



Approved



INTRODUCTION

Buttercup Montessori Kindergarten has been established since 2001 and is situated amongst beautiful parkland surroundings, in the village of Galleywood in our purpose built setting. We benefit from private access to our adjoining park which allows us to enjoy nature trails and botany studies.

The Kindergarten is registered for 64 children, welcoming babies from 3 months to 5 years of age. We offer full and sessional day care, with our fully qualified Nursery Practitioners and Montessori Directresses from 7.30am to 6pm, 52 weeks of the year, with the exception of Bank Holidays.

Buttercup incorporates the Montessori philosophy alongside traditional play and learning activities giving an independent education and start in life for each child. In addition to our daily curriculum Buttercup offers extra activities which include; Spanish, Movement and Dance and Cookery all at no extra cost.

Our Montessori teaching methods are structured for all children from 3 months to 5 years of age and we recognize and address the different learning styles and the pace of learning for each individual. We encourage children not to be afraid of making mistakes but to see them as natural steps in the learning process.

Our aim is to provide a stimulating, happy, caring and structured environment where your child will be free to learn and play enabling them to discover and grow. We aim to provide a smooth and happy transition for children and parents from home to nursery and then on to their first days at Primary School.



SO WHAT IS MONTESSORI?

The Montessori method of teaching was created by Maria Montessori (1870 – 1952). She was a Doctor of medicine and developed her teaching strategies to allow the child the freedom to learn within a structured environment. Due to her success her teaching principles are used today worldwide. Her teaching methods are based around approaching an ‘educational’ task in a manner that appeals to children so that the child is not conscious of the fact that they are ‘learning’.

Maria Montessori’s philosophy enables children to become independent, confident and socially aware by taking the child through a progression of social and practical skills within a prepared environment. The exercises are carried out in an ordered sequence. These sequences develop concentration leading to independence and self-esteem. Your child will be allowed to work at their own pace, to enhance their full potential and develop, making a happy and confident child.

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The Absorbent Mind

Montessori observed how the children learned the language without anyone teaching them. This sparked her idea for the 'The Absorbent Mind'. For children under the age of 3 they do not need to have lessons in order to learn, they simply absorb everything in the environment by experiencing it, being part of it. It is therefore important that the environment set up is of a high standard, nice and positive since this is what the child will absorb whether he/she chooses to or not.

Three Period Lesson

Montessori had a method to teach vocabulary to children, she called it the Three Period Lesson. This is best done with real objects, for example have three types of fruit in season, vegetables, clothing or utensils. Others can be realistic objects (miniature animals) that can be found in any toy shop. Have a mat on the floor to lay out the objects or sit with the child at the table.

First period is the introduction of the object. Show the object to the child and say 'this is a (name of the object)'. Then lay it on the mat or let the child touch and hold it, then repeat the name of the object. Repeat the process with the other objects. By allowing the child to feel the objects it makes a more concrete memory for them.

Second period is to ask the child to point to the object that you have named. 'Can you point to me the (name of the object)'. Then move the object to another place so you know the child remembers the name and not the placement of the object. This period makes the lesson more alive and interesting. You may also ask the child to move the object to different spots on the mat.

Third period is to ask the child to name the object as you point to it. This is mostly done with older children who can fluently talk. The Three Period Lesson is an important part of learning and is used throughout the child's stay learning sounds, colours, numbers, continents, shapes etc.



The Baby Nursery

Our baby nursery cares for babies from 3 months old by our fully qualified Nursery Practitioners. Each nursery practitioner has been carefully chosen for their experience, qualifications and specialized interest in baby care. Each baby will be assigned a Key Person and our ratio is 1 to 3. Each practitioner provides unlimited hugs, cuddles and chats. Our baby room will be a home from home helping both Mother and baby to feel safe and secure throughout this important time. We provide beautiful fresh linen and bibs for every child and these are changed and washed after every use.

Your baby will have their own Baby Diary for you to read each day which will contain sleeping, feeding and nappy changing information. The Baby Room is divided so that your child can enjoy a soft play/sensory area, using their senses to help them move safely around their home area.

Parents are asked to supply formula milk or breast milk in named bottles which will be kept safe in our nursery fridge. Parents are also asked to provide nappies, cream, wet wipes, calpol and teething gel.

Your baby will be taken out in a push chair for walks in the fresh air within our fully enclosed garden.

All of our changing mats, toys, cots and high chairs are sterilized and disinfected throughout the day.

All members of staff wear soft indoor shoes (slippers) as no outdoor shoes are permitted within the Baby Room.

With your help and by working together we will slowly introduce solids. All of our food is cooked on the premises using fresh ingredients covering the 5 a day essential fruit and vegetables.

