



# TERMS AND CONDITIONS OF ENROLMENT

Revised December 2016

1. The opportunity exists to take an active part in the running of the Montessori Early Education Centre (MEEC) and support the (MEEC) by:-
  - (i) Participation on the Committee or on a sub-committee;
  - (ii) Helping out with specific functions as they arise or serving on a sub-committee;
2. You agree to re-enrol your child from term to term dependent upon the program so as to complete either MEEC's:
  - Two year - eight term Sessional Program
  - Three year – twelve term Cycle 1 Program
  - One year – four term Early Starter Program
3. It is MEEC's expectation that it will be able and willing to re-enrol your child from term to term. However, MEEC cannot guarantee the re-enrolment of any child, and retains the right to decide not to re-enrol a child. If you, as a parent do not abide by the “Code of Conduct Policy” of MEEC your child’s or children’s enrolment will be cancelled and your registration as a member of MEEC will be terminated.
4. In unforeseen circumstances when a room has to be closed there will be no refund of fees.
5. A non-refundable administration fee of \$100.00 must accompany an application for enrolment for a child to be offered a place at the centre. A separate administration fee is payable for each child and each enrolment form and will not be refunded under any circumstances.
6. One or both parents or guardians become registered members of MEEC. The cost of membership is presently \$10.00 per person per year but is subject to alteration without notice. A position for the child is only available whilst at least one parent/guardian of the child remains a member. A membership carries with it certain rights to receive notices, attend meetings, abide by all the MEEC policies and to vote at Annual and/or Extraordinary General Meetings. Whilst it is only necessary for one parent to be a member, both are encouraged to join. As a member of MEEC you must notify the administrator for of any change of address as soon as possible.

7. Early Starters & Pre-School Programmes:

You agree to pay a Commitment Bond (Bond) equal to one term's fees for the program your child is enrolled in. This amount is to be paid within 14 days of the date of the notice that a position is offered for the child. The amount of the Bond is subject to alteration at any time and the balance is due 14 days within notification of any change.

8. **The Bond will not be refunded :-**

If you accept a place, pay the bond and then decline the spot without your child/children starting at the Montessori Early Education Centre.

If the child does not complete the 1 year Early Starter program (being from when the child commences until they complete Term 4).

If the child does not complete the 2 year Sessional program (being from when the child commences until they complete Term 4 in the following year).

If the child does not complete the 3 year Cycle One program (being from when the child commences until they complete Term 4 in their third year).

8a The Early Starter Bond may be refunded when the child completes the programme or when MEEC is unable to re-enrol the child for any reason. If the child is continuing at MEEC the Bond may be rolled over to form part of the Bond for the Cycle 1 or Sessional programme.

8b. With the Sessional Programme, the Bond will be refunded at the completion of the two year program.

8c. With Cycle 1, the Bond will be refunded at the completion of the three year program.

8d If you leave our centre and request a bond refund you must put your request in writing to the principal or a committee member within 30 days of notifying us in writing that your child/children is/are leaving the centre.

8e. **If there are outstanding fees, including late fees owed, this outstanding amount will be deducted from the bond refund.**

8f. If there is a breach to the 'Code of Conduct' policy any bonds held at MEEC will not be refunded.

9 The amount of fees/bonds and the date of payment may be subject to alteration at any time.

9a Term fees are payable in advance on or before the following dates:

First Term: First Friday of Term 1

Second Term: Last Friday of Term 1

Third Term: Last Friday of Term 2

Fourth Term: Last Friday of Term 3

Every effort will be made to send out fee invoices 14 days before they are due for payment. However this may not always be possible with fees for the first term.

If your child leaves our centre during the term and before they have completed the Early Starter, Sessional or Cycle One programmes and the term fees have been paid you will **not get a refund on these fees.**

- 9b A discount of 15% on the term fee will be granted for the second and subsequent siblings (but not the first child) when the children are both/all attending the Sessional, Cycle 1 or Early Starter programs **concurrently**. This discount will apply to the lower fee.
- 9c A late payment fee will apply if fees are not received within 14 days after the due date for payment. The late payment fee will be **\$50.00 for every** week (or part thereof) that the fees remain unpaid after these 14 days of grace. After the third week of term, MEEC may decide to exclude the child if the fees are still unpaid.
- 9d If you are facing exceptional or unusual difficulties in paying any of the above fees, please advise the Administrator before their due date. The administrator will then advise you whether you need to advise the treasurer in writing. Any correspondence of this nature will be treated with strict confidence.
10. If a place is offered for a child to start attending MEEC before the commencement of the school year and the offer is accepted full fees will be payable to hold that place if the child commences during or later than Term 1. This will be applicable for all programs if your child has not met the age requirements of that program.

A pro-rata fee will only apply in cases where a place is offered and accepted for a child after the start of the school year.

11. Entry can't be guaranteed to siblings. Parents and guardians are advised to enrol all subsequent children as soon as possible. Admission to the two year old Early Starter group does not imply admission to the Pre-School program, although preference is given to Early Starters and siblings based on the Enrolment Placement Policy when deciding on intake.
12. Unless a change of address is notified, any offer of a position will be sent to the address on the application. A position offered and not accepted within fourteen days of the offer may be lost.
13. It is a pre-requisite that at least 1 parent attends a minimum of 1 Montessori Parent Information Session each year while your child/children is/are enrolled at the centre.
14. Under the *Public Health and Wellbeing Act 2008* MEEC cannot enrol a child unless the parent/guardian has provided acceptable immunisation documentation.

Acceptable immunisation documentation includes evidence that your child:

- is fully vaccinated for their age
- is on a recognised catch-up schedule
- has a medical reason not to be vaccinated
- has been assessed by our service as being eligible for a 16 week grace period.

The Government's No Jab No Play laws require all children to be age-appropriately immunised before enrolment can be confirmed.

Parents/guardians offered places will be asked to provide immunisation documentation to MEEC that shows that their child's immunisations are up to date for their age or that an exemption applies.

