 Monday to Friday during school term times, as per the term times published on the website. We consult with both private and state primary schools in the area to try and adapt to their term times.

Closures

The Oak 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 childcare 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 Oak Montessori. Examples are closures due to staff sickness, bad weather, natural disasters, building/utilities problems and terrorism. Unplanned closures, to a maximum of five per year, are billed to parents.

Policy Written in June 2019
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