



prospectus

meadows montessori nursery

Meadows Montessori
Ross Close, Saffron Walden
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02 call us on: **01799 513858**
www.montessorimeadows.co.uk



the nursery

Our nursery is in a purpose built brand new building, situated in the grounds of the Katherine Semar Infant School.

We are a separate entity with its own garden. The purpose built unit has been specially designed to provide the optimum learning environment for children.

The Nursery is open 8am to 6pm, Monday to Friday. We are open for the full year, closing for bank holidays and one week over the Christmas period.

The Nursery accepts children from 2 - 8 years on a full time or part time basis. Hours are flexible to allow Parents to choose attendance suitable for their individual needs.

The Nursery is first and foremost a safe, caring environment that caters for the growing number of Parents who appreciate and understand the need for good day care for their children. Our primary aim is to give our children self confidence that will, in turn, assure them of a worthwhile place in our society.

Our ideas on curriculum are inclusive of recent research and the governments Early Years Foundation Stage; as well as incorporating Montessori methods of teaching.

The technology of computers is widely used in the school. Each group has access to a computer with software designed especially for the individual age groups.

We also have access to the ICT suite at the Katherine Semar Infant School.

A cooked lunch is provided each day, except for school holidays, Parents are required to provide a packed lunch during these times.

All dietary requirements can be catered for.

Snacks are provided throughout the day and served to the children at break times.

Children staying for longer sessions are asked to be provided with a snack. This is served at 4pm.

The children will work towards the Early Years Foundation Stage. The curriculum is structured to suit each individual child's needs and covers the 6 areas of learning:-

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

Each group of children have their own key worker. They spend much of their time with their individual group key worker; in their 'home base' for register and story times, and other rooms for specialised activities.

“Education is a natural process carried out by the child and is not acquired by listening towards but by experiences in the environment.”

Maria Montessori (1907)



work, rest & play 04

settling In

We want your child to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with the staff.

We want Parents to have the confidence in both their children's well-being and their roles as active partners within the nursery.

We aim to make the Nursery a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of the children, and their families.

We use pre-start visits where we recommend that the child starts visiting the nursery a few weeks prior to entry.

Each child is allocated a 'Key Person'.

montessori

Specialist Montessori activities are available for the children to engage in throughout the different areas of the nursery.

All children have a part of their day structured towards the use of selected apparatus and activities.

These activities are designed to give them confidence, literacy and numeracy skills and respect for their peers, as well as a basic understanding of the importance of good manners.

library

The children's love of books and stories are channelled by the use of computers, story cd's and good software, encouraging them to use language creatively.

We believe in stimulating the child to use their creative skills, and to develop their imagination by means, both traditional and modern.

The development of language, writing and reading are interrelated and it is essential that the children understand the reasons for their work and have a positive attitude towards developing their language and reading abilities.

number work

The number work the children follow is intended to help them fully understand the reality of numbers and to enjoy the world of mathematics. The methods employed stimulate the child to discovery and to develop real understanding.

music and movement

Music and movement feature strongly in our curriculum. Music is introduced every day as a whole group session. Movement sessions vary from week to week with the use of musical instruments and props.

creative subjects

Art, Craft, Design and Technology are featured strongly in the topic work studied by the children. Regular cooking activities are enjoyed, as well as gardening and growing fruits and vegetables.

assessments

All children are assessed regularly

Staff will check progress in certain core skills, both 'academic' and 'social'.

All children develop at differing rates so it is important that Parents consider assessments as a general guide to progress.

Staff and Parents working together on their child's assessment is one of the ways in which the nursery and Parents work in partnership.

Staff are happy to discuss children's work with Parents, this can take place at the end of the day, or if more time is needed it is requested that Parents make an appointment.

“I think that Naomi is a princess and that she lives in a castle.”

