

# Children's Montessori Nursery

Child Centred Learning



The Children's Montessori provides a safe, clean, secure and loving environment where your child will grow in independence and responsibility. The environment is rich and stimulating to nurture and develop your child's self-esteem. We provide a broad and practical curriculum which your child discovers through exploration.

Next to 24 Green End  
Gamlingay  
Sandy  
Beds  
SG19 3LB

Phone: 07714821940 Day time  
01767650645 Out of hours

E-mail:  
[info@childrensmontessori.co.uk](mailto:info@childrensmontessori.co.uk)

## **History and Development**

The Children's Montessori opened in September 1995 at St Marys Church Hall in Gamlingay. Meanwhile in February 1996 we opened a second classroom for the Nursery in the Church Cottage at the front of the Church Hall.

Due to the number of schools who changed their intake to include children who were just 4, in September 2000 we closed the Church Cottage classroom.

In September 1996 we started our first Young Children's Community at Gamlingay Community Centre. In September 2002 we opened two extra sessions of the Young Children's Community.

We also started our Extended Learning Club, for children who have gone to school and wanted to come back to do French, Maths and Language.

In 2005 we moved to the Green End site as a permanent setting instead of a pack away setting and here we were about to have a little learners class for 2 year olds as well as offering our Holiday Clubs throughout the year.

In 2017 we started the Before and After School club

## **The Building**

The Nursery accommodated in our building on Green End.

This has a smaller room for the Little Learners with its own toilet and changing facilities.

The main Nursery has been divided into 2 rooms one for the Nursery and one as an extra play room for when the weather is bad.

There is a disabled toilet and separate child's size toilet for the children. The children have their own kitchen area where they have snacks and lunch as well as cooking activities. There is a separate main kitchen for staff members which includes an oven for cooking.

The outside area is an extension of the classroom; outside we have climbing frames and a sandpit as well as a selection of other equipment and toys. The garden also includes child size tables and chairs where the children can sit and socialise. We also have a small potted vegetable patch where the children help maintain and eat the products as part of their snack.





## The School Year

The School year is divided into three terms (subject to government changes). We have a two week half term for two of the terms and one week for the third term. Which half term is one week depends on when Easter falls.

The Nursery is closed for Bank Holidays.

## The School Curriculum

The Montessori Nursery Curriculum is divided into areas. It is designed for children from 2 ½ to 6. Maria Montessori felt it was important to have materials around that would challenge the child. Many of our materials are more advanced to what you would normally find in a non-Montessori environment.

### *Practical Life Area*

Practical life activities encourage children to develop self-confidence and independence through undertaking activities for themselves. Children are encouraged to take care of their environment through care of plants, cleaning their environment, polishing and returning items to where they belong. In care of themselves the children learn to dress themselves using Dressing Frames, plus spreading their own butter on toast. The child learns to use tongs, droppers and locks and to sew and pour.

### *Language*

A comprehensive programme using the phonetic approach is tailored to each individual child and is employed to encourage good speech and to teach reading.

The children are encouraged to listen in story time and in the introduction of new materials. Children are given the proper names of all shapes and objects in the Nursery. Topics bring more language into the life of the classroom. Writing is taught initially through drawing shapes and copying.

French is taught by a qualified French teacher. The Montessori Curriculum covers the Early Learning Goals for Language and Literacy and all other subjects.

## *Sensorial Activities*

These develop children's senses thereby encouraging them to be more aware of their environment. The children develop their visual senses by matching colours and then sorting into shades from dark to light. The tactile senses are developed using touch tablets and having to match fabrics blindfolded.

The Gustatory sense is challenged by taste bottles, which the child has to match. The Olfactory sense is with the smelling jars for the child to match. Using sound boxes develop the auditory sense. The sensorial activities are part of all Early Learning Goals.

## *Mathematics*

Our aim is to provide the children with the basic skills in numbers, algebra, shapes, space and data handling. It is our aim in mathematics to develop an interest in a liking for the subject. We encourage the children to discover patterns and rules by handling apparatus and then moving on from the concrete to abstract. The Montessori Curriculum for Mathematics covers the Early Years Goals for Mathematics and parts of the Language and Literacy goals.

