



ليتل مونتسوري نيرسري
little montessori nursery

Parent
Information
Pack
2021 / 2022

A warm welcome...

Dear Parents,

On behalf of our team, I would like to welcome you to Little Montessori Nursery.

Little Montessori Nursery is an exclusive private day nursery based in Al Dafna, a seaside district of the Qatari capital Doha, located on the Persian Gulf.

Our nursery aims to provide a first-class educational experience in a stimulating and caring environment. Our trained staff have a broad knowledge of the needs of young children and want to ensure they are nurtured and cared for in a happy and loving atmosphere, whilst being encouraged to maximise their educational potential and develop socially and emotionally in an environment of exceptional quality.

Mission Statement

Our goal is to provide high quality and affordable childcare to the residents of Al Dafna and surrounding areas, where children are encouraged to thrive in a safe and stimulating environment. By working in partnership with parents, we aim to meet and exceed all of the goals set out in the United Kingdom standards for childcare and the Early Years Foundation Stage with elements of the philosophy and practices of Maria Montessori. We understand that children will develop at their own pace and each child's development is closely monitored and the Curriculum is applied accordingly. Alongside the Montessori method, we are also influenced by many other play theorists such as Steiner and McMillan. We also use the Jolly Phonics programme in our Foundation classes.

Aims and Goals

Our primary goal is to ensure that we provide the highest quality childcare that is both accessible and affordable. Our nursery will differentiate itself by giving passionate attention to detail in everything we do, which is underpinned by our broad knowledge and experience and our quality focused program. Your child will be safe, loved and stimulated in an efficient and well maintained environment.

Above all, we want your children to leave our nursery with the confidence and skills to help them meet the challenges that lie ahead in the school system and beyond. We believe this to be a joint effort between the nursery and parents and to that end we will promote the right environment for that partnership to succeed.

Staffing Philosophy

We believe that taking care of children is the most satisfying and rewarding job to have and that it comes with a huge responsibility. That is why it is important to have the very best team of people looking after your children. All of our staff undergo a strict recruitment and training process, incorporating a thorough vetting of qualifications, experience, references, Police clearance and

probationary period in the nursery to observe how they work with children and other members of the team. They are only then chosen for their full commitment and enthusiasm for the profession and as we offer such a good employment package and friendly atmosphere, we ensure that we keep a happy and stable team for the children. Little Montessori Nursery feels very strongly about equal opportunities and are proud to have a diverse team of professionals from around the world providing their expertise and care.

Our Environment – Classrooms and Play Spaces

The Nursery has nine spacious classrooms catering for children from the age of 2 months up to the age of 4 years, on the ground floor of two very large connected villas. Each classroom has a separate age group, theme and purpose so that every child has the opportunity to stimulate their senses in a fun and fulfilling environment.

Indoor Spaces

Our Nursery offers a variety of purpose-built playrooms including a Soft Play Room, Dramatic Play Area, and Sensory Corner along with a Library Area, Discovery Kitchen, Dining Area and dedicated Sleep Room. All areas of our nursery are designed with your child's comfort, learning and holistic development in mind.

Outdoor Spaces

We also offer a variety of outdoor play areas and experiences, with two large playgrounds, full of play equipment as well as sandpits, a mud kitchen and garden/ growing area.

There is no doubt that your child will be kept busy here at Little Montessori Nursery with our excellent facilities and resources.

General Information

Opening Times

Our opening times vary in order to support our parents with their particular needs.

We offer the following sessions:

- 7:30am - 2:00pm
- 7:00am - 4:00pm
- 6:15am - 7:30am
- 4:00pm - 6:00pm

Furthermore, we have offer extended care packages our Morning Sunrise and Afternoon Sunset clubs:

- 6:15am - 7:30am
- 4:00pm - 6:00pm

Communication

At the end of your child's day at nursery you will receive a daily diary on our online iCare application giving information about:

- What your child has enjoyed doing.
- What they have eaten, drank & any nappy changes where relevant.
- If they have had a sleep, what time and for how long.
- Any other general comments.