Paddy (age 4)



What's for tea

05

illness/absence

In order to provide maximum protection for the children attending nursery all Parents are asked to comply with the nursery sickness policy. You can see a copy of this in our Parents handbook. If your child is absent through illness, you will still be charged for the normal usage.

If your child is absent from nursery, please call to inform staff.

holidays

Children who attend the nursery for 3 sessions or more per week will be entitled to a 50% fee reduction, providing 4 weeks written notification has been given.

Two weeks maximum holiday discount can be claimed per year.

early years education funding

The Nursery accepts government funding. It is available for all children attending from the term after their 3rd birthday, until the term they are five years old.

Funding is pro-rated over 50 weeks of the year.

Vouchers may be split between more than one provider. This needs to be declared on your parent/carer declaration forms. Forms will be sent to each parent to complete and return to the nursery on a termly basis.

admission policy

Children will be accepted at any time during the year provided we have spaces.

We cannot guarantee that Parents will receive the specific days they have requested owing to pressure of numbers.

We allocate places on a 'first come first served' basis.

Please ensure you have read and signed our terms and conditions when final entry is confirmed.

how to register your child

Should you wish to register your child with us, please complete a copy of the enrolment forms.

A registration fee of £40 is required when you register your child; this fee is non-refundable.

You may register your child at any age.

A letter will be sent to you with the dates of entry, and either a confirmed place or a place on the waiting list. This is dependent on your child's age, sessions requested and entry date.

A further letter will be sent out to you with the terms and conditions form when confirmation has been assured. To secure your child's confirmed booking we require 50% of the first month fees returned with your signed Terms and Conditions.

This amount will then be deducted from your child's final invoice.

moving on

Our children move onto a variety of schools in the area, here we have listed a few: -

R.A Butler (Saffron Walden)

Katherine Semar (Saffron Walden)

St Faiths (Cambridge)

The Friends (Saffron Walden)

The Perse (Cambridge)

Dame Bradburys (Saffron Walden)

St. Thomas More (Saffron Walden)

St Mary's C of E Primary School (Saffron Walden)

Great Chesterford Primary School

“Maddie is fun and I like it when she puts my slippers on.”

Eli (age 6)



terms & conditions 06

Invoices

These are based on the calendar month. Payment is expected strictly 30 days in advance. You will be emailed your monthly invoices and your payment is to be BACS into the nursery account (all details will be included on the invoice). Payment not received by the 11th day of the month will result in a reminder being sent and a late payment charge of £15.00 added to your account.

Bank refusal

A fee of £20.00 will be added to the invoice.

Childcare Voucher Companies

The nursery is registered with several childcare voucher schemes.

Holidays

The Nursery is open all year, except for closure for a week at Christmas and Bank Holidays. You will not be charged for these closures.

Illness

No refund is given for a child being absent due to illness. The place is maintained.

The nursery and its staff have very strict guidelines that they must follow regarding the administration of medications. Staff will not under any circumstances administer any drugs that are not prescribed by a G.P. So please do not ask.

Staff will administer inhalers, eczema creams and epipens as instructed.

Parents are required to notify the nursery should their child have been in contact with any infectious diseases.

The nursery reserves the right to refuse admission to the nursery any child a member of staff feels to be unwell or suffering from any contagious or infectious ailments.

Parents should notify the nursery of any abnormality, infection, allergies or disability, which may affect their child, or any other persons within the nursery.

Should any illness, accident or emergency arise, the nursery has the right to take such action as is necessary, including hospital visits, whether or not the Parents or next of kin have been informed. The nursery will contact Parents as quickly as possible.

You will be given a full copy of our nursery sickness policy upon enrolment

Collecting Children

Children will only be handed to the Parent or Guardian specified by you. If arrangements are made for a different person to collect your child, please ensure that you have notified the office; this will avoid any difficulties. Identification will be sought from persons other than designated parent or guardian collecting children.

Change of Particulars

Parents should inform the nursery in writing of changes of any information previously stated on the registration form.

