

Admissions policy

Applications are processed without any bias.

When a space is available any child of the appropriate age will be admitted to Artisans, after registration forms have been completed and deposits paid. When enquiring parents will be provided with a school prospectus, the necessary registration forms detailing information we need to know about the child including the admissions policy and a comprehensive fee structure. They will be offered full copies of all the policies. After registration forms and deposit has been received parents will be informed in writing that a place has been given and will be provided with an invoice detailing the days and hours of attendance by the end of the term preceding that in which the child starts. Parents will be updated on all amendments to policies in the fortnightly newsletter, full copies of policies will be provided after any significant policy changes, they are also available on our website. The registration forms state compliance with all our policies at all times.

All children will be offered a discretionary 2 hour session before they begin their sessions at Artisans as an orientation opportunity. Ideally children will be toilet trained before they begin.

Parents will be invited to visit Artisans again after two weeks to meet their child's key worker and to provide an opportunity to ensure complete understanding of expectations on both sides.

When the provision is full a waiting list will be opened. Parents will be informed as soon as spaces become available in person, by phone, email or in writing. Places will be allocated as far as is practicable first to children already attending and wishing to increase their sessions, next to siblings of those already attending and then in the chronological order of application. It will be possible to remain on the list if the spaces available are not appropriate to needs, but the available spaces will be offered to others. In some cases staffing ratios may mean spaces are available to older children which are not available to younger children.

Children joining or entering the term after their third birthday, or thereafter, and eligible for inclusion in the "free early years entitlement" will be provided with detailed analysis of fee structures detailing the free hours and any additional services and corresponding charges that are available. It will be possible, from September 2010, to access this funding in 3 hour sessional phases both morning and afternoon from Monday to Thursday and mornings on Fridays. Applications for places will be processed using two main criteria in tandem. These are:

1. Whether the child already attends.

2. Applications will be processed with account taken for the operational logistics of the Artisans community.

Please be aware that as Government legislation in this area is continuously changing we cannot guarantee that we will indefinitely operate in this way. We will however, inform parents of any policy change in newsletters, the policies are available online and invoices may also contain pertinent information. The County Council are obliged to offer every eligible child their Free Entitlement at a provision within the County.

Information about the entitlement and the fee costs for additional services Artisans offer which constitute the regular delivery will also be provided with the initial registration pack.

Settling In

All children will vary in their ability to settle. We hope that the very personal and comfortable environment we create can make this easy for all involved.

Parents are welcome to stay with their child initially as they become familiar with the setting. We advise that this is not protracted unduly as the children benefit from understanding what is expected of them and that their parents are confident with this too.

We also encourage parents to collect their child 20 minutes early for the first week or two to avoid children feeling they are being left whilst others are going.

Throughout their time at Artisans we will always ring parents if their child is upset for a continuous period of more than 25 minutes, or in situations where the child is uncharacteristically upset.

We recognise that settling in is hugely helped by good communication between parents and staff about hopes and fears. To this end parents will be specifically consulted when dropping off and collecting children, this will continue

for the duration of the child's time with Artisans. It is also expected that parents will ensure they seek out staff to inform them of pertinent information throughout a child's time at Artisans.

Fee Payment

A non-refundable registration fee of £30 is payable to be proceed with registration. This fee covers our administrative costs as well as the individual equipment purchased when a child begins. A deposit of £100 is required at registration and this confirms the acceptance of the policy terms, including the notice of withdrawal terms below. This is held against unpaid fees or significant damage to equipment and in all other circumstances is repaid when the child leaves.

Fees should be cleared into our account in or before the end of the first week of each half term. Parents will be invoiced in the last week of the previous full term or at registration if this is a later date.

Parents will be issued with an overdue invoice in the second week of each half term, to be paid within 7 days. After this time a late payment fee of £30 per week will be incurred. Action may be taken to exclude the child until an agreement for payment has been reached.

Payment can be made by cheque to Artisans Kindergarten, or by BACS transfer to Artisans Kindergarten, Nat West, acc. no. 12072478, sort code 601033, or by cash payment.

We accept a variety of nursery vouchers on request from the parents. We also take Free Early Years Entitlement on behalf of the parents, parents are required to pay any balance of monies due.

Parents remain liable for all fees in instances where other payment methods have failed for reasons not directly the responsibility of Artisans.

Fee increases are at our discretion and you will be notified in newsletters and on our website not less than half a term before changes are made.

Withdrawing a child

Parents wishing to withdraw their child are required to give written notice on or before the last day of the half term preceding the half term notice period. Notice during holiday periods or earlier in a half term will be mean that the period of notice will be the following half term period, i.e. notice given in the Easter holidays will mean the leaving date being the end of the second half of the summer term.

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| Leaving at the end of | Notice given no later than the end of |
| Autumn term 1 st half | Summer term 2 nd half |
| Autumn term 2 nd half | Autumn term 1 st half |
| Spring term 1 st half | Autumn term 2 nd half |
| Spring term 2 nd half | Spring term 1 st half |
| Summer term 1 st half | Spring term 2 nd half |
| Summer term 2 nd half | Summer term 1 st half |

Refunds

Refunds will not be given due to sickness of the child, holidays taken within term times, extreme weather or natural disasters or events outside our reasonable control. We will take account of the immediate and on ongoing safety of staff and children both in travelling and at Artisans into consideration relating to any closure.

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- © Reviewed May 2010
- © Reviewed Jan 11 and Sept 11

Designated teacher Ruth Martin