If we have concerns.

If we have any concerns over the development of your child then we will discuss these with you on an informal basis. We would hope that together we can identify the appropriate help that may be needed.

If you have concerns.

Please do not hesitate to contact Natalia, the Nursery Manager, who will be only too happy to address any issues. If Natalia is unavailable and the matter is urgent, then the Deputy Manager, Haifa or Curriculum Coordinator, Emma Louise will be able to help.

Parent Partnership

We offer Parent meetings throughout the year. You will have the opportunity to discuss your child's progress with their class teacher and look through their development reports and observations. This will also be a time to meet other parents and get a better understanding of your child's day at nursery.

Personal property and belongings

Little Montessori Nursery cannot be held responsible or liable for any loss or damage to children's property, it is the parent's responsibility to name and clearly label all items of clothing. We strongly suggest that all toys, books, jewellery or any other personal items are left at home.

Behaviour

Little Montessori Nursery will not accept or tolerate any aggressive behaviour; therefore, if any child is continuously behaving in an aggressive manor, we will ask the parent to remove their child from the nursery until his or her behaviour has improved.

Accidents/Incidents

Please inform nursery staff, of accidents or incidents that have occurred at home so that the relevant form can be completed. Where minor accidents or incidents occur at nursery, staff will fill out an accident form which will be shared with parents when they come to collect their child. If a major accident or incident were to occur at nursery, parents will be contacted without delay in line with nursery policy.

Policies & Procedures

A successful nursery is a combination of skilled and caring people with efficient and effective policies. We acknowledge that our policies and procedures are fundamental to ensuring we maintain the highest standards at all times. There are many policies and procedures that govern the way we operate our nursery, some of which are summarised below, with the full policy and procedures file to be found in the main entrance hallway for parents to read.

Making a Complaint:

Little Montessori Nursery will endeavour to provide an environment that is appropriate for you and your child. We will work in partnership with you and welcome any comments or suggestions that you may have with regards to the nursery or your child. The nursery has an open-door policy to welcome you in at all times. It is the responsibility of all managers to ensure that all parents/carers have access to this procedure in the result of any dissatisfaction with the service that is offered to them.

The following procedures apply:

- In the first instance you would discuss any concerns you may have with the individual member of staff caring for your child.
- If you are not satisfied after doing so you will be referred to the Nursery or Deputy Manager, who will endeavour to deal with the situation immediately.
- In the event that no satisfactory solution is reached at this stage you can be referred to the Proprietors. This referral can either be through a letter or by personal request. An appointment will then be made for a meeting at a mutually agreed time.
- All complaints are confidential, and all information is recorded.

Equal opportunities

Each child is valued as an individual without stereotyping, regardless of race, religion, gender, class or ability. Examples of how we uphold this policy are:

- Adapting activities to suit the individual's needs
- Ensuring both boys and girls participate equally in tasks such as preparing snacks and tidying up
- Challenging hurtful remarks
- Extending the children's knowledge and understanding of other cultures
- Extending the staff's knowledge and understanding of equality and inclusion through regular training.

Settling in Procedure

We recommend that parents follow a settling in procedure before your child starts with us at the nursery. The settling of a parent and child into nursery life is a very important process. Both the parents and the child should be given time to settle into the new environment.

The number of settling in sessions will depend on you and your child's needs. Some children may take longer to settle into a new environment than others. We will arrange 2-3 sessions lasting 1-2 hours each and after the last session discuss further your child's needs. At the final visit we will encourage you to leave your child with staff for a short time. Parents are welcome to come and have a chat with the management during this time, so you are still close by if your child needs you. Ideally one of the visits should be timed to allow the child to experience a meal or snack with us, and perhaps a sleep at rest time if they still do so.

Behaviour management

It is our policy at Little Montessori Nursery to encourage the children to have a sense of right and wrong, to respect themselves, others and their environment.