## *Geography*

Children learn about the life and cultures in other countries. The children compare food, clothes, families, toys and homes. The children also learn about the structure of the Earth. They are introduced to landforms, the continents and oceans, plus the solar system. Geography covers the Early Learning Goals for Personal and Social Development, Knowledge and Understanding of the World, Language and Literacy and Creative Development.

### *Art*

Art allows children to explore different mediums and discover colour, texture, shape and form. There is a free art table for the children to use. We follow the children letting them decide what the topic is and where they want it to lead. The children work on group and individual projects. Art in the Montessori Nursery covers part of the Early Learning Goals for Creative Development.

### *Science*

Children explore the life of plants and animals and discover simple natural phenomena through experimentation and play. The children are introduced to exploring with magnets, electrical circuits, measurements and life science. The science curriculum at the Nursery is part of the Early Learning Goals of Knowledge and Understanding of the World.

### *Music*

Children are introduced to music. They are allowed to explore musical instruments from different countries. Music sessions cover Listen and Explore, Stop, Start, Faster and Slower, Beat and Rhythm, Loud and Quiet, Higher and Lower, plus singing alone, poetry and percussion. Music is part of the Creative Development, Personal and Social Development, Language and Literacy, Mathematics, Knowledge and Understanding of the World and Physical Develop.

### *Information technology*

The Nursery has iPads with programmes to reinforce the languages and maths that the child had been introduced to by the Montessori Materials.





### **Lunches**

Children staying for lunch will need to come to Nursery with a packed lunch. We have a refrigerator to keep the lunches in to keep cold.

### **Admission Arrangement**

Children may start at the Children's Montessori Nursery / Little Learners Group when they reach the age of 2. Pupils will be admitted without reference to ability or aptitude.

Places are assigned on a first come basis. Parents need to fill out a registration form and return them before the child's start date.

Children can be booked in for mornings, afternoons or a Full Montessori day (9am-3pm) the parents want with the minimum time of 2 ½ hours. Parents need to be aware that if their child is not booked in for the time French, Music etc. sessions are provided their child will miss out on these.

### **Delay in Start**

If you delay the start of your child by more than half a term, we will not be able to guarantee the sessions that you requested. There will also be a fee of £25 for each session you have reserved. This is due to having to turn children away due to places being reserved but not taken up at the allocated time.

### **Nursery**

When the children start at the Nursery, the parents / carers are welcome to stay as long as they feel necessary. If the parents leaves they may call us during the session to check on the child.

### **The School Day**

The Children's Montessori is open from 7:30 am and 6 pm.

Children can come to our Before and After School Club between 7.30-9am

The Montessori lessons start at 9:00 am. The children choose what they want to work on. The children work with materials on the Montessori curriculum. There is a snack of fruits and vegetables

At 12:00 the children who are staying have their packed lunch.

After lunch the children work on the Montessori Curriculum. French and Music sessions take place on set days throughout the week.

The Montessori lessons run for 33 weeks of the year with the Nursery being open 50 weeks of the year (providing booking of a minimum of 4 children) for the Holiday Club which still uses the Montessori Philosophy.

### **Equal Opportunity**

The Children's Montessori operates an equal opportunity policy. The curriculum and the resources provided reflect the cultural and ethnic diversity of our society. Positive attitudes and well-informed staff are a vital part of offering educational provisions which meets the needs of all the children.

### **Child Protection**

The staff have a duty to report any obvious or suspected cases of child abuse, including non-accidental injury, severe physical abuse, emotional abuse and/or sexual abuse. This procedure is intended to protect children at risk and, where there are grounds for suspicion, it is better to be safe than sorry. This is a delicate legal responsibility and we will act only in what is believed to be the child's best interests.

### **Special Needs**

Children with special needs are welcome at the Children's Montessori. Members of our staff have special needs training and are experienced in working with a range of needs. The Montessori equipment was originally designed for special needs. Our staff ratio of 1 to 4 with our 1 to 1 teaching and individual programme is especially important for children with special needs.

### **Medicine**

All medication must be given to a staff member with written instruction and come in the original prescription bottle / box.

Medication must be written up in the log book before the parent / carer leaves.

### **Absence**

Fees are still due for absences.

