



Terms and Conditions

Submitting the online registration form or attending our parent and child classes constitutes agreement with these terms and conditions.

- Supervision.** Montessori Mornings is a parent and child activity and every child must be supervised by a parent/legal guardian or a carer employed by the parent/guardian. **The child's adult supervisor remains responsible for their children's behaviour, activity, health and safety at all times while on the premises.** In a Montessori environment, children are normally encouraged to handle real objects rather than pretend ones. Some of the activities include breakable and small parts. We aim to provide incremental opportunities for children to take small risks while they gain vital skills and control; however, children are all at different stages of control and will always be prone to error, so you must supervise your child always for their safety.
- Allergies and health conditions.** You must tell us if your child has a condition (eg. allergy / sensitivity) that can affect their health during the session. Based on the information you supply and the degree of risk to your child we will take reasonable steps to remove risks to your child but their supervising adult remains responsible for their health, safety and well-being at all times. Please note that while we can remove some allergens we cannot guarantee they will not be present in the environment in small or trace amounts.
- Registration form.** On or before your first visit, you should fill out the online registration form including contact and allergy information.
- Daisy Card Membership.** Purchasing a 10-session Daisy Card for your child makes you a "member" until the expiry date on the card, or for 12 weekly sessions including the first. Daisy Cards must be presented every time you attend. Charges are lower for babies up to two weeks before their first birthday. Sibling discounts are available for children who share a parent/legal guardian. You may attend any session at either location. **Unused sessions cannot be refunded beyond the start date** nor can extensions be given beyond 12 weeks. If your circumstances change, you can transfer your Daisy Card to a friend or come together in order to use up your sessions before the expiry date.
- Membership offers and benefits** are subject to availability and must not be passed on or sold. Member vouchers are non-transferable; similarly Free Session vouchers for friends cannot be used by members. Vouchers are only valid in the period specified. Members are invited to create a login to the Members' area of the website. Members may sign out books from the Parents' Library. Books are due back within one month. Lost library books will incur a charge of £10.
- Single Sessions - booking and cancellation.** You can request a single session in advance by filling out the online registration form. Please allow at least a day for us to see and confirm your request. Payment is by cash/cheque on the day. To cancel, please let us know by email.
- Booking through Hoop.** You can book and pre-pay for some sessions or Daisy Cards ('Flexi-Pass') on the Hoop app. Ordinarily, refunds will not be possible but we will be happy to change your booking to a different date. Please get in touch directly by email to change your booking.
- Snacks and drinks.** For hygiene, please put away toys and shelf activities before snack and supervise your child while they are eating/drinking and help them to clear up afterward. **No nuts or nut-containing products may be brought into the venue.** For safety reasons, **please keep hot drinks on the serving counter and do not let children walk around or play while eating.**
- Kitchen, toilets and nappy change.** Children may not enter the kitchen or toilets unsupervised. Toilets incorporate baby change tables. Please ensure your used nappies are properly disposed of.



- 10 **Fire Safety:** You must sign-in all your children, leaving a mobile phone number for emergencies. Please note the location of the fire exits. If the fire alarm goes, we must all leave the building with the children immediately and meet across the street from the main entrance (on Leamington Terrace if at Bruntsfield, or on Comely Bank Avenue if at Comely Bank). We will then ring every parent/carer on the sign in sheet to make sure every person is accounted for.
- 11 **Other emergencies.** You may wish to leave an emergency contact detail in case you are taken ill at the session. This can be given on the registration form.
- 12 **Sickness policy:** Please do not bring your child to the session if they have diarrhoea, nausea, conjunctivitis, any unknown rashes, or a temperature. Wait 48 hours until symptoms have disappeared. We reserve the right to refuse entry to a child who we think is too unwell to attend.
- 13 **Security:** Please leave your push-chair considerably stowed as advised. Please ensure the front door shuts after you and do not prop the door open as this makes the building less secure for children and opens us up to liability. Look after your valuables as no responsibility can be accepted for loss or damage to clothing and other belongings. No smoking is permitted in the building. We may take photos in accordance with our photo policy. Please be considerate of other adults' and children's privacy and security when photographing your child.
- 14 **Care of others:** Montessori Mornings is open to all and we ask that parents/carers help us maintain an inclusive and caring atmosphere while role modelling good behaviour for children. We will not tolerate bad behaviour, bullying or abuse and will ask disruptive adults to leave at the first instance.
- 15 **Care of materials.** Please do not be upset if your child breaks or tears something accidentally - however, please do encourage careful handling as some of the material is hard to replace and can cause injury if not handled safely.
- 16 **Photography.** We take non-identifiable photographs of children and adults for promotional purposes. Photos will always be taken from behind, or zoomed in to exclude faces. If you still do not want photographs taken, or if you would like an electronic copy of the photos we have taken of you or your child, please tell us.
- 17 **Data Protection.** Only the minimum of information is gathered, upon registration and signing in at the door, in order to offer the service and safeguard yours and your child's safety. Your information is stored electronically or physically in a single place and in a secure manner and you are entitled to a copy of it at any time. Your information will be permanently destroyed if you have not attended within a three-month period, or sooner if you request it.
- 18 **Privacy Policy.** We will only use the information you give us when you contact us (via email, the website, the registration form, Hoop, Facebook, or other means) in order to provide the service and to ensure safety (eg. in the case of allergies or emergencies). Your information is deleted three months after your last visit, or sooner if requested. We do not sign you up to mailing lists or send unsolicited marketing mail. If you wish to receive our Newsletter, you may sign up for it on the website and unsubscribe at any time using the link provided.
- 19 **Suggestions.** If you have a complaint or an idea that will make Montessori Mornings better, please tell us face to face or on the phone. We are always learning from our experiences and we appreciate constructive suggestions.

Contact email: montessorimethodsltd@gmail.com

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