Examples of how we do this include;

- We provide interesting and stimulating activities to extend their understanding.
- We challenge unacceptable behaviour and do not tolerate bullying, taking appropriate action if necessary.
- We always explain to the child why their behaviour is being challenged.
- We give the children 'thinking time' to calm down and at NO time will staff use rough handling or harsh words to deal with a child
- Staff always set a good example and praise good behaviour.

Policies and procedures are at the heart of everything we do and for that reason they have to be maintained and measured. Our quality assurance programme will ensure that our processes are always kept to the highest standards.

Fees Policy 2020/2021

Dear Parents,

We are delighted that you have chosen Little Montessori Nursery for your child. We will do our best to provide the best environment for your child to thrive. Please read our fees policy and let us know if you have any questions or concerns.

Term Fees

Payments cannot be postponed from one month to another (no payment freeze). Term fees are to be paid in advance. These are the dates when term fees are due:

- September Fee – due 30th June 2020
- Term 1 (Oct, Nov, Dec) – due 30th September 2020
- Term 2 (Jan, Feb, March) – due 10th December 2020
- Term 3 (April, May, June) – due 30th March 2021

Late Fees

Late fees or fees paid after the 5-day grace period, will incur a cost QR50 per day from day 6. An invoice for the late fees will be issued at the end of the month or deducted from your deposit. If fees are still not paid by the end of the second week of term, parents will be asked to take their child out of nursery until all fees are paid. If fees are still not paid, then the deposit will be non-refundable.

Registration Fees

Registration fees are paid when the registration form and all supporting documents are submitted and are non-refundable. Your child's registration will only be completed after the registration fees, security deposit and first month of term fees have been settled. If your child fails to attend the Nursery within a period of 3 months, another registration fee will be imposed.

If your child is absent from nursery for more than a week and you have failed to contact us, their place will be withdrawn and allocated to another child.

Deposit Fees

Parents of new children are required to pay a deposit as they register at Little Montessori Nursery. This deposit fee is due by the 30th June along with September fees. We will hold your child's place in nursery only if both the deposit and September fees have been paid in full.

The deposit fee secures your child's place from term to term as long as the term fees are paid up to date. The deposit cannot be used to pay fees.

The deposit is refundable subjects to the following conditions:

- If your child is leaving Qatar before the end of the year and one month's written notice is given.
- If your child is asked to leave the nursery for reasons other than non-payment of fees.
- After any late fees/other expenses have been deducted the balance will be refunded.

Administration Fee

Parents of new children as well as currently registered children are required to pay an annual administration fee. The fee is due in the last week of June or when a new child is registered.

- Admin fee is not refundable

Apart from the general processing of documents and legalities the administration fee also covers the services of the visiting paediatrician and certified nurse on the premises as mandated by the ministry of Social Affairs.

Late Pick Up

A late pick up fee applies if your child stays longer than your registered time. An invoice will be issued for extra un-booked late pickups.

Sick Days

NO adjustments to fees are made for children who do not attend the nursery due to illness or injury.

Nursery Closures

Fees are calculated on an annual basis, taking into consideration staff training days, official public and religious holiday as well as nursery holidays and therefore there are no reductions in fees during the months where the nursery is closed for any closures listed. For example, Eid, Sports day, winter break. We offer summer camp in the months of July and August which has separate payments terms and conditions.

Child's withdrawal

No refunds will be given if you decide to leave before the term/month ends. However, with a month's notice and proof that your employment status has changed due to relocation, a refund will be given with a maximum of one month's fees and the deposit fee.

Other Terms and Conditions

- A returned cheque will incur a service charge of QR150.
- When your child's place has been accepted at the nursery, and both parties confirm a starting date, fees will be required from that agreed date. We do not allow delayed or deferred starts or payments after the agreed starting date stated on your child's registration form.
- Please notify the nursery if your child will be away on vacation. We recommend parents pay fees in full to secure your child's place at the nursery.
- Two and Three days a week, child attendance selected by you at the registration process, are not interchangeable for logistical reasons. If your selected day falls on a holiday or closure day, we regret it cannot be exchanged with an alternative day. If available, you can book an extra day for a fee and is to be discussed with the manager and class teacher.

