

HORIZONS MONTESSORI SCHOOL AND HOMEWORK CLUB

PARENTAL AGREEMENT SEPTEMBER 2025

TERMS AND CONDITIONS

NOTICE PERIODS:

Montessori School - A minimum of 3 month's written notice is required if you no longer require a place in the service, or if your child leaves before the end of the contract after their last ECCE year. Fees are payable in full during the notice period.

6 month's written notice is required if you wish to change from a full day place to a part-time place. This request can only be considered if a part-time place is available. If no part-time place is available, you will be placed on a waiting list, and the full-time fee is payable until a place is available. Full-time parents are committed to staying until either the end of June or the end of August in the final ECCE year.

Homework Club - A minimum of 3 month's written notice is required if you no longer require a place in the service. Fees are payable during the notice period. If less than the required notice period is given, the deposit will be forfeited.

General Terms and Conditions

1) The monthly fee is payable in advance on the 1st of each month by direct debit on a 4 or 5 weekly basis, depending on the month. You will receive a fee notification in advance of the direct debit date. If the direct debit is rejected by your bank, a €5.00 rejected payment fee will be applied to your account.

Non-payment of fees may result in cancellation of your child's place.

3) Deposits paid for new admissions will be refunded after your child's last month in the service provided the correct notice has been given and all fees are paid to-date. If a child moves from the Montessori School to the Homework Club, the deposit is rolled over and no additional deposit is required. Moving from the Montessori School to the Homework Club is not deemed as a break in service and the corresponding fees and notice periods apply.

Deposits for new places are non-refundable if you cancel your place before the start of term in September.

Deposits are not refundable if you do not give the required notice period.

4) Our Service closes promptly at 6pm every day. Any collections after 6pm will incur a late collection fee of €5 for every minute. This is payable immediately in cash to the member of staff waiting with your child.

The Homework Club calendar is set according to the schools on our collection list's calendars issued in advance of the new school year. Any changes made to school closures during the

year will not be accommodated by Horizons Homework Club. The Homework Club is not able to facilitate full day openings or early collections for any ad-hoc school closures (e.g. staff meetings/sports days/in-service days). Children can be dropped in from 1.30pm in the afternoons on these days.

5) Homework Club: Behaviour - Any unacceptable behaviour will be dealt with in accordance with our Policies and Procedures and we will strive to work with parents to resolve any issues. If, however, the behaviour continues, it may result in the child being asked to leave the service.

6) We are an inclusive service in both our Montessori School and Homework Club. We endeavour to meet every child's needs within our capabilities, ensuring that we comply with Health and Safety requirements for both children and staff as per our inclusion policy.

7) SNA: If your child has an SNA in primary school, then an SNA is also required in our Homework Club. This service would need to be provided by the parent. It is the responsibility of the parent to inform us of any additional needs your child may have.

8) Sickness policy: Please do not send your child in to the Montessori School or Homework Club if they are unwell. Your child should be 48 hours symptom free before returning. If your school-age child has not attended school due to illness, they are not permitted to attend the Homework Club in the afternoon.

9) Lost Property: Horizons Montessori School and Homework Club accepts no responsibility for any lost or stolen items. This includes clothes, school books, toys and electronic devices. Please make sure all your child's clothing and belongings are labelled clearly with your child's name. We do not provide secure parking, please do not leave bikes or scooters outside our buildings.

10) Terenure College: Parents are obliged to adhere to the speed limit of 10km when driving through the grounds of Terenure College, especially around the church at all times of the day. This is for the safety of all children and any person found exceeding the limit will be asked to leave the Homework Club.

11) The collecting and processing of Personal Data is in accordance with our Privacy Policy

THIS FEE POLICY AND PARENT AGREEMENT IS VALID FROM 26/06/2025 AND SUPERCEDES ANY PREVIOUSLY ISSUED TERMS AND CONDITIONS.

YOUR CHILD'S ATTENDANCE AT HORIZONS MONTESSORI SCHOOL AND HOMEWORK CLUB IS DEEMED ACCEPTANCE OF THE ABOVE TERMS AND CONDITIONS