### **Allergies**

If your child has an Allergy, we need to have copies of hospital / Dr statements of what they are allergic to, signs of reaction and what we need to do ie Epi Pens

### **Links with infant schools**

In order to make your child's move to infant school go smoothly, in the last half term that your child is at the Nursery we invite the teachers and staff from their future school to visit the nursery and meet the child. We also hold a teachers evening in the last half term for the teachers to come and look at the work of the child. At the end of term we give the parents the records of their child that they can pass on to the new school.

### **Consultation and Progress**

### **Discipline and Behaviours**

It is vital that the Nursery has the full support of parents in its measures to achieve good standards of behaviour. Nursery discipline is the responsibility of all the staff at the Children's Montessori. Our rules are:

- To respect other people and ourselves
- To respect our environment
- To respect the work of other people

All our rules arise from our concern for safety, good order and pleasant working environment. The children are encouraged for good behaviour by praise. On the unfortunate occasion when it is necessary for discipline, the staff member will explain why the behaviour is unacceptable and encourage the child to find work. If the behaviour continues the staff member will have the child sit with them while they are working with another child.

### **Illness**

If a child is unable to continue with the lesson, their parents / carer will be contacted if it appears that the child should be taken home. A child should not come to school if they have vomited or have had diarrhoea in the last 48 hours.

*Please see last page for Illness Guide  
If your child needs Calpol, they should not be at  
Nursery as Calpol Hides the illness*

### **Care of Possessions and Clothing**

Please make sure that all items of clothing are clearly marked with the child's name. This includes shoes.



Once a year a parent/staff meeting is arranged for parents to come to the nursery to discuss with the staff progress of their child. Parents are welcome to look at their child's records at any time. If there are any problems we encourage parents to speak to their child's key worker and/or the Head Teacher. You may contact the Head Teacher during school hours on the mobile number provided or out of hours on the house phone number.

### **Government Money (Funding)**

The Children's Montessori accepts the Government Grant Money for 3 and 4 year olds. As the nursery is in Cambridgeshire, we have to go by the rules in Cambridgeshire. Please talk to Pat about when your child will receive the Grant. The nursery will give you the forms that you will need.  
30 hours funding is available at our Nursery as well.

### **2 Year Old Funding**

Funding available for 2 years old children who are eligible under the Government Grant Scheme for both Bedfordshire and Cambridge.  
Please speak to Pat to see if you meet the criteria.

### **Aims of the Children's Montessori**

- To provide a safe, clean, secure and loving environment
- To promote growing independence and responsibility.
- To provide an enriched and stimulating environment for the child
- To nurture and develop the child's self-esteem
- To develop creativity and exploration
- To provide positive attitudes to meeting the needs of the entire child.

### **Fees**

All fees will be payable termly in advance. One term's written notice is required prior to removal of the pupil. In the event of no notice being given, a full term's fee will be payable.  
Fees £7 per hour.

### **Government Grant Scheme:**

We accept the Government Grant Scheme. At the moment each child is allowed 15 hours a week.

Parents will have the option to include the School Holiday Club with the Funding. If you wish to do 50 weeks of the year, you can have 11.4 hours of Funding a week. The maximum number of hours you can take a week is 15.

If you wish your child to come for more than the hours you are Funded for you must pay for the rest of the hours at the hourly rate of £7 per hour.

### **30 Hour Funding**

We accept the Governments 30 Hour Funding. You can use 30 hours for 38 weeks of the year or 22.8 hours a week over 50 weeks of the year. Once you start using the funding over 50 weeks you need to continue this for the 3 terms from the Term after your child's birthday. The total number of hours a year is 570

*Please note that you will be required to fill in a Contract for the hours you wish to take at the beginning of each term.*

*You will also be required to inform us of any hours you are using at any other provider.*



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Phone :  
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### Registration Form

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Tel Number: \_\_\_\_\_

Work Number: \_\_\_\_\_ Working Hours: \_\_\_\_\_

Home Email: \_\_\_\_\_

Who is allowed to collect your child? \_\_\_\_\_

**The Emergency contact is only used when we are unable to contact parents. This must be someone who can collect the child within 1 hour of phone call:**

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

Password for collecting the Child: \_\_\_\_\_

Expected date to start the Children's Montessori Nursery \_\_\_\_\_

Expected date to start Infant School: \_\_\_\_\_

What Infant School will your child be going to (if known): \_\_\_\_\_

What sessions do you wish for your child?