Baby Montessori

All the play equipment found within our Baby Room has been carefully selected to provide a stimulating environment. Our curriculum is rich in sensory exploration through Treasure Baskets, puzzles, through to wall mirrors and a pull up bar to encourage their first few steps, baby walkers will not be used as this has been proved to slow the child's development and can also be a hazard. Lots of soft play mats are stored within the baby room to encourage tummy time and movement.

We have a waiting list in place and parents will be notified when an opening becomes available. This is strictly done on a first come first serve basis. We advise that you place your child's name as soon as possible.



TWEENIE ROOM

From One to Two years

At approximately 1 year of age your child will be slowly introduced into our Tweenie Room. This is a gradual process and once your child has gained enough confidence to stay in the room full time they will then begin their next stage of learning.

Your child will continue to blossom in our warm and caring environment making new friends and exploring new toys and Montessori equipment. Your child will be introduced to circle time giving each child the opportunity to develop their social skills along with fun sing a long songs and lots of messy play. At this important stage of your child's development, curiosity and the need to learn will be fulfilled by a whole range of exciting fun activities.

Your child will remain in the Tweenie Room until they reach approximately 2 years of age or when both staff and parent feel that the child is ready to move into our 2's to 3's Room.

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CURRICULUM

From Two years on

Practical Life

The Montessori method follows a structure, which begins with Practical Life. In this stage your child learns about their environment, being shown how to look after themselves; for example, by cleaning their teeth, learning how to pour, polish, sweep, thread and weave. Working with Dressing Frames your child will also learn how to undo buttons, hooks, zips, bows and Velcro. This will develop their gross motor skills and eye-hand co-ordination.

Sensorial

Once your child has mastered these tasks he/she are then introduced to the Sensorial material. These apparatus enables your child to explore and heighten their senses independently.

The five senses are:

- Tactile - Touch
- Visual - Sight
- Auditory - Sound
- Gustatory - Taste
- Olfactory - Smell

With these senses strengthened your child can be then introduced to the didactic apparatus and phonic language along with the mathematical materials.

Language

Our children are taught the phonetic alphabet along with specialist reading schemes.

These are;

Pink Series – Three letter phonetical words eg. c a t and d o g

Blue Series – Four or more letter phonetical words eg. t r u c k and l o c k

Green Series – Phonograms eg sh op and l oo k



CURRICULUM

From Two years on continued...

Mathematics

The Practical Life and Sensorial material encourages logical thinking within your child. Your child learns through the specialist Montessori equipment from numbers 0 to 10,000, this is carried through to the decimalized system and Pythagorus.

The Arts and Crafts

Your child will have great fun enjoying;

- Painting
- Clay modeling
- Play dough
- Sticking
- Textiles
- Music
- Literature
- Dance & movement
- Circle Time

Toilet training

We encourage potty training when your child is ready, pull ups are encouraged and low level child size toilets are used to help this transition.

PRINCIPLES AND AIMS

Our aim at Buttercup is to help your child to find his or her own true potential not only academically but also socially, physically and emotionally. Through a nurtured environment your child will become confident with his or her own environment. This achieved, your child will be more than able to move onto their Primary School with confidence.



CATERING

All food is prepared within the nursery using fresh ingredients prepared by the nursery cook.

BREAKFAST **7.30 am - 8.45 am**

Breakfast is provided for our early starters which consists of toast and cereals.

MID-MORNING SNACK **9.00 am - 9.30 am**

Mid-morning consists of toast, fruit, juice, milk or water.

LUNCH **Midday**

Lunch is provided for all morning session, full day and weekly session children and is inclusive in your fees. Menus are displayed daily for you to see within our entrance hall.

MID-AFTERNOON TEA **3.30 pm**

Mid-afternoon tea consists of a hot snack and/or sandwiches, fresh fruit and homemade cakes.

BABY AND TWEENIE

AFTERNOON MEAL **4.00 pm**

Home made tea.

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OPENING TIMES

MONDAY – FRIDAY (full time) 8.00 am to 6.00 pm
(7.30 am start available upon request)

MORNING SESSION 8.00 am to 1.00 pm

AFTERNOON SESSION 1.00 pm to 6.00 pm

Morning Session, Full Day and Full Week are inclusive of lunch.

The Nursery is closed on all bank holidays.

UNIFORM

Uniform can be purchased from the school office and added to your bill

FEES

Fees are paid monthly in advance and are based on 52 weeks per year.
A non-refundable deposit of £50.00 is required.

If you pick up your child late a fee of £5.00 for every fifteen minutes will be charged and added to your bill.

