



2017 – 2018 Information Pack

Dear Parents,

Thank you for enquiring about Tiny Town British Nursery.

We are excited that you are thinking about becoming part of the Tiny Town family, as we mark our 10th year in Qatar!

I have pleasure in enclosing details of our aims, fees and term dates, along with a registration form for the academic year 2017-2018.

We like to think Tiny Town is your children's home away from home - somewhere your little ones can laugh and learn in a loving, relaxed, happy and secure world of their own.

Our classrooms and playground are bright, colourful, clean and spacious.

Our staff are great too. We have lots of them, all trained and dedicated. Many are mums, and we all love children!

You are very important as well. We appreciate the trust parents place in us. That's why Tiny Town has an 'open door' policy, which means visitors are always welcome.

We are also proud to say Tiny Town has been honoured with a 'Certificate of Excellence' from the Ministry of Social Affairs.

Please do not hesitate to get in touch if you have any questions.

Kindest regards,

Yasmin Quamar-Couch
Manager

Our Aims

At Tiny Town we strive to provide high-quality childcare in a loving, relaxed, happy and secure atmosphere. This is achieved through a carefully-planned, calm, reassuring and emotionally stable environment.

We aim to:

- Encourage children to fully enjoy all the new challenges and experiences that we will offer them
- Build each child's independence and confidence so they will reach their full learning potential
- Instil high standards of social skills, good manners and respect for others
- Provide a safe environment for developing play and lots of fun and games
- Encourage children to make friends and to gain trust and confidence in their teachers
- Develop a close relationship with you, keeping you fully informed of your child's progress

Curriculum

Tiny Town follows the British Early Years Foundation Stage (EYFS) curriculum. This is drawn up by the Department of Education and sets standards to ensure children learn and develop well, are kept healthy and safe and have the knowledge and skills to start school.

Areas of Learning

Communication and language	Physical development
Personal, social and emotional development	Literacy
Mathematics	Understanding the world
Expressive arts and design	Mostly taught through games and play

Other Activities

Outdoor play	Water play (seasonal)
Computer classes	Music and movement
Kitchen fun	Arts and crafts
Library time	Dance classes
Dramatic play	Visitors e.g. Dentist, Vet, Marine Biologist

Opening hours:

Nursery opening hours are 6.00 a.m. to 3.00 p.m.

Language:

English is the spoken language.

Daily requirements:

You will need to supply

- A nutritious snack (we have 2 snack times at 9.00 a.m. and 12.00 p.m.)
- 2 drinks
- Spare clothing
- Pampers, small towel and wet wipes (if required)
- Swim wear and towel (when required)

Documents required for registration:

- Photocopy of child's passport & visa
- Photocopy of child's birth certificate
- 2 x Passport size photos of child
- Photocopy of sponsor's passport & visa
- Photocopy of up to date immunisation records
- Photocopy of child's HMC medical card (if applicable)
- Non-refundable registration fee of QR 1,500

Medical:

It is Tiny Town's strict policy **not** to accept a child into the Nursery who

- Has a high temperature or fever
- Is obviously lethargic and generally unwell
- Has a green running nose and swollen eyes that may be the start of or the result of a heavy cold and possible fever
- Has an unexplained rash or open sores
- Has any eye infection
- Has diarrhoea (and which the child must be clear of for 48 hours before he/she can return)

Tiny Town will accept a child who:

- Is over the worst of a cold and may be taking a cough mixture

Please note - Acceptance of your child back to Tiny Town after a sickness will be at the discretion of the doctor.

Nursery Fees Options – Monthly or Term

Tiny Town offers two options of nursery fee payment; monthly or by term. If you pay the term fees, you will receive a discount of 5%. This is reflected in the table below. If your child leaves before the end of a term, providing a month's notice has been given, any outstanding **full** months fees will be returned.

Registration QR 1500	Monthly Fees	Term Fees		
		Sept - Dec 2017	Jan – Mar 2018	April - June 2018
5 days per week	QR 3,800	QR 14,440	QR 10,830	QR 10,830
3 days per week	QR 3,460	QR 13,150	QR 9,860	QR 9,860
2 days per week	QR 3,150	QR 11,970	QR 8,980	QR 8,980

Payment options:

- Cash
- Cheque – made payable to **Tiny Town Nursery**, in English with the full date, e.g. 1st September 2017

If you start mid month, you will **only** pay for the remainder of the month.