Monday      Tuesday      Wednesday      Thursday      Friday

Before Funding

When receiving

Funding



## Children's Details and History

### **Child's Cultural Background:**

Please list any other Nursery, Playgroup or Day Care your child has gone to, is going to or anticipate to be going to:

Please list any Professional your child sees for Speech, Vision, Hearing or any other problems:

Does your child has a Early Help Assessment in place yes/no

Is the District Team or Social Care involved with the family yes/no

Who has Parental Responsibility \_\_\_\_\_

Does your child have any distinguishing Marks yes/no please describe or provide a photo.

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### **Medical**

Doctors Name:

Address:

Telephone Number:

Allergies (if any):

### **Immunisations (please delete accordingly)**

#### **Has your child been immunised for any of the following?**

Diphtheria yes/no      Tetanus yes/no      Whooping Cough yes/no

Measles yes/no      Poliomyelitis yes/no      Measles/Mumps/Rubella yes/no

*If children have not been immunised please let us know if its due to medical reasons*

#### **Date of Booster Immunisation Received:**

#### **Has your child had any of the following childhood illnesses?**

Measles yes/no      Chicken Pox yes/no      Mumps yes/no

Whooping Cough yes/no      Rubella yes/no

### **Anything else we should know?**



## Use of Images Consent Form

During the year there may be some opportunities to publicise the Children's Montessori activities which may involve the use of an image of your child. This could be a photograph, video or website image. It is requirement of the Data Protection Act that we have your consent to this.

The Children's Montessori has adopted certain safeguards in order to minimise any risk to your child.

- We will avoid the publication of your child's full name with any image on any of our Nursery material/websites, etc.
- Only appropriate images will be taken i.e. children will always be fully dressed and in designated areas.
- Images will be kept securely and destroyed after their required time.
- Any external photographer will have the validity of their organisation checked.
- Appropriate levels of supervision will be undertaken at all times.

*Please note that the Children's Montessori does not control how images taken by the media are published.*

*Any photos taken by staff for the facebook page will not show the childrens faces.*

**Do you give consent to your child having images taken according to the above guidelines?**

**Yes /No**

**Signed** \_\_\_\_\_

**Relationship to child** \_\_\_\_\_

**Date** \_\_\_\_\_

**Request for parents wishing to take their own photos/videos**

**I agree to ensure that all images I take will be for my personal use, will be kept securely and be used appropriately.**

**Signed** \_\_\_\_\_

**Relationship to child** \_\_\_\_\_

**Date** \_\_\_\_\_



## **The Children's Montessori Contract**

**Child's First Name:** \_\_\_\_\_

**Child's Family Name:** \_\_\_\_\_

**Parent's/Guardian Names:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Child's Date of Birth:** \_\_\_\_\_

### **The Children's Montessori Nursery School agrees**

To provide not less than 33 weeks tuition during the academic year (or pro rata for children starting during that period).

To provide a qualified First Aider at all sessions.

To take part in Ofsted inspections and provide a copy of these reports when requested

To provide staff who are up to date on the relevant Educational Practises

To provide a rich and stimulating environment

To provide a Montessori environment

To provide a safe, child friendly environment

### **Parental Agreement**

I/We have noted the arrangement for tuition listed above

I/We will give a terms written notice for the Children's Montessori Nursery if my child is leaving

I/We will take responsibility for any books or materials that are provided for my child

I/We will support and encourage my child in their Montessori Education

I/We agree to the termly charges as decided by the Children's Montessori (these may vary in the future but a terms written notice will be given of any changes)

I/We agree to follow social services guidelines of not sending a child to the Children's Montessori if they have vomited or had diarrhoea in the last 48 hours

I/We agree to inform the Children's Montessori Nursery of any illness or home situation that may affect my child

I/We agree to pay the bill by the due date. If this is late I/we will pay interest at 2%.

Signature of Parents/Guardians:

Date:



## Emergency & Illness Information

### Personal Data

Pupils Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Guardians Name: \_\_\_\_\_ Home Tel: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

### Place of Employment

Mother's \_\_\_\_\_ Work Hours \_\_\_\_\_ Phone \_\_\_\_\_

Father's \_\_\_\_\_ Work Hours \_\_\_\_\_ Phone \_\_\_\_\_

Name of local person to contact if parents are not available (emergency contact):

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_

### Health Information

Does your Child have any specific health conditions Yes/No

If yes please indicate:

Asthma \_\_\_\_\_ Bee Sting Allergy \_\_\_\_\_ Epilepsy \_\_\_\_\_ Deafness \_\_\_\_\_ Kidney/Bladder  
\_\_\_\_\_ Sight Impairment \_\_\_\_\_

Other Allergy \_\_\_\_\_ Does the child have a Epi Pen Yes/No

Wears Glasses Yes/No

### Doctors/Dentist Information

Family Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Family Dentist \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

### Release

If emergency treatment is required, and the parents or legal guardians cannot be reached immediately, your signature in the space provided below empowers the Children's Montessori to exercise their own judgement in calling the Doctor/Dentist indicated above or to transport the child to a hospital casualty department.

Signature of Parents/Guardians

Date



# Parental Consent Form

## FOR USE OF CALPOL AT NURSERY

Child has a temperature of 40 degrees or above and the nursery is unable to contact parents or emergency contact.

1. I can confirm that my child is allowed Calpol
2. In the event of my child having a temperature of 40 degrees or above and the Nursery is unable to contact me, I consent for me child to receive Calpol held by the Nursery for such emergencies.
3. As soon as I or other emergency contacts are contacted, we will collect the child within the hour even if the child seems better.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (print) \_\_\_\_\_

Child's Name \_\_\_\_\_

## FOR USE OF PLASTERS AT NURSERY

1. I can confirm that my child is allowed plasters

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (print) \_\_\_\_\_

Child's Name \_\_\_\_\_

Parent's /Guardian Address and contact details

.....  
.....  
.....

Telephone .....

Email .....



# Nappies

Here at the Nursery we ask that if your child is not toilet trained that they please bring actually nappies in and not pull ups, as we have found that it takes twice as long to change a child in pull ups then if they are wearing nappies, as we have to remove shoes and trousers before getting to the pull up.

We have also found that pull ups do not hold its contents very well especially if they child turns out to have a bad tummy as well as hinders the toilet training process.

## Toilet Training

If your child is toilet training please make the staff aware so that the staff can help encourage them to go to the toilet as well as bringing in plenty of spare clothes including socks.

Also please be aware that in a nursery setting children get engrossed and forget that they need to go at the beginning so don't worry if they do have some accidents.

# ILLNESS GUIDE

ILLNESS	DAYS TO BE KEPT OFF	COMMENTS
Chickenpox	5 days from onset of rash	Wait until spots have healed/crusted
Cold sores	none	Many healthy children and adults have this virus at some time without a rash
German measles	5 days from onset of rash	Most infectious before the Diagnosis, most are immune. Immunisation
Hand, foot and mouth disease	none	Usually a mild disease
Impetigo	Until lesions are crusted/healed	Antibiotics may help
Measles	5 days from onset of rash	Rare in the UK
Ringworm	none	See you GP
Scabies	Until treated	Outbreaks can occur
Scarlet fever	5 days from commencing	Antibiotics
Verrucae/warts	None	
Diarrhoea and/or Vomiting	48 hours after last bout	
e. coli & haemolytic syndrome	Depends on type of E. coli	See your GP
Giardiasis	48 hours after diarrhoea settles	Antibiotics recommended
Salmonella	48 hours after diarrhoea and omitting settles	
Slapped cheek	Until rash is gone	Staff need to know in case of pregnancy
Tuberculosis	Doctor will advise on action	Not usually spread by young children
Whooping cough (pertussis)	5 days from commencing antibiotics	
Conjunctivitis	Until after antibiotics started	
Glandular Fever	None	
Meningococcal meningitis		Contact GP
Mumps	5 days from onset of swollen glands	
Threadworms	None	See your GP
Tonsillitis	none	Most cases are due to viruses and do not need treatment

These exclusion periods have been introduced from guidance of Ofsted and the Health Protection Agency and are set in place to ensure the safety of both children and staff and to prevent the spread of infections.