

**THE WOOD STREET MONTESSORI NURSERY SCHOOL**  
**EWEN HALL, WOOD STREET, BARNET,**  
**HERTFORDSHIRE, EN5 4BW**  
**TEL: 020 8449 3968**

**REGULATIONS**

Please read the regulations carefully before signing the registration form.

**AGE OF ADMITTANCE:** We accept children between the ages of 2 - 5 years.

**HOURS OF OPENING:** 09.30am – 12.30pm, 5 mornings per week, Monday to Friday: 1.00pm to 3.45pm, 2 afternoons per week (Mondays & Wednesdays). Lunch cover is available, where applicable. The nursery school follows the educational year of 3 terms, each with a one week, half term break. A list of dates is issued each year. Children attending the morning sessions can also attend the afternoon sessions on Monday and Wednesday. They will require a packed lunch.

**SECURING A PLACE:** A signed registration form and a registration fee of £50.00 is required when you enrol your child. This is refundable only if a place is not available. To secure your child's place a deposit of £200 is payable on acceptance. This deposit will be deducted from the final term's fees, providing one term's notice has been given in writing. The first term's fees are due one month prior to the child starting school and must be paid in full by the first day of term. Days and sessions required should be clearly indicated on the registration form. Any subsequent changes required during the school year must be advised in writing and agreed with the principal.

**FEES:** At the end of every term you will be invoiced for the fees for the following term. In the event of your child leaving the school, a term's notice should be given in writing, otherwise a term's fees in lieu will be charged. Fees may be paid by cash or cheque and made payable to:

**The Wood Street Montessori** and forwarded to the school office at:

**22 Whittings Road, Barnet, Hertfordshire, EN5 2QY.**

**Fees are reviewed annually in September.**

**COLLECTION FROM SCHOOL:** Your child will not be allowed to leave school with any person that the teachers have not met, unless previous arrangements have been made with the Principal. A password system is used for this purpose.

If there is an emergency, please telephone the nursery on **07931 532095** and inform the school as to who will be collecting the child.

**For morning sessions children must arrive at school for 09.30am and be collected at 12.20pm.**

**For the afternoon sessions children must arrive at school for 1.00pm and be collected by 3.45pm.**

**For full day sessions children must arrive at 9.30am and be collected by 3.45pm.**

**ILLNESS:** Parents are requested not to send sick children to school and inform us if the illness is contagious.

- Should the child become ill whilst at school, parents will be notified immediately and will be expected to collect their child at the earliest opportunity. Please inform the school of any emergency numbers or change of address and telephone numbers.
- In the event your child experiences symptoms of diarrhoea or vomiting, they must be absent from nursery for at least 48 hours from the onset of the last bout.
- In the very unlikely event of an emergency, the Principal reserves the right to contact the family doctor or take your child to hospital.

- Medication can only be given if it has been prescribed by a general practitioner and with the written consent of parents, stating exact dosage and times to be administered. If the administration of a prescription medicine requires technical medical knowledge then individual training must be provided for staff by a qualified health professional. This must be done before the child starts nursery. Training must be specific to each individual child. Medicine request forms are available from the school.
- Please write out any medical information on the registration form. This information should be updated regularly.

**CLOTHING AND PERSONAL PROPERTY:** All children will require a smock, which can be purchased from the school. The children are encouraged to manage their own clothing and shoes. Therefore, it is important that they come to school in easy to manage and practical clothing.

We would advise that the children should not bring valuables, jewellery or sweets to school.

- Unfortunately, we cannot accept responsibility for any loss or damage caused to children's items.

**BREAKTIME:** The children will be provided with water and fruit and vegetable snacks daily. A fruit bowl is available for parents to contribute to.

**PROGRESS REPORTS:** Each child receives a progress report every term. Members of staff are always happy to discuss children's progress with parents and appointments can be made. Parents' views and comments are always given consideration.

**OUTINGS/VISITS:** We request prior permission to take children on school outings. Visits to the library or park may take place during the term and the parents will be informed accordingly. For outings, parents will be invoiced separately.

**FURTHER INFORMATION:** A full range of our policies and procedures are available in the hallway for our parents to read.