Mid Term/ Month Starting Dates

We recommend your child starts at the beginning of the term or month.

Parent Signature Date

Fee Structure 2021 / 2022

Fee Category					
2 months – 2.5 Years		2 days / week	3 days / week	5 days / week	Due Date
7:30am to 2:00pm	September	QR 3,100	QR 3,650	QR 4,200	30 th Jun 2021
	Term 1 (Oct/Nov/Dec)	QR 9,300	QR 10,950	QR 12,600	30 th Sep 2021
	Term 2 (Jan/Feb/Mar)	QR 9,300	QR 10,950	QR 12,600	9 th Dec 2021
	Term 3 (Apr/May/Jun)	QR 9,300	QR 10,950	QR 12,600	30 th Mar 2022

7:00am to 4:00pm	September	QR 3,400	QR 3,950	QR 4,750	30 th Jun 2021
	Term 1 (Oct/Nov/Dec)	QR 10,200	QR 11,850	QR 14,250	30 th Sep 2021
	Term 2 (Jan/Feb/Mar)	QR 10,200	QR 11,850	QR 14,250	10 th Dec 2021
	Term 3 (Apr/May/Jun)	QR 10,200	QR 11,850	QR 14,250	30 th Mar 2022

Fee Category					
2.5 – 4 Years		2 days / week	3 days / week	5 days / week	Due Date
7:30am to 2:00pm	September	QR 2,750	QR 3,300	QR 3,800	30 th Jun 2021
	Term 1 (Oct/Nov/Dec)	QR 8,250	QR 9,900	QR 11,400	30 th Sep 2021
	Term 2 (Jan/Feb/Mar)	QR 8,250	QR 9,900	QR 11,400	10 th Dec 2021
	Term 3 (Apr/May/Jun)	QR 8,250	QR 9,900	QR 11,400	30 th Mar 2022
7:00am to 4:00pm	September	QR 3,100	QR 3,650	QR 4,200	30 th Jun 2021
	Term 1 (Oct/Nov/Dec)	QR 9,300	QR 10,950	QR 12,600	30 th Sep 2021
	Term 2 (Jan/Feb/Mar)	QR 9,300	QR 10,950	QR 12,600	10 th Dec 2021
	Term 3 (Apr/May/Jun)	QR 9,300	QR 10,950	QR 12,600	30 th Mar 2022

*5% sibling discount, for second and more children

Additional Information		
Registrations Fees	Non-refundable	QR 1,500
Administration Fees		QR 1,500 / year
Security Deposit	Refundable (see policy for details)	QR 1,500
Camps (for external students)	7:30am - 2:00pm / day	QR 200
Sunrise / Morning Club	6:15am - 7:30am	QR 500 / month
Sunset / Afternoon Club	4:00pm - 6:00pm	QR 500 / month
Late Pick Up		QR 100 / hour
Late Payment Fees	(starting the 6 th of each month, after the 5 day grace period)	QR 50 / day

Things we may need to know

Please complete this form for your child's teacher. It provides the teacher with some valuable information about your child to help with the settling in process. The more we know about your child, the easier the transition.

Child's Name: Any Nicknames:.....

Preferred name: Gender: Male / Female:

Class name:

What Languages do your family speak.....

Child's / Family's preferred language spoken at home:.....

Does your child have the opportunity to speak in English other than at nursery:

Are there any siblings or relatives at the nursery (names and ages/class)

.....
 Any friends at Little Montessori (Child's name and class)
 Days attending:.....
 Who will drop off collect your child:.....
 What time will they be collected:

Favourite Things

What are your child's favourite things?

Books/Stories..... Toy.....
 Comforter/Security Blanket..... Pacifier/Dummies.....
 Other

Dislikes

Are there any things that your child doesn't particularly like (e.g. getting dirty, certain foods etc)

Allergies/Food Restrictions

My Child is allergic / sensitive to: (please include food, animal or other allergies)

Are there particular food requirements you would like us to observe:

Do you follow a snack/lunch/milk routine at home that you would like us to try to follow:

.....**Communication**
 Are there any phrases/ words we should be aware of? Words for bathroom, drink, milk, family etc:

Naptime

Does your child follow a sleep pattern? (We will do our best to follow their schedule)

Any other information:

Name of Parent:..... Signature of Parent.....

