

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.

It is recommended that children are to have two visits prior to starting. These are to be arranged via the Operations Manager/Head Teacher.

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 to discuss a start date. We will endeavour to offer the sessions requested dependent on availability.

All children are to attend a minimum of two half days per week from 8.30 – 12.30, unless prior arrangement has been made with the Operations Manager.

There will be no charge for school holidays provided written notification is received before the end of the term.

Fees will be reviewed annually.

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

Magnolia Montessori is closed on Public Holidays along with a compulsory shutdown over Christmas and New Year's 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Three weeks' notice is required in writing should a child be withdrawn from services.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: 12th April 2018

Review: 17th July 2020