1. **Parent Participation:**
   1.1 The opportunity exists to take an active part in the running of the Montessori Early Education Centre (MEEC) and support the (MEEC) by:
      1.1.1. Participation on the Committee or on a sub-committee;
      1.1.2. Helping out with specific functions as they arise or
      1.1.3. serving on a sub-committee.
   1.2. 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.
   1.3. It is a pre-requisite that at least 1 parent attends a minimum of 1 working bee each year while your child/children is/are enrolled at the centre.
   1.4. A charge of $150 will be added to the last invoice in term 4 for each year that you have not met the requirements set out in 1.2 and 1.3 above. If the fees remain unpaid at the time when a bond return is due, the charge will be deducted from your bond return.

2. **Committed to re-enrolment:**
   2.1 You agree to re-enrol your child from term to term dependent upon the program so as to complete either MEEC’s:
      2.1.1. Two year - eight term Sessional Program
      2.1.2. Three year – twelve term Cycle 1 Program
      2.1.3. One year – four term Early Starter Program
   2.2 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.

3. **Breach of Code of Conduct:**
   If you, as a parent, do not abide by the “Code of Conduct Policy”, your child’s or children’s enrolment/s will be cancelled and your registration as a member of MEEC will be terminated. **Under these circumstances your bond and pre-paid term fees will not be refunded.**

4. **Room and Centre Closures:**
   In unforeseen circumstances when a room or the Centre has to be closed, there will be no refund of fees.

5. **Administration Fee:**
   A non-refundable administration fee of $150.00 must accompany an application for enrolment for a child to be offered a place at the centre. A separate administration fee is
6. **Commencement Bond**:

6.1 You agree to pay a Commencement Bond (Bond) equal to one term’s fees for the program your child is enrolled in. This amount is to be paid within 7 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 7 days within notification of any change, unless otherwise stated.

6.2 We draw your attention to the fact that Early Starters is a one year program, Sessional a two year program and Cycle 1 a three year program. Your bond will be forfeited:

6.2.1 **If your child does not complete all the years in the program, as enrolled.**
6.2.2 If you accept a place, pay the bond and then decline the spot without your child/children starting at the Montessori Early Education Centre.
6.2.3 If the child does not complete the 1 year Early Starter program (being from when the child commences until they complete Term 4).
6.2.4 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).
6.2.5 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).

6.3 The **Early Starter Bond** may be refunded when the child completes the program (end of Term 4) 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 program.

6.4 With the **Sessional Program**, the Bond will be refunded at the completion of the two year program, at the end of Term 4.

6.5 With **Cycle 1**, the Bond will be refunded at the completion of the three year program, at the end of Term 4.

6.6 Under **no circumstances** will a bond be refunded to pay Term 4 fees.

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

6.8 If you leave our centre under exceptional circumstances you may request a bond refund in writing to the committee on committeeemec@gmail.com within 30 days of notifying us in writing that your child/children is/are leaving the centre.

6.8.1 The following does not constitute exceptional circumstances:

6.8.1.1 Finding the Montessori Program unsuitable for the child;
6.8.1.2 Withdrawing a child based on financial hardship;
6.8.1.3 Your child not settling in as per your expectations.

6.8.2 Exceptional circumstances do include:
6.8.2.1 Relocating to a different city/state due to work commitments (proof will be required).
6.8.2.2 Other circumstances which the Committee deem out of your control and reasonable (proof will be required).

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

7. **Term Fees:**
7.1 Fee invoices are issued at the end of each preceding term and are payable in advance by:

- First Term: First day of Term 1
- Second Term: First day of Term 2
- Third Term: First day of Term 3
- Fourth Term: First day of Term 4

Every effort will be made to send out fee invoices on the last day of the preceding term.

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

7.3 A late payment fee will apply if fees are not received within 7 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 7 days of grace. After the third week of term, MEEC may decide to exclude the child if the fees are still unpaid.

7.4 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, whether an extension is possible and/or offer you a payment plan. Any correspondence of this nature will be treated with strict confidence.

7.5 If a place is offered for a child to start attending MEEC before the commencement of the school year and the offer is accepted, fees will be payable to hold that place if the child commences after Term 1 begins. Full Term 1 fees apply if your child turns 2 (Early Starters) or 3 (Pre-School) before Week 6*. 50% of Term 1 fees apply if your child turns 2 (Early Starters) or 3 (Pre-School) after Week 6*. This will be applicable for all programs if your child has not met the age requirements of that program.

*This date will vary from year to year but approximately mid March.

7.6 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.
8. **Enrolments:**
8.1 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.

8.2 Unless a change of address and email address is notified, any offer of a position will be sent to the email address on the application. A position offered and not accepted within fourteen days of the offer may be lost.

8.3 **Immunisations:**
8.3.1 Under the *Public Health and Wellbeing Act 2008* MEEC cannot enrol a child unless the parent/guardian has provided acceptable immunisation documentation.
8.3.2 Acceptable immunisation documentation includes evidence that your child:

- is fully vaccinated for their age (Medicare record only)
- 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, or your child will be excluded from the Centre until such documentation is received.