

The Montessori Children's House St Andrews

Financial Guidelines

We receive Fife Council Partnership Funding . Children are currently entitled to this funding the term after their third birthday and until they are eligible for primary school. (Full details are available from the school). The school will deduct Council funding from the school fees and invoice parents accordingly. (Please note that there will be no rebate for those 3 year olds whose birthdays prevent them from receiving funding for their first term.)

The level of fees for any given year will be available to parents several months before the beginning of the school year and will be advertised on the school website. The policy of our Children's House is to retain the fees at a fixed level for a complete academic year, but we retain the right to revise fees and charges if circumstances so dictate.

Parents will be sent a termly invoice in advance of the term beginning and this invoice should be paid prior to the period to which it relates.

Fees will not be refunded or waived for absence because of sickness, holidays or for any other reason unless at the sole discretion of the teacher in a case of genuine hardship. This rule is necessary so that the School can properly budget for its own expenditure and ensure that the cost of individual default does not fall on other parents. (Occasionally, parents may wish to take their children out of school for an extended period of more than one term and, while away, may wish to suspend payment of fees. In such cases, while the school will do its best to offer them a place on their return, parents should be aware that this cannot be guaranteed.)

We would like fees to be paid in advance for each term but, if this difficult, please come and talk to us about payment over shorter time periods.

Parents undertake to pay the fees applicable in full. If one or more items on the bill is under query, the balance of the bill must be paid.

Bank Details for Fee Payments

Account Name: Montessori Children's House St Andrews

Sort Code: 82-67-30

Account Number: 90030748

Please quote your invoice number on all BACS payments to ensure that the payments are allocated correctly.

Notice period

If, for any reason, you choose to withdraw your child from the Children's House, 1 term's written notice addressed to and received by a teacher personally should be given by parents. It is expected that parents will consult with the teacher before giving notice to withdraw a pupil. If you choose to withdraw your child with immediate effect or before the notice period has lapsed, the fees remaining will still be due. Under these circumstances, the fees will be billed at the same rate as the last full term of attendance.

Please sign this declaration

I agree to adhere to the Children's House policy with regards to paying my child's fees on time each term. Where fees are not paid on time, I realise that I will not be able to use the Children's House facility until all matters are settled.

Name:

Signature:

Date: