

All policies interrelate so please check other policies for pertinent information.

Policies are intended to support our philosophy which is summarised in these qualities; Dynamic, Inquisitive, Responsible, Grit, Playful, Contented



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 an opportunity to visit, the necessary registration forms detailing information we need to know about the child including the admissions policy and a comprehensive fee structure. All the policies are publically available on the website. 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. Those taking only the Free Entitlement places will not be charged a registration fee, see separate section. Parents will be updated on all significant amendments to policies in the newsletter or through mymontessorichild website, full copies of policies will be provided on request after any significant policy changes, they are also available on our website. The registration forms state compliance with all our policies at all times.

Ideally children will be toilet trained before they begin but this is not a requirement.

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

Session choices

Parents are able to choose whichever sessions best suit their child's individual needs and we will register them for these sessions as long as there is space in our teaching ratios. We do not have a minimum number of sessions required but we do recognise that children attending fewer sessions often find it harder both settling in and becoming totally comfortable in the environment. Some children may need additional support beyond our usual ratios for specific needs or during a particular point of their development. If we feel that the quality of care we provide to an individual child or to their peer group is compromised in particular sessions then we will make reasonable adjustments under continuous review, as per the SEN Code of Practice, to meet the needs of all children. We will put in place an Additional Support Plan, in line with our Inclusion Policy, to ensure any needs are met swiftly in order to return to preferred attendance patterns.

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. Spaces must be accepted within the time frame stated in the communication of the offer or they will be offered to other children.

Early years entitlement

Children joining or entering the term after their third birthday, or thereafter, and eligible for inclusion in the "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, unless previously provided. A restricted number of places are offered for entitlement only applications. Applications for places exclusively for this aspect of our service will be processed using all of the following criteria, not all of the criteria must apply to be offered a place:

1. Whether the child already attends.
2. Particular educational needs of the child and Artisans ability to meet those needs.
3. The concurrent attendance of siblings.
4. The total number of hours and the specific individual sessions being requested.
5. With account taken of the operational logistics and sustainability of Artisans.

Applications for Entitlement only places must be given in writing stating the request for an Entitlement only place. When such places are provided there will be no registration fee collected and no access to individualised websites. Sessions will be selected by Artisans, in line with regulations, and may change between terms. Withdrawal from a place without half a term of notice, or material damage, or unpaid fees for additional services will all incur additional costs. Charges beyond the Entitlement are voluntary, such as for snacks and nappies, and anyone wishing to forego the costs can apply for a place as

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this section details or discuss the option of providing their own supplies with Artisans leadership. The cost of lunch for those claiming Entitlement hours over this time period reflects the cost of the food in line with the Entitlement regulations. It is understood that families taking up these places are not able to afford additional sessions and therefore their child will attend a maximum of 15 hours per week. Please note applications for regular service will be processed as a priority to ensure sustainability.

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 Entitlement at a provision within the County, not necessarily with us.

Information about the entitlement and the fee costs for additional services Artisans offer which constitute the regular delivery are also provided with the initial registration pack and should be read in advance of application.

The Entitlement claim is based on Artisans' operational weeks per term.

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. We accept children from the age of two years but recommend some children start later due to the nature of our activities. Since all parents visit before committing we allow parents to make this judgement.

Parents are welcome to stay with their child for 20 minutes 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. The child's first session will be 2 hours and we will build to full length sessions from here as soon as the child is ready. All sessions are charged at full rate as our costs remain the same.

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 £150 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 signature is required at registration and this confirms the acceptance of all the policy terms, including the notice of withdrawal terms below, fees and changes to policies during your association with Artisans.

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.

Late payment may incur a late payment fee of £60 per week unless there is a written agreement for a different payment arrangement. Non-payment more than four weeks after due date may lead to a child's sessions being given to others and the child no longer attending. In which case any subsequent payment would lead to available sessions being sought for the child at the discretion of Artisans.

Payment can be made by BACS transfer to Tasty Tales Ltd t/a Artisans Kindergarten, Nat West, acc. no. 12072478, sort code 601033, (business account) or by cash payment, or by cheque to Artisans Kindergarten.

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, see specific sections.

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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 if they vary costs by more than 5%.

Artisans staff may not be employed directly between 7.30am and 5pm Monday to Friday during Artisans term dates, including the staff training days. Any breach of this may be charged at £40 per hour of breach.

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.

This policy is reviewed for improvement and practice annually as below

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Designated teacher Ruth Martin

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