



ARTISANS KINDERGARTEN

Session times and fee structure

Monday ~ Friday

8.30am - 12 pm	morning session	£39
12pm - 12.30pm	fresh cooked lunch	£10
12.30 - 4 pm	afternoon session	£39
8.30am - 4pm	school day	£88

We can claim 15 hours Free Nursery Entitlement on your behalf when appropriate, please see attached sheet for more detail.

We are not part of the 2 year funding scheme. We are planning to join the 30 hour funding scheme.

We accept childcare vouchers and government tax free system.

There is a discretionary 5% discount for siblings attending together.

When booking all sessions a week across a term for one child you will receive a £35 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 - 11.55am and between 12.45 - 3.15pm. We are not open to children on Friday afternoons.

Autumn 2024

2 Sept (Mon) – inset - physical development and ABC123
3, 4 Sept – new starters only
5 Sept (Thur) – everyone back
24 Oct (Thur) – last day of half term
25 Oct (Fri) – inset – First Aid with Daisy's First Aid (8.45 – 3)
28 Oct – 1 Nov – half term
4 Nov (Mon) – everyone back
18 Dec - nativity
20 Dec (Fri) – end of term for children

Spring 2025

3 Jan – occasional day - closed
6 Jan (Mon) – inset day - safeguarding with Jo Watkins HfL
7 Jan (Tue) – everyone back
14 Feb (Fri) – last day of half term
17 – 21 Feb half term
24 Feb (Mon) – everyone back
3 April (Thur) – end of term
4 April (Fri) – inset – maths

Summer 2025

22 April - start of term for everyone (Tuesday)
5 May – Bank Holiday
22 May (Thur) – last day of half term
23 May (Fri) – inset – reports and profiles
26 - 30 May – half term
2 June (Mon) – everyone back
16 July – sports day
18 July – reception celebration (for children starting reception in September 2025)
24 July (Thur) - end of term

Memberships

Montessori Apprentice Academy accredited

Collaborative Montessori Accredited

Early Years Learning Alliance

National Day Nursery Association

Formalities

Ofsted registration no. EY376536

Insurance held with PoundGates

Bank: Nat West; sort code 60-10-33; account number 12072478. Tasty Tales Ltd t/a Artisans Kindergarten. Business account.

Company registration number 5276694. Registered with ICO.

Director: Ruth Martin MSc, MA Oxon, BSc, QTS, MBPSS, IMHOL, Mont Dip, Certificate in SEND for Early Years

Updated Jan 2024



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 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.

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



Artisans Kindergarten

Designated teacher Ruth Martin



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

T: 07787 535 135 or 07795 510 130

Ruth 07884 000 651

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

Early Years Entitlement (3 and 4 year olds only)

We are registered to claim the EYE 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. This sheet aims to make clear how this operates in relation to our fee structure and the services Artisans provides. Please ask if you have further questions.

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 (regular delivery) first. Please see the admissions policy. Please state in writing to us if you wish only the EYE delivery in line with the Admissions policy.

PLEASE NOTE: The EYE 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 by trained teachers at all times and that our qualification level is, at the time of writing, the highest of all Harpenden nurseries. The EYE assumes a teacher ratio of 1 :13 whilst we have a ratio of 1 :6. The EYE 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 EYE is not intended to cover meal costs, specialist tuition (such as Montessori), consumables or trips and visitors. We are able to claim a min of one 3 hour session per week and a maximum of 15 hours per week.

<p>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. This is required to be staffed at a ratio of 1 adult to 13 children when a level 6 teacher is present or 1 : 8 if at any time there is not a level 6 teacher present. If you access only the free entitlement hours you will not have access to a website, the sessions may be shorter and the choice of session is determined by Artisans offer of places, as the teaching ratio you are entitled to is different from our operating ratio there may be some enrichment activities (such as trips to the forest) your child is unable to access. It is necessary to pay for consumables.</p>	<p>FREE to nursery year children if eligible; claimed directly from HCC on your behalf after necessary paperwork is complete and not claimed elsewhere.</p>
<p>Specialist Montessori tuition 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's development, ensuring each child experiences as broad as possible a range of activities. These may be small group or individual activities and may be as a block or spread out in smaller amounts across a session, as most appropriate to the learning objectives and each child. Every child will have 1:1 time with their key worker every week. This cost also reflects our higher teacher ratio of 1 :6 throughout the entire 3.5 hour session. We provide a bespoke website for each child recording their development to which we add each week of term time and to which you can also add. In addition this is our digital communication tool for all the extra services we offer. We are a specialist, accredited, Montessori setting with highly qualified staff and recognized as a centre to train future Montessori staff. Breakfast or High Tea Breakfast: Toast with spreads, fresh and dried fruit and fruit juice or milk or water. Tea : 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 Costs reflect the ingredients, preparation and clearing and the valuable in put of the teachers who sit with the children and maximize learning opportunities including independence, social skills and general knowledge.</p>	<p>£20</p>
<p>Other additional services available</p>	
<p>Lunch: freshly prepared on site by our chef</p>	<p>£8</p>

We reserve the right to withdraw from the Early Years Entitlement Scheme giving one half term's notice.

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ARTISANS KINDERGARTEN

This form is for all services.

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

Middle names..... Gender date of birth

Ethnic Origin (we have to submit this to County) WBRI (white British) WIRI (white Irish) BAFR (black African) REFU (refusal)
There are many others so please describe and we can find the code or ask and we can show you the complete list

Parents names (first and surname).....

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

Address of child's main residence

Contact number for health visitor / GP NHS number

(we require this due to changes in the safeguarding children procedures)

Parents email address

Name and contact numbers for the adult who will ordinarily collect

Please provide us with the names and contact numbers for 3 additional adults, and their relationship to your child, who are authorised to collect your child, in the order you would like them to be called.

Please provide a password to be used by these people for unplanned collection:

1.
2.
3.

Please provide details of allergies, relevant medical information, current or missed vaccinations, preferred diets

Does your child have any special needs or requirements; do they receive routine support from other professionals?

This will not prejudice your application but will help us support your child the best we can.

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. Please let us know if your child is, or has been, adopted or fostered.

This will not prejudice your application but will help us support your child the best we can.

Please detail any other settings attended previously or concurrently

Religion First language..... additional languages

Sessions required, please circle

Preferred Start date.....

Monday	-	morning	lunch	afternoon
Tuesday	-	morning	lunch	afternoon
Wednesday	-	morning	lunch	afternoon
Thursday	-	morning	lunch	afternoon
Friday	-	morning	lunch	-

We assume all children stay with us until they go to Primary school, it is necessary to give us notice in writing in accordance with our admissions policy if you wish to withdraw them before this.

I agree to comply with all terms of payment and all policy statements, including safeguarding children, at Artisans, including any changes to these made during our contract, which will be notified in newsletters. Policies are available on request and online. I understand and explicitly agree that my own and my child's data is held in order to keep me informed and support my child's education, that it will be shared with My Montessori Child and that both they and Artisans hold all data in accordance to GDPR and ICO regulations and that it is my responsibility to provide information about any changes or ask to be forgotten. I understand that data may be shared with other bodies as required by law or as necessary for funding entitlements and that a copy of my child's records will be shared with their next school and I understand data may be held for up to ten years after my child leaves and that I can request this data at any time.

I enclose a non refundable registration fee of £150 or have paid by BACS and emailed confirmation.

Please return to Artisans or post to 83 New Mill End, Luton, Beds, LU1 3TS

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

Permission Slips
These permissions relate to

Child's name **DOB**.....

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 : 5 adults to children. If you agree to your child joining these please sign below. Risk assessments are completed in advance of every trip. Two adults are always present.

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. This includes giving appropriate dose of antihistamine or paracetamol if needed. Any such assistance will only be given by staff with first aid qualifications, of which there will always be at least three present, usually everyone is trained. The decision to administer first aid is at the discretion of each individual in relation to the risks they expose themselves to. Advice from medical professionals once sought will always be followed. Refusing to consent may mean we are unable to offer your child a space. If you agree to emergency first aid when necessary please sign below.

If your child requires regular or prescription medicines (such as inhalers) please speak to a member of staff and we can discuss our policy.

Parent / Guardian's signature
Date

Visual Media

In accordance with data protection we need your permission to take and use visual media 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 on your child's confidential record which you can access on My Montessori Child.

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 the children have been involved with.

We like to have visual media on our website and marketing materials. The children's names are never mentioned on the website or in marketing materials and no other data is given alongside, although their association with Artisans will be implicit.

Please delete as appropriate and then sign below to give permission for any items not crossed out.

1. My child's confidential digital records (only you)
2. Group observations and news within Artisans secure digital recording system (Artisans community)
3. Displays in the classroom (local community - this is a shared building)
4. Artisans public website and marketing material (never named)
5. Artisans social media (never named)
6. Social media (never named) of organisations we are part of, such as Herts County Council, National Day Nurseries

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

Dietary Requirements

Allergies (please provide brief details of causes, reactions and necessary action) you will be required to complete further forms before your child can stay with us

.....

Likes

.....

Dislikes

.....

Puddings

We prefer to ensure children eat a balanced diet at lunchtime and to insist on at least four mouthfuls of the main course before offering any pudding. We understand the variety of experiences and difficulties that can have existed around food before your child joins us and we will be sensitive in our approach responding to children on an individual basis. If you are happy that we require at least four mouthfuls of main course before offering pudding please sign below. It is your choice.

Parent / Guardian signature Date

Sun cream

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 children's 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 DBS checks cleared. Please sign below to state your permission for sun cream to be applied.

Parent / Guardian signature Date