

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). In addition, the school will charge for hours and activities not covered by Council funding, and parents will be invoiced accordingly.

The level of charges for any given year will, in normal circumstances and where possible, be available to parents several months before the beginning of the school year. These will either be advertised on the school website or notified to parents directly. The policy of our Children's House is to retain our charges at a fixed level for a complete academic year, but we retain the right to revise the amount we charge if circumstances so dictate.

Parents will be sent a termly invoice in advance of the term beginning and this invoice should be paid before term starts. (Parents will appreciate that having to chase up unpaid invoices is a time-consuming activity which is best avoided.) If payment for the full term is difficult, please come and talk to us about payment over shorter time periods.

Our charges 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 payments. 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.)

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

Bank Details for 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, one 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 charges remaining will still be due. Under these circumstances, you will be invoiced at the same rate as the last full term of attendance.

Please sign this declaration and return it to the school.

I have read and understood the financial guidelines above. I agree to adhere to the Children's House policy with regards to paying my child's invoice on time. Where this is 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: