



## 2020 – 2021 Information Pack

\*Please see COVID-19 update

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 13th 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 2020-2021.

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 and is recommended by the British Embassy.

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

Kindest regards,

Yasmin Quamar-Couch  
Manager  
4483 4553 / 6602 8092

## **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	Role 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, Paramedics

## 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** month's fees will be returned.

<b>Monthly Fees</b>		<b>Term Fees</b>		
		<b>Sept - Dec 2020</b>	<b>Jan – Mar 2021</b>	<b>April - June 2021</b>
<b>5 days per week</b>	QR 3,800	QR 14,440	QR 10,830	QR 10,830
<b>3 days per week</b>	QR 3,460	QR 13,150	QR 9,860	QR 9,860
<b>2 days per week</b>	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. 1<sup>st</sup> September 2020

## **Insurance**

Insured by A.I.G.

## Tiny Town Term Dates

### Winter Term 2020

Dates	Details
Tuesday 1 <sup>st</sup> September	Term Commences
Wednesday 28 <sup>th</sup> October to Thursday 29 <sup>th</sup> October (incl.)	Half Term Break
Friday 18 <sup>th</sup> December	Qatar National Day
Sunday 20 <sup>th</sup> December to Thursday 31 <sup>st</sup> December (incl.)	Winter Holidays

### Spring Term 2021

Dates	Details
Tuesday 9 <sup>th</sup> February	Qatar National Sports Day
Wednesday 10 <sup>th</sup> February to Thurs. 11 <sup>th</sup> February. (incl.)	Half Term Break
Sunday 11 <sup>th</sup> April to Thursday 15 <sup>th</sup> April (incl.)	End of Term Break

### Summer Term 2021

Dates	Details
Sunday 16 <sup>th</sup> May to Thursday 20 <sup>th</sup> May	Eid Al Fitr Break
Wednesday 30 <sup>th</sup> June	Last Day of Term

Eid Al Fitr Holidays may be subject to change

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 1<sup>st</sup> 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**.....

# TINY TOWN REGISTRATION FORM 2020 – 2021

Pupil's first name .....

Date of birth (day/month/year) ..... /..... /.....

Nationality of child .....

Surname ..... (as in passport)

Male/Female ..... Religion .....

Principal language spoken at home .....

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

**Where did you hear/read about Tiny Town?** .....

**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? .....

**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  
.....

Date  
.....

For office use only  
Date of admission .....  
Admitted to class .....  
How many days .....  
Which days .....

# 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** .....



## **POLICIES AND GUIDANCE REGARDING COVID-19**

- Full and regular sanitisation of nursery premises by approved sanitisation company.
- Ehteraz application for all parents and visitors must show Green.
- All parents and visitors to wear face masks, subject to Qatar Government guidelines.
- All staff to wear full face safety visors, subject to review.
- COVID-19 questionnaire to be completed by all parents and those dropping off and picking up children.
- Temperature checks for all staff, children and parents entering the nursery and throughout the day.
- The number of parents entering classrooms to be kept to a minimum.
- One-way system to be adopted throughout nursery and grounds where possible.
- Hand sanitiser stations throughout classrooms and communal areas.
- All children to wash hands regularly throughout the day.
- Disposable paper towels to be used to dry hands.
- Smaller class sizes.
- No mixing of classes – children to stay in their respective groups with the same staff.
- All tables, toys and equipment to be sanitised throughout the day.
- No toys to be brought in from home.
- No sand or water play until further notice.
- Introduction of safe distance between beds in sleeping rooms.
- Any child or adult displaying symptoms to be isolated and collected without delay.
- No staff to travel unless deemed essential and safe with isolation protocols to be followed upon return.

\*All subject to the Government's phased lifting of restrictions and all criteria being met.