



ARTISANS KINDERGARTEN

Session times and fee structure

Monday - Friday

8 - 8.30am	early morning cover	£4
8.30am - 12 pm	morning session	£26
12pm - 12.30pm	fresh cooked lunch	£8
12.30 - 4 pm	afternoon session	£26
4 - 4.30 pm	tea and evening cover	£4
8.30am - 4pm	school day	£60

We can claim the Free Nursery Entitlement on your behalf when appropriate, please see attached sheet for more detail.

We also accept childcare vouchers.

There is a discretionary 5% discount for siblings.

When booking 9 sessions a week for one child you will receive a £25 discount per week.

These are not available in conjunction with other special offers.

Fees are correct at the date of writing but changes are discretionary to Artisans and will be notified in newsletters and on our website no less than half a term before any change is made. Increases are usually made in September.

The timings of the morning and afternoon sessions are longer than most provisions to allow flexibility for parents in dropping off and collecting their children, without the child missing any of the primary educational input. The focus activities all occur between 9.15am - 11.45am and between 12.45 - 3.15pm.

Half termly dates for 2011 / 12

Autumn 2011

1 September, staff training - twilights, 2 September staff training

5 September - 21 Oct (5,6,7 September for new starters only)

Half term 24 - 28 Oct

31st Oct - 15 December

16th December occasional day

Spring 2012

2 Jan Bank holiday

3 Januray staff training

4 Jan - 10 Feb

Half term 13 - 17 Feb

20 Feb - 29 March

30 March staff training

Summer 2012

16 April - 1 June

Bank holiday 7 May

Half term 4 - 8 June

11 June - 20 July

Training 23 July - twilights

Memberships

Montessori Schools Association

Pre School Learning Alliance

National Day Nursery Association

Formalities

Ofsted registration no. EY376536

Insurance held with Zurich

Bank details: Nat West; sort code 60-10-33; account number 12072478

Company registration number 5276694. Registered with ICO.

Updated July 2011

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.

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.

- © Artisans Kindergarten 2009
- © Reviewed May 2010
- © Reviewed Jan 11 and Sept 11

Designated teacher Ruth Martin

Permission Slips

Local Area Walks

Set in beautiful countryside we would like to be able to take the children on some of the local footpaths to look at flora and fauna, the seasons, the weather, and learn more about their environment. Children will always be accompanied at a ratio of at least 1 : 4 adults to children.

I give permission for(child's name)
to be taken on walks in the local area.
Parent / Guardian's signature
Date

First Aid and Emergency Treatment

In accordance with our first aid, medicines and sickness policy, we ask for your permission to give first aid to your child or call emergency services if needed. Any such assistance will only be given by staff with first aid qualifications, of which there will always be at least one present.

If your child requires regular or prescription medicines (such as inhalers) please speak to a member of staff.

I give permission for(child's name)
to have emergency first aid or treatment sought or given if necessary.
Parent / Guardian's signature
Date

Photos

In accordance with data protection we need your permission to take photos of your child.

We use photos as a key part of our recording process because they are an accurate and dated record of your child's progress. These are kept in your child's confidential record.

We also use photo on displays in the classroom, these are primarily as aids to the children's learning, as celebrations of their achievements and as information for parents about activities their child has been involved with.

We like to have photos on our website and marketing materials. The children's names are never mentioned on the website or in marketing materials.

We will be happy to provide you with copies of any photos we take.

We never pass photos on to others.

I give permission for photos to be taken of my child and used by Artisans Kindergarten for
my child's confidential records
displays in the classroom
Artisans website and marketing material

Signed (parent/guardian)..... date

Dietary Requirements

Name

Allergies (please provide details of causes, reactions and necessary action)

.....
.....

Likes

.....
.....

Dislikes

.....
.....

Suncream

We ask that on sunny days you apply sun cream for your child before bringing them to Artisans. For children who may need an additional application during the day or on occasions when you may have forgotten we will apply a high factor childrens' sun cream on your child. We take no responsibility for any allergic reaction but will call you immediately if this occurs. If we make regular applications of sun cream we reserve the right to make a small charge for this. All our staff have had enhanced CRB checks cleared. Please sign below to state your permission for sun cream to be applied.

Child's name
Parent / Guardian signature
Date



The Old Cottage, 83 New Mill End, East Hyde, Beds, LU1 3TS

T: Sarah 07787 535 135 or Katie on 07795 510 130

Ruth 07884 000 651

W: www.artisans.uk.com E: info@artisans.uk.com

Free Early Years Entitlement (3 and 4 year olds only)

We are registered to claim the FEYE from Hertfordshire County Council on behalf of those children who are eligible (any child from the term after the term in which they turn 3 years old), we will automatically let you know if your child is eligible and also display information to enable you to check for yourselves in case we make an oversight. To do so we are obliged to make clear how this operates in relation to our fee structure.

Our morning and afternoon sessions are each three and a half hours long (8.30am -12 noon or 12.30pm to 4pm) these are made up of the following elements with the associated fees. We take registrations for the complete session before considering applications for parts thereof. Please see the admissions policy for details.

PLEASE NOTE: The FEYE is based on costs that assume only regular consultation to a teacher who need not be present and therefore does not make any allowance for the fact that we are staffed predominantly by trained teachers at all times. It is also a national rate and therefore makes no allowance for the higher rents and rates we pay being in Harpenden compared to a national average. The FEYE is not intended to cover meal costs. It is paid in different patterns in different setting. We offer to claim it per 3 hour educational session, it does not therefore cover for our sessions being longer or for our early drop off or late collection options. We are able to claim a min of one 3 hour session per week and a maximum of 5 sessions (making 15hours) per week. Based on our hours we are able to claim two sessions in any one day on behalf of your child, making it possible for you to claim all your sessions within 3 days or to spread them across 4 or 5 days.

Three hours of child led activities covering the entire range of EYFS goals and more and during which the staff are supporting and extending children in their choices.	FREE to nursery year children, which for those children eligible is claimed directly from HCC on your behalf after necessary paperwork is complete.
30 minutes of individually focused teaching during which a qualified teacher will guide children through a specific, planned and differentiated activity which is also used as an assessment tool to plan future targets for each individual child, ensuring each child experiences as broad as possible a range of activities. These may be small group or individual sessions as most appropriate to the learning objective.	£11
Breakfast or High Tea Toast with spreads, fresh and dried fruit and fruit juice or milk. A selection from; sandwiches, fruit loaf, cakes, biscuits, fresh fruit, dried fruit, cheeses, cold meats, fruit juice, milk, hot chocolate. Our meals are served as a communal activity on real crockery, the children are taught table manners and conversational skills as well as how to spread, cut, pour, slice etc	£6
Session cost	£17
Other additional services available	
Lunch: freshly prepared on site by our fully qualified chef	£8
Early drop off or late collection each	£4.50

Discovery

Trust

Identity

Pleasure

Stability

Ofsted registration EY376536 Insurance held with Zurich

Member of Montessori Schools Association, Pre School Learning Alliance and National Day Nursery Association

Tasty Tales Ltd t/a Artisans Kindergarten reg. co. no. 5276694.

Director Ruth Martin MA Oxon, BSc Hons, QTS