

Prospectus





If the environment is stimulating
the Montessori child will flourish.



Reflecting on Quality
committed to improvement



INTRODUCTION

Buttercup Montessori Kindergarten has been established since 2001 providing high quality childcare from our Galleywood setting. Autumn 2016 welcomed the opening of our new kindergarten located in Cuton Hall Lane, Springfield, just 5 minutes from Chelmsford City Centre.

The kindergartens welcome babies from birth to 5 years of age, offering full and sessional day care, with our fully qualified Early Years Practitioners and Montessori Directresses. We are open 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 birth to 5 years of age and we recognise 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

0-18 Months Approximately

Our baby nursery cares for babies from birth by our fully qualified Early Years Practitioners. Each Early Years Practitioner has been carefully chosen for their experience, qualifications and specialised 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 and teething gel.

Your baby will be taken out daily to play 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.

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.



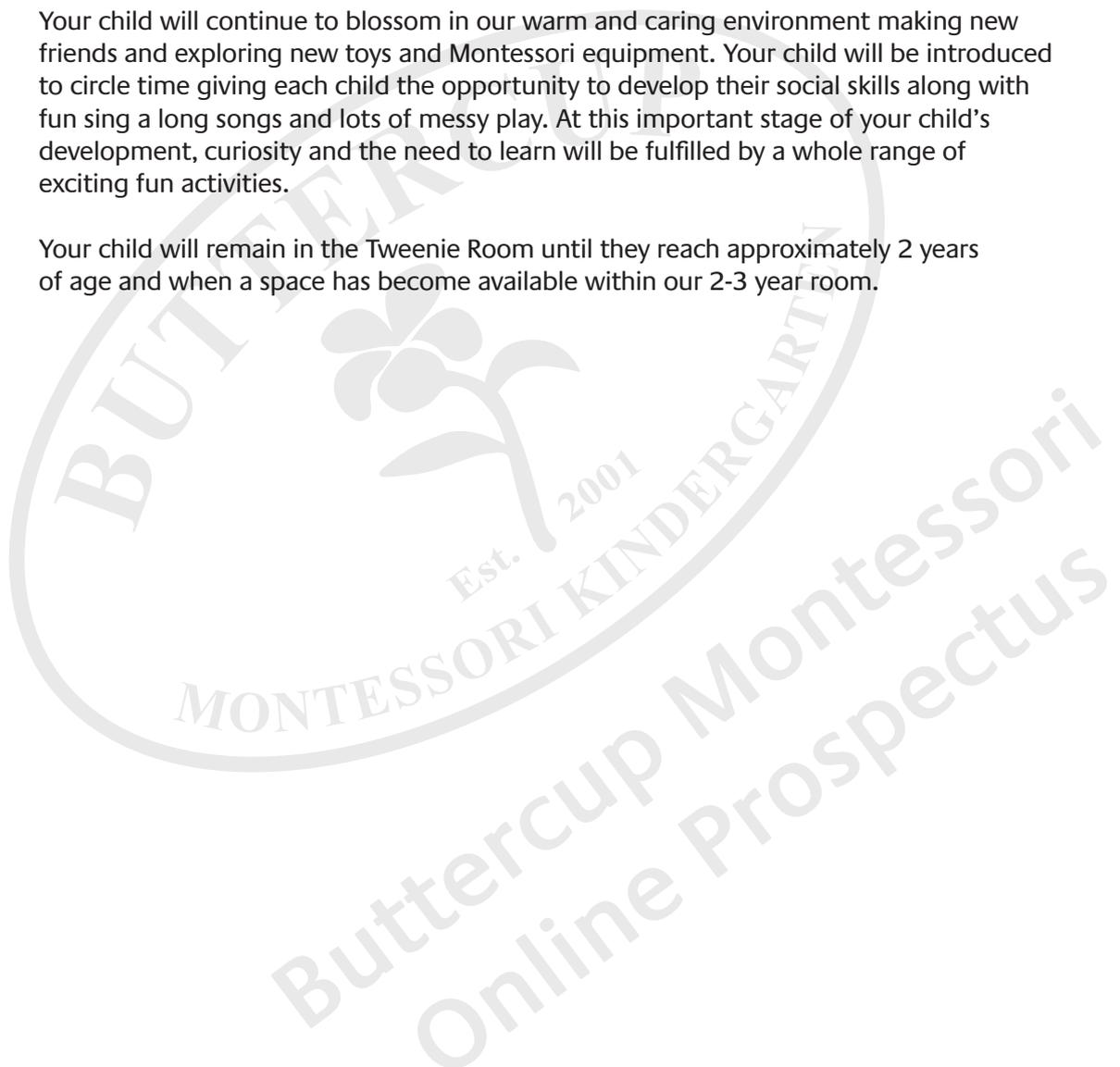
TWEENIE ROOM

Under Two's

At approximately 14-18 months 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 and when a space has become available within our 2-3 year room.





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 decimalised system and Pythagrus.

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 and sinks 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.



LOCAL OFFER FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITIES (SEND)

The purpose of the local offer is to improve choice for families by providing information about services available for young children who have special educational needs and/or disabilities (SEND).

Buttercup Montessori Kindergarten benefits from trained and experienced SENCO's (Special Educational Needs Coordinator), all attend Special Needs update courses to ensure the Code of Practice is adhered to at all times. The setting also has an ENCO (Equality Named Coordinator). We are a fully inclusive setting able to support all children and meet the needs of children with SEND. We provide clear information about what we already have in place to support children and families, which in turn will enable each child to achieve to their full potential.

Parking can be found directly outside the building with an access ramp leading to the entrance door, within the foyer can be found the accessible toilet. Access to the first floor is gained via a specially designed low rise, wide tread staircase with a child level handrail to aid support, all resources can be found at child level.

We have experience working closely with both children and families