

# Monmouth Montessori School

Llangattock-Vibon-Avel, Monmouth NP25 5NG

Tel: 01600 772213 Email: [info@monmouthmontessorischool.co.uk](mailto:info@monmouthmontessorischool.co.uk)

[www.monmouthmontessorischool.co.uk](http://www.monmouthmontessorischool.co.uk)

## CONTRACT WITH PARENTS / CARERS

Name of Child..... Date .....

1. The doors open at 8.50am and close at 3.40pm. Parents to register their child with a member of staff before leaving the building. Children will only be released to persons authorised to collect them as noted on their personal form. The school must be notified if someone different to normal is collecting your child. Please make sure you fill in the appropriate form which will also be signed by the designated person collecting. Please note that late arrivals will be entered in the Register and a letter will be sent to you pointing out repeated lateness and asking you to ensure increased punctuality. Failure to improve the timing may result in our having to report you to the Welsh Assembly. Although we strive to offer reasonable flexibility we reserve the right to charge you at a rate of £5 per half an hour or part thereof for excessive or repeated lateness in collecting your child at the end of the day. It is allowable to have up to 10 days authorised absence for holidays etc. Consent forms are available from the office. In the case of prolonged, unexplained absence, we reserve the right to request a doctor's note.

2. A Registration form must be completed by you before your child is left in the School.

3. Symptoms and illnesses requiring a child's exclusion from School include - diarrhoea/vomiting (24 hours exclusion), a high temperature (24 hours), measles, meningitis, chicken pox, mumps, impetigo, headlice (until no lice or eggs are present), conjunctivitis and rashes, until fully recovered.

In the event of your child being taken sick whilst in School, you will be informed and asked to collect your child as soon as possible. Until you arrive, your child will be allowed to rest away from the other children with an assigned member of staff. In the event of serious accident or illness, medical professionals will be contacted and staff assigned accordingly. We strive to maintain 50% members of staff holding the appropriate 1st Aid certificates and a 1st Aid box and 1st Aid books are also regularly checked and kept on the premises.

4. Simple medicines will be administered with your written permission. Any minor accidents or injuries will be noted in the Accident Report Book which you will be asked to sign.

5. The School is open on a termly basis with holidays in line with other private schools.

6. Please read our policy on behaviour management. You will be fully informed of any unacceptable behaviour shown by your child and any sanctions applied. These will take into account the age and stage of development of the child, to be relevant to the action and be fair. This usually involves removing the child from the situation, explaining why his/her actions are unacceptable and encouraging them to take control of their own behaviour.

7. A registration fee is payable upon your child's entry to the School. We then send you a bill for the whole term and thereafter require a term's notice of withdrawal from the School. You will be liable to pay fees in full for any absences or holidays during term times. Refunds will not be given for absence due to any conditions beyond our control, ie bad weather, power failure etc.

8. Please read our policy on Equal Opportunities, Special Needs, and Child Protection.

9. Complaints - In the first instance discuss any questions or queries, complaints or criticisms with Mrs. Whaley. If matters are not settled to your satisfaction you are free to arrange a Complaints meeting with the designated mediator on our Board of Advisors as detailed in our Complaints Policy.

Please read our Policy booklet and sign below to confirm you understand the contents.

Signature of Parent/Carer .....

Signature of Registered Person ..... Date.....

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## REGISTRATION FORM

Surname..... Name to be used..... Date of Birth .....

Forenames..... Tel. No. ....

Home Address.....

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Address for correspondence if different.....

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Names and Ages of Brothers and Sisters .....

Mother's Name..... Occupation.....

Email..... Daytime Tel. No. ....

Address .....

Father's Name (or guardian)..... Occupation.....

Email..... Daytime Tel. No. ....

Address .....

Previous School or Nursery attended.....

Record of infectious diseases.....

Immunisations.....

Other Illnesses.....

Name, address and tel. no. of child's doctor.....

Name, address and tel. no. of person willing to accept your child in

case of necessity if both parents are working away from home .....

.....

Proposed date of entry.....

Please give any other necessary information on the back of this form, e.g. allergies, anxieties, etc.

I wish my child to be entered for Monmouth Montessori School and am willing to cooperate fully with the staff.

All fees are payable 14 days in advance of each term. A full term's notice is required in writing prior to the intended withdrawal of any pupil, otherwise a full term's fees in lieu will be charged. In the event of the School's insisting on the removal of the child during the term, for good reason, no proportion of that term's fees will be refunded.

I enclose a registration fee of £40 (this is non-refundable.)

Both parents to sign

Signature ..... Date.....

Signature ..... Date.....