Insurance:

Insured by A.I.G.

Tiny Town Term Dates

Winter Term 2017

Dates	Details
Sunday 3 rd September. to Thursday 7 th Septmber. (incl.)	Eid Al-Adha holiday
Sunday 10 th September	Term commences
Sunday 29 th October to Tuesday 31 st October (incl.)	Half Term Break
Monday 18 th December	Qatar National Day
Thurs. 21 st December to Tuesday 2 nd January (incl.)	Winter Holidays

Spring Term 2018

Dates	Details
Tuesday 13 th February	Qatar National Sports Day
Wednesday 14 th February to Thurs. 15 th February. (incl.)	Half Term Break
Sunday 1 st April to Thursday 5 th April (incl.)	End of Term Break
Thursday 14 th June to Monday 18 th June (incl.)	Eid Al Fitr Break

Summer Term 2018

Dates	Details
Thursday 28 th June	Last day of Term

Summer Programme Dates T.B.A.

IMPORTANT FEES INFORMATION

PLEASE READ CAREFULLY

REGISTRATION FEES, CONTRACT OBLIGATIONS & GENERAL INFORMATION

- By enrolling in Tiny Town, you enter into a contract whereby the PARENT/ GUARDIAN dutifully agrees to pay the child’s fees every month and on time. If a month’s fee is missed then the contract is broken.
- PLEASE NOTE – DURING ALL ABSENCES, either due to holidays or sickness – your child’s FULL month’s fee must be paid to ensure the child’s place at Tiny Town is kept. **This is not negotiable.**
- If you do not pay the fees within the first week of the month, or your child is absent and we cannot get in touch with you, then Tiny Town has the right to remove your child’s name from the class list. To re-enter Tiny Town, the registration fee will need to be paid again and places are subject to availability.
- Fees are paid in advance and payment is due at the **beginning of a new term or the 1st of every month** (or to the nearest Sunday after).
- **You must give at least one month’s notice before withdrawing your child. If you fail to give notice, you will be liable for an additional month’s fees.**
- A 10% discount is given on a second child’s fee.

REFUNDS POLICY

- If you pay per term but leave in between – only any **full** month’s fees will be returned subject to ONE month’s notice being given before you leave.

I have read all the relevant information regarding the fees and payments and agree to abide by Tiny Town’s policies.

Child’s name.....

Signed Parent/guardian.....

Date.....

Where did you hear/read about tiny town?

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TINY TOWN REGISTRATION FORM 2017 – 2018

Pupil's first name Surname (*as in passport*)

Date of birth (*day/month/year*) /..... / Male/Female Religion

Nationality of child Principal language spoken at home

HOME DETAILS

Residence Telephone No.	Address: PO Box
Father's name <i>First name</i> <i>Surname</i>	Occupation:
Company name:	Co. address:
Company telephone:	Father's mobile:
E-mail:	
Mother's name: <i>First name</i> <i>Surname</i>	Occupation:
Company name:	Co. address:
Company telephone:	Mother's mobile:
E-mail:	
Name of child's sponsor:	
Sponsor's passport number:	
Emergency contact Name <i>other than parents</i>	Emergency Tel:

Medical

Please give us written details of any medical condition your child may have on a separate sheet of paper.

Does your child have any allergies?

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DECLARATION

I have read, understand and agree to the contents of this Tiny Town information pack, including the information relating to the **payment of nursery fees and health policies.**

Signature of parent/guardian

For office use only

DATE OF ADMISSION _____

ADMITTED TO CLASS _____

HOW MANY DAYS _____

WHICH DAYS _____

DATE _____

COLLECTION CONSENT FORM

Name of child

I consent to the following adults collecting my child on my behalf from Tiny Town Nursery.

Only the names of people listed below will be able to collect my child, unless I notify the Nursery otherwise.

Name of collector	Relationship to child	Mobile number

Signed by parent/guardian

Please print your name