

Admission and Fees Policy

Aim: To ensure that all families enrolling are aware of enrolment information and an outline of fees.

Practices:

An enrolment form is to be completed providing one form of identification. An immunisation certificate is to be supplied if applicable.

Children are to have two visits prior to starting. These are to be arranged via the Operations Manager.

A booking application fee is to be paid prior to the start date.

Payment of two weeks fees are to be paid prior to starting.

Families will be contacted with a start date. We will endeavour to offer the sessions requested dependent on availability.

All children are to attend a full session from 8.30 – 3.00, unless prior arrangement has been made with the Operations Manager.

Under two-year olds must attend a minimum of two half days per week.

Two-year olds must attend a minimum of two days per week.

We recommend that three-year olds attend a minimum of three days per week.

We recommend that four-year olds must attend a minimum of four days per week.

Children five years of age may continue to remain enrolled, however this will be at the discretion of management.

New enrolments for children aged four years old and over will be treated on a case by case basis.

Holiday credits will only be applied during School Holidays with written notification before the end of the term.

Fees will be reviewed annually.

Families will be charged when a child is absent including sickness.

Cambridge Montessori Preschool is closed on Public Holidays along with a compulsory shutdown over Christmas and New Years holidays. Families will not be charged for these days.

Two weeks' notice in writing is required for a change of hours / days of attendance.

Three weeks' notice is required in writing should a child be withdrawn from services.

Families will be contacted immediately if non-payment of fees occur to discuss payment options. If families fail to meet the account balance within three weeks enrolment will be ceased.

Adopted: 12<sup>th</sup> April 2018

Review: November 2019