



NOTES TO PARENTS

NURSERY INFORMATION

Owner – Jason Chen – montessori.chen@gmail.com

Nursery Manager – Jacky – jacky.horshamontessori@gmail.com

Administrator – Sharon – sharonoffice.horshamontessori@gmail.com

Phone Number – 01403 750504 or 01403 270895

Address – The Scout Hut
Bennetts Field
Higgins Way
Horsham
RH13 5JZ

Website - <http://www.montessori-uk.co.uk/>

Facebook – Horsham Montessori

OPENING HOURS & FEES

Our preschool is open 8am to 5pm Monday to Friday term time only (38 weeks) and we also provide the option for parents to sign up for holiday clubs during Easter and Christmas breaks as well as the Summer holidays. We operate a session-based timetable. See table below for fees.

SESSION TIMES	FEE PER SESSION
0800-0900 Breakfast	£8.00
0900-1200 Morning	£23.00
0900-1400 Half-day	£35.00
0900-1700 Full-day	£55.00
1400-1700 Afternoon	£20.00
Extra hours & ad-hoc hours	£8.00

- If a child is absent for any reason (including children's sickness or family holidays) from a pre-booked session, fees are strictly non-refundable.
- There is an early drop off and late collection fee of £10 each time (10 mins and more).

SNACKS and MEALS

We provide snacks (consisting mainly of crackers and fresh fruits) and milk or water twice a day for all children. Children will be provided with a free personalised water bottle which will be refilled with water throughout the day, and cleaned and sterilised each night. We **DO NOT** provide breakfast or lunches. Parents are required to bring in breakfast for children booked in for breakfast club (8am) or a packed lunch for children staying over lunch hour (12-1pm). Please note all food in the preschool must be nut-free.

FREE ENTITLEMENT

All 3 and 4 year olds are eligible for 15 hours funded sessions. These are free entitlement sessions (FE) which are allocated 9am-2pm (3 days/week) or 2pm-5pm (Monday to Friday) by the preschool. Please read our admissions and fees policy for further information on free entitlement sessions at our preschool. We offer a limited number of 30 hours funded places which are spread across 47 weeks of the year.

We regret we do not offer funding for 2 year olds.

AVAILABILITY

We operate a waiting list. The general rule is 'First Come First Served', with the exception that we will always try to accommodate siblings as a priority.

Places are offered on return of a completed application form and payment of a non-refundable registration fee of £50 (£25 for siblings). Registration fees are not charged for children on free-funding only. Bank details as below.

Account Name - **Horsham Montessori Ltd** Account - **2088 4596** Sort Code - **20-42-58**.
Please ensure you include your child's name as a reference for the payment

OTHER POINTS TO NOTE

- For a holistic Montessori education we require children to attend at least 2 sessions per week on different days.
- We do not swap sessions. We plan our staffing ratios carefully and 'swaps' may destabilise the numbers with a potential negative impact on the provision for the other children
- Attendance Plans can be changed with 6 weeks' written notice. FE sessions can only be changed with WSCC termly. If short notice changes are required, please speak to the Nursery Manager.
- We are listed as a provider with the Tax Free Childcare Scheme. We accept most Childcare Vouchers.
- Disposable nappies are provided free of charge.
- We are here to serve families and make children's and parents' lives as happy and as easy as we can.