



Montessori Schools Association

Notice period for a child to cease attending schools and nurseries in membership of the MSA

The Montessori Schools Association believes that member schools and nursery settings should always seek to establish good working relationships with parents and carers who place their children in the setting. As part of that relationship, a shared understanding of the contract between the parent/ carer and the setting management is vital. To support this we strongly recommend that all settings:

- Ensure that parents/ carers sign a contract with the management or proprietor of the setting.
- The detail of the contract is for each MSA member setting to establish, however MSA recommends that it should include a statement of the times or sessions which the child will attend the setting, a note of any medical or other issues affecting the child, parent/ carer contact details, who besides the parent/carer is allowed to pick the child up at the end of the time in the setting, and state the notice period required by both the parent/ carer and the setting to terminate the contract.
- We strongly recommend that the contract should indicate that the parent/ carer or the setting owner/ management must give a term's notice before the child ceases to attend the setting. In lieu of such notice, and where a child ceases to attend during a term, the fees for the remaining part of the term should be paid. Such terms are the standard industry practice for independent nurseries and schools, and are commonly recognised across the sector.

In presenting parents and carers with the contract, we recommend that its mutual benefits be emphasised, so that both signatories – parents/ carers and the setting management – can share the care and education of the child and support their long term development.

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