Arrivals & Departures Policy

We are committed to the safety and security of all children in our care as well as staff, parents, carers and other visitors. This policy underpins the security principles of the nursery setting.

Signing in and Out Procedure

Children

A sign in/out tablet is located in our reception area. Every child will be issued with an attendance card that must be used on the tablet upon every arrival and departure of the child. When beginning at the nursery parents must provide Qatari ID of all authorised adults that will be collecting their child. Any parent/carer who wishes for someone other than themselves to collect their child must inform us prior to the person arriving giving us a brief description of what they look like. Staff members will ask the person who they have come to collect. Before allowing entry, staff members will refer to the child's contact card. We will only ever release a child to someone when we are absolutely sure that it is the person they are authorised to leave with.

Staff

All staff must sign in using the scanner located at reception when entering the nursery. This is essential to ensure Fire and Safety Procedures can be adhered to, Particularly with regards to fire evacuation. Staff must also sign out of the building as they leave at the end of the day.

Visitors

All visitors who enter the nursery must sign in at reception. Management and staff should be vigilant when allowing visitors to enter the building and all visitors should be escorted through the building.

Children Leaving the Building

Children should not be allowed to leave the nursery building unsupervised. Any child(ren) in the garden area/ playgrounds must be supervised by a member of staff at all times.

Access & Parking

Main Gate Accesses

The front gate will remain closed and has a telecom system. Our guard will be at the gate to assist with traffic and helping parents to enter the gate with their children. The nursery will ensure that parents/carers are made aware of the necessity to adhere to strict security guidelines for entry into the building. All parents and staff must not admit any other person(s) to the nursery building by holding the front gate open. Parents will be asked to close the front gate upon entry and not to allow any other unknown person to gain access without using the entry intercom phone.

Garden and Playground Access

The gates around the playground and garden areas are all fitted with child safety locks. Please ensure you close all gates behind you and that all latches are secure. This is to ensure the security and protection of all children in the nursery. If you enter or exit through a gate you are responsible to ensure it is closed behind you.

Parking and Drop Off

At little Montessori nursery we understand that drop off and pick up can be a busy time for all parents who attend our nursery and would like to make this experience as efficient and easy for everyone with safety being our main priority.

ALL vehicles are required to use the available parking spaces outside of the nursery.

NO vehicles should stop, park or wait in the road, parents and drivers should use parking spaces **AT ALL TIMES** in order to operate safe practices, avoid unnecessary accidents and ensure a steady flow of traffic throughout the day.

This is a requirement that Little Montessori expect **ALL** persons attending our nursery to adhere to. This is to ensure the safety of all parents, staff, children and visitors attending our nursery.

Failure to do so will result in appropriate action from management with support of suitable authorities.

What to Bring

Each child needs to bring to the nursery:

- School bag **SMALL SIZE** – It needs to fit into your child's cubby box. Please be aware we do not allow bags with wheels.
- Sun Hat – to be kept at nursery
- Spare change of clothes labelled with your child's name - to be kept at nursery
- you will need to provide a few sets of spare clothes during potty training phase. Accidents do tend to happen when they are busy enjoying themselves.
- Comforters or dummies that they may need throughout the day. Please make sure that these are clearly labelled with your child's name.
- Insulated lunch box with nutritious snack and lunch items.
- Drink bottle- push down lids **ONLY**, Please **NO** capped water bottles.
- Nappies/ diapers
- Wet wipes
- A sheet and light blanket or sleep sack for nap time.
- Please ensure that all of your child's belongings are clearly labelled.
- Any formula and Bottles brought into the nursery will need to have the child's name clearly labelled on the bottle and formula container.

At times your child will have paint, glue or some of their lunch on their clothes, so please send your child to nursery in practical clothes NOT their best clothes. (Please remember we have nursery uniform on sale at Reception.)

NO OPEN BACK SHOE ZONE – please ensure that your child does not wear open back shoes due to safety concerns during their movements around the nursery especially when using the climbing equipment and steps.

Snack/ Lunch

Little Montessori Nursery encourages Healthy eating at all times. Children need a variety of fresh nutritional food and well-balanced meals.

- Please do not send sweets, chocolates, take away food or anything containing nuts (including Nutella spread or similar products).
We are a **NUT AND POPCORN FREE NURSERY**. This food will be sent home.
- Please send healthy finger foods and snacks.
Finger foods are great in enhancing children's fine motor and sensory development skills.
- All items should be clearly labelled with your child's name.
- Please ensure you send enough food for the day, especially if your child is staying for the afternoon session.
- We encourage you to send plain milk rather than flavoured milk and keep juice to a minimum (no more than 1 a day).
- We prefer children to drink water or plain milk at nursery and juice can be consumed at home.

We're always happy to help - If you would like ideas for snack and lunches please let us know.

Medical Consent Form

This document is a consent agreement between Little Montessori Nursery and the parents to administer first aid, emergency care procedures and medical examinations by a registered doctor for your child while he/she is in our care.

Little Montessori Nursery use the following medications:

- Bepanthen cream and ointment
- Arnica for bumps and bruises
- Calamine Lotion for itchiness
- Panadol syrup for pain or fever

Consent for annual medical examination by an appointed doctor

According to the Ministry of Social Affairs guidelines, children require a medical examination by the Little Montessori appointed doctor in the presence of the nursery school nurse once per year. As parents, you will be notified prior to any examination taking place. The doctor will visit the nursery once a month and the schedule can be found on our monthly calendar that is sent to you via our icare app and displayed on our notice board at reception.

Fever Medication

In the event that your child develops a fever while at the nursery, our nurse will contact you. With your consent she will administer Panadol Syrup for fever relief. All details in relation to when and how much medication is given will be recorded. You will be asked to come immediately to collect your child. Your child will be made comfortable in the nurse's room until you arrive. You will always be contacted by phone prior to administration of medication. However, the nurse may have to administer medication without prior verbal consent if we are unable to contact you.

Emergency Treatment

In the event that your child requires emergency treatment, you will be contacted and asked to collect your child from nursery. If the nursery is unable to contact you or any of the appointed emergency contacts, an ambulance will be called to take your child to hospital for diagnosis and treatment. Efforts to contact you will continue. Little Montessori staff members will not use private vehicles to take your child to a doctor. We will make every effort for a staff member known to the child to travel in the ambulance with your child and stay with them until you arrive.

I hereby give consent for my child to receive the following from Little Montessori Nursery staff while in their care:

1. Use of topical creams as required
2. To administer Panadol (for fever) prior to parents arriving to collect their child
3. An annual examination by the Little Montessori Nursery employed doctor
4. Provide first aid as necessary and emergency medical treatment if required.

Child's Name

Parent's Name

Parent's Signature: Date:

Emergency Contact Form

Details			
Child's Name			
Father's Name			
Mobile Phone.		Work Phone	
Mother's Name			
Mobile Phone.		Work Phone	

Additional Emergency Contacts			
Contact 1			
Name		QID Number	
Relationship to Child			
Mobile Phone.		Other Phone	
Contact 2			
Name		QID Number	
Relationship to Child			
Mobile Phone.		Other Phone	
Contact 3			
Name		QID Number	
Relationship to Child			
Mobile Phone.		Other Phone	

Notes relevant to Emergency Care	Photograph
	Insert Photo of Child Here

In an effort to maintain accurate and up to date information, please ensure that you notify us of any changes in your contact information.

Please complete the above form and submit to Reception.

Medical Questionnaire

Last Name (Surname) First Name

Date of Birth Gender: Male / Female

History

Were there any issues during pregnancy, labour and/or delivery for this child:

.....

