

# Financial Guidelines

Fife Council provides funding for our morning session. 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).

By itself, however, Fife Council funding is not enough to pay for the provision of all those features which allow the Montessori nursery to rise above the routine. These include our beautiful and unique setting, our highly qualified staff, our Montessori didactic materials, upkeep of our medieval walled garden, our art and music specialists, Spanish, outings etc. For this, we ask for a contribution payable at the beginning of each term.

The level of contribution will, normally, be available to parents several months before the beginning of the school year. This will either be advertised on the school website or notified to parents directly (or both). Our policy is to retain the contribution at a fixed level for a complete academic year, but we retain the right to revise the amount 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. If payment for the full term is difficult, please come and talk to us about payment over shorter time periods.

Expected payments 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.)

## **Bank Details**

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.

## **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.

## **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.

**Name:**

**Signature:**

**Date:**