Messages

All messages to staff must be in writing, please do not give verbal messages concerning your child to staff.

Development of Children

As children develop their progress will be recorded and parents are encouraged to take part in this. Your child's record is always available for you to look at.

In order that your child reaches his/her full potential it is essential that we work closely together. It is our philosophy to establish a close liaison between home and nursery, and participation in all aspects of your child's education is encouraged and welcomed.

Please feel free to share information about your child however trivial it may seem. We expect you to keep in close contact during the early weeks to ensure that your child is settling in and is happy. Each term you will receive a newsletter informing you of our topics, letters and colours that we will be covering at the



Terms & conditions

nursery. This will enable you to support your child in his/her learning. There will also be opportunities for you to attend parent's evenings, open days and sports events.

Should you wish to discuss your child's progress please telephone to make an appointment, you are always very welcome.

Sessions

Children booked for extended day sessions will receive priority placements.

In the event of the Nursery having to close due to matters beyond our control, full Nursery fees will be due.

Sessions in Lieu

Children will not be credited with alternative sessions should they not fulfil their sessions

Clothing

Parents should ensure that children are dressed in suitable clothing. Please avoid shoes with laces.

Children must also have slippers to wear whilst in the nursery and wellington boots for in the garden area.

Policies

Upon enrolment Parents will be provided with copies of our Safeguarding Children, Sickness and Health and Safety Policies.

Parents will be given a copy of the nursery handbook that includes other detailed policies. It is the parent's responsibility to read and study these policies and to sign to indicate understanding before returning the handbook to the nursery.

Start Times

Start times must be adhered to due to staff/child ratios and the volume of traffic around the Katherine Semar School site. Children are not permitted to enter the nursery any time before their session start time.

Early and late collection can be arranged prior to requirement; a fee will be charged.

Collection Times

Late collection will be charged at the rate of £5 for the first 5 minutes and then a further £10 for every 10 minutes after your child's session end time; unless prior permission has been sought.

Sharing Information

The nursery is required to share information between other settings that your child may also attend.

Property Loss

Meadows Montessori cannot accept responsibility for any loss of, or damage to clothing or property however caused.

Child Safety

Children are the sole responsibility of their Parents whilst outside the nursery. Please ensure their safety at all times. Meadows Montessori cannot accept responsibility for any accidents or incidents that occur whilst the children are in the care of their parents.

Leaving dates

We require 4 weeks written notification of leaving to be submitted, or a month fees will be due.

Confirmed Bookings

If you no longer want to accept the place we require a month's written notification before the child is due to start, or a month fees will be due.

Prospectus

Statements within the prospectus are of opinion and good faith, but should not be construed as the basis for registration with the Nursery.

Notice of Removal

The nursery reserves the right to terminate admission or to require a child to leave the nursery without notice, for any reason considered by the nursery to be appropriate.

fees



meadows montessori nursery

	2 years to 3 years	3 years to 4 years	Discounted Rates for School Age Children
8.00 - 1.00pm	£24.00	£22.50	£20
9.00 - 1.00pm	£21.50	£20.00	£18
1.00 - 3.30pm	£15.50	£14.00	£12
1.00 - 6.00pm	£21.50	£20.00	£15
9.00 - 3.30pm	£29.50	£29.00	£25
9.00 - 6.00pm	£37.50	£35.50	£30
8.00 - 3.30pm	£32.50	£30.50	£27
8.00 - 6.00pm	£36.50	£34.50	£32
8.00 - 9.00am			£5
3.30 - 6.00pm			£10
Full Week 8.00am - 6.00pm (Mon to Fri)	£180.00	£167.50	£150
Full Week 8.00am - 9.00am (Mon to Fri)			£20
Full Week 3.30pm - 6.00pm (Mon to Fri)			£40

Please note: Meadows only offers spaces in the school holidays for children, or siblings of children who currently attend the nursery.

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