Does your child have any ongoing health concerns:

.....

.....

Are your child's immunizations up to date.....

Please provide a copy of child's immunization records.

Diseases

Has your child had any of the following conditions or diseases:

	Yes	No		Yes	No
Measles			Heart Disease		
German Measles			Rheumatic Fever		
Scarlet Fever			Kidney Disease		
Whooping Cough			Diabetes		
Mumps			Infectious Hepatitis		
Chicken Pox			Convulsions		
Respiratory Problems			Epilepsy		
Development Problems			Other?		

Accidents or Operations

If your child has had any serious accidents, injuries or operations, please give details;

Allergies

Does your child have any allergies.....

If so, how is the allergy identified:

Asthma..... Hay Fever..... Hives..... Other.....

Do you know the cause of the allergy

Do you have a treatment /response plan in place (if yes, please provide a copy)

Does your child take any medication regularly at home: Yes..... No.....

If 'Yes' what is it and how frequently does she/ he take it?

.....

(Please Note: Any medicine that requires administration at Nursery must be accompanied with a doctor's letter).

Additional Information and Notes

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All information provided is confidential. Please be aware as a requirement of the Ministry of Social affairs a consulting doctor will visit Little Montessori each month.

We ask that you do not send your child to nursery if they are unwell.

If we have to contact you because your child is unwell, has a fever of 37.8°C or above, is vomiting or has diarrhoea 3 or more times while at nursery we ask that you respond and collect your child immediately and may only return to the nursery if your child clear of all symptoms.

We operate a 48-hour exclusion policy if your child has diarrhoea or sickness, this is in line with Hamad Medical Co-operation guidance.

If your child has an infectious disease e.g. Hand foot and mouth, chicken pox measles etc, the nursery must be notified as soon as the condition has been confirmed by a medical practitioner. We ask that your child is completely free of infection before they return and will be asked to present a medical certificate, confirming that your child is well enough to return to nursery.

Please remember if a child returns to nursery before they are fully fit, they may infect other children, or catch another infection because their immunity is low.

If we discover your child has headlice while at the nursery, we will ask you to collect him/her for treatment of the hair. Once there are no head lice in your child's hair they may return to the nursery. The entire classroom will be checked by the nurse and parents will be notified of any new cases.

The nursery will inform parents about any contagious disease as soon as there is a confirmed case and will update parents regularly as well as ensure hygiene standards are met and maintained to avoid further spreading.

Name and signature of Parents:

.....

Date

Agreement

1. I/We have read the 2020/2021 Parent Handbook and agree to abide by the terms as stated.
 - Fees Policy
 - General Terms and Conditions
 - Health Policy
 - Nut Policy
 - Immunisation
 - Car parking Drop off/ Pick up
 - Parent contact information.
2. I/We waive all legal claims against Little Montessori Nursery, their teachers, assistants, employees, it's successors, individually or collectively for any loss, damage or injury that may occur on route, whilst under its custody or upon departure from the nursery, except when arising out of willful misconduct or gross negligence and agree to the above terms and conditions.
3. I/We certify that each part of the application form and the information contained herein has been carefully read, and all information supplied is true and correct.

Parent Signature

Date

Little Montessori Manager

Date

No Refunds Under Any Circumstances

I/we have read the Parent handbook and agree to abide by the terms of the No refunds Policy.

1. No refunds or discounts apply for vacation, illness or your child's absence from the nursery.
2. No refunds apply to your decision or management's decision to remove your child from the nursery, or in the event of relocation.
3. Fees are non-refundable, nor transferable under any circumstances.
4. Fees paid by the company are non-refundable in the event of employment contract ending after the start of term.

Parent Signature

Date

Little Montessori Manager

Date

*Parent Copy

*Please read this document carefully, sign and please ask your Nursery Manager to sign your copy.

*A copy will be kept in your Child's file.

These Terms and Conditions represent the entire agreement and understanding between the parents and the nursery. Little Montessori Nursery reserve the right to update/amend these Terms and Conditions at any time.