



ARTISANS KINDERGARTEN

Session times and fee structure

Monday ~ Friday

8 - 8.30am	early morning cover	£3.50
8.30am - 12 pm	morning session	£20
12pm - 12.30pm	fresh cooked lunch	£6
12.30 - 4 pm	afternoon session	£20
4 - 4.30 pm	tea and evening cover	£3.50

8.30am - 4pm school day £46

We take nursery grants.

We also accept childcare vouchers.

There is a discretionary 5% discount for siblings.

When booking a min of 6 sessions one is given at half price; min of 8 sessions 2 are given at half price; min of 10 sessions 3 are given at half price. This is not available in conjunction with other special offers.

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 2008 / 09

8th April - 23rd May (7weeks)

2nd June - 18th July (7weeks)

3rd September - 24th October (8 weeks)

10th November - 19th December (6 weeks)

6th January - 13th February (6 weeks)

23rd February - 3rd April (6 weeks)

21st April - 22nd May (5 weeks)

1st June - 21st July (7 weeks)

Formalities

Ofsted registration no. EY355591

Insurance held with Royal and Sun Alliance policy number RTT209838

Member of Pre School Learning Alliance and National Day Nursery Association

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

Company registration number 5276694

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 provided with an invoice detailing the days and hours of attendance. 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. The registration forms state compliance with all our policies at all times.

All children will be offered one 2 hour session before they begin in Artisans as an orientation opportunity or to assist the parents in their decision about taking up a place. Younger 2 year olds will be asked to attend for 2 hours prior to finalising registration, during which session the senior teachers will assess the appropriateness of Artisans for the individual child. They will then discuss with the parents how long they feel the child will be able to benefit from Artisans during a single day, and week. This is to ensure both the individual child and other children gain maximum benefit from each session. 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 by phone. Places will be allocated first to siblings of those already attending and then in the chronological order of the list. 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.

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.

Fee Payment

A non-refundable registration fee of £30 is payable to be placed on a waiting list or 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 to confirm a place, a term before your child begins. This is held against unpaid fees or significant damage to equipment and is repaid after receipt of the last half term of fees.

Fees should be cleared into our account in or before the first week of each half term. Parents will be invoiced in the last week of the previous half 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 interest will be charged at 2% above bank base rate each month. 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 government nursery grants on behalf of the parents, the value of the grant is deducted from the invoice given to parents.

Withdrawing a child

Parents wishing to withdraw their child are required to give 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 mean that the period of notice will be the following half term period, i.e. notice given in the Easter holidays will mean the second half of the summer term is the notice period with the leaving date being the end of the second half 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 or extreme weather.



ARTISANS KINDERGARTEN

First Name.....Preferred name / nickname.....

Middle names.....Gender.....

Surname..... Date of birth

Mother's name..... d.o.b (your birthday is important to your child)

Father's name..... d.o.b (your birthday is important to your child)

Names and d.o.b of siblings.....

Address of child's main residence

Home telephone number

email address

Name and contact number for the adult who will ordinarily collect

Please provide us with the names and contact numbers for 4 adults who are authorised to collect your child, in the order you would like them to be called.

1.
2.
3.
4.

Please provide details of any allergies or relevant medical information

Does your child have any special needs or requirements?

Please tell us any individual likes or dislikes, routines or important features of your child's life that you feel would help us to settle them.

ReligionFirst language.....

<u>Sessions required, please circle</u>				Start date.....	
Monday	early cover	morning	lunch	afternoon	tea cover
Tuesday	early cover	morning	lunch	afternoon	tea cover
Wednesday	early cover	morning	lunch	afternoon	tea cover
Thursday	early cover	morning	lunch	afternoon	tea cover
Friday	early cover	morning	lunch	afternoon	

For our planning and the information of those on our waiting list, it is useful to know if you anticipate moving your child on to a nursery provision or to a school reception class.....

I agree to comply with all terms of payment and policy statements at Artisans. I enclose a registration fee of £30 and a deposit of £100 as detailed in the admissions policy.

Parent / Guardian's signature..... Date.....

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
.....
.....