AGE	WEEKLY	DAILY	AM/PM SESSION
0-2	£180.00	£39.00	£22.00
2-3	£170.00	£38.00	£21.00
3-5	£170.00	£37.00	£20.00



APPLICATION FORM Page 1 of 2

Child's surname:

Child's forename:

Date of birth: DD/MM/YY

Nationality:

Religion:

Does your child have any known allergies or medical conditions YES / NO
(if yes please specify)

Does your child have any special dietary requirements YES / NO
(if yes please specify)

Mother's name:

Home phone number:

Address:

Mobile number:

Work number:

Post code:

Email address:

Mother's place of work:

Work Address:

Father's name:

Home phone number:

Address:

Mobile number:

Work number:

Post code:

Email address:

Father's place of work:

Work Address:

Please create a password for your child:

Please supply a photograph of Mummy and Daddy as well as anyone who may collect your child from the kindergarten.



APPLICATION FORM Page 2 of 2

Emergency Contact:

In the event neither parent (nor a guardian) can be contacted please give details (including a photograph) of your emergency contact.

Telephone number:

Mobile number:

Proposed start date:
DD/MM/YY

Registration does not guarantee a place however a start date will be confirmed to you when a place becomes available.

Please tick sessions required:

	WEEKLY	DAILY	AM	PM
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I/we apply for a place at Buttercup Montessori Kindergarten and have read and fully understood your Terms and Conditions.
We enclose our deposit of £50.00 made payable to: **Buttercup Montessori**

Signed: Signed:

Print name: Print name:

Date: Date:



AUTHORISATIONS

Please read and delete any authorisations you cannot agree or adhere to.

I hereby give permission for my child to have their photograph taken and displayed within the nursery setting for observations and wall displays.

I hereby give permission for staff to monitor my child's development should unsociable behaviour occur, I agree to offer my support and help to the nursery.

I hereby give permission for staff at Buttercup Montessori to complete observations that may require the support of our SENCo (Special Educational Needs Co-ordinator) to help assist the development of my child.

I hereby give permission for staff at Buttercup Montessori to take my child out of the setting to visit the adjoining park. Access to the park is via our private gate whereby children and staff will not be walking on pavements.

I hereby give permission for staff at Buttercup Montessori to paint my child's face.

I hereby understand that medication including Calpol cannot be administered unless a medication form has been completed and signed.

I hereby give permission for staff at Buttercup Montessori to apply plasters should they be required.

I hereby give permission for staff at Buttercup Montessori to administer Teething Gel as required and I understand that the Kindergarten will contact me before administering Teething Gel.

I hereby agree to supply suitable Sun Cream (named) and give permission for staff at Buttercup Montessori to apply to my child as directed.

I hereby agree to supply nappies, wet wipes and nappy cream and give my permission for staff to change and administer as directed.

I hereby give permission for nursery staff at Buttercup Montessori to take my child to the Accident & Emergency unit in the case of an emergency/ seek medical advice or treatment.

I hereby give permission for Nursery Manager/Deputy Manager to act on my behalf in my absence in the best interest of my child.

I confirm that I have read and understood the authorisations set out above.

Signed:

Signed:

Date:

Blank area for signatures and dates.



TERMS AND CONDITIONS

Please read thoroughly, sign and date the following terms and conditions set out. Upon signing this form you have agreed to be bound by our terms and conditions.

All fees are due in advance by the 1st of each month, a penalty of £10.00 per week will be added to your bill for any late payments.

Non-payment of fees will result in Court proceedings and a County Court Judgment (CCJ) will be issued against you.

One months written notice or one months full fees in lieu of notice is required should you wish your child to leave Buttercup Montessori Kindergarten.

Whilst we appreciate that as a parent you maybe unavoidable delayed when collecting your child it is unfair to take advantage of staffs dedication and unfair on the child. After the first five minutes a late fee of £5.00 per fifteen minutes will be charged and added to your invoice. LATE COLLECTION CAN SEVERELY AFFECT STAFFING RATIOS AS LAID DOWN BY OFSTED.

Buttercup Montessori does not operate on Bank Holidays, however they still need to be calculated for in your invoice.

There are no refunds for sickness or holidays taken, as your child's place is secured throughout the year. It is also not possible for your child to make up time in other sessions due to ratios.

All fees are reviewed annually, in April.

Should your child become unwell they should not attend the nursery for a minimum of 48 hours to avoid cross contamination. The nursery reserves the right to refuse the entry of a sick or unwell child.

Parents of children who become ill during the session will be contacted and asked to collect their child to take home or to see a Doctor as soon as possible.

Buttercup Montessori kindly asks parents to purchase the required uniform and provide indoor Plimsolls (all clearly named).

We would ask that your child does not bring any personal effects such as toys or jewellery into nursery (stud earrings are acceptable).

Children will not be accepted into the nursery before 8am unless an early start has been agreed prior due to staff ratios.

Signed:

Signed:

Date:

Blank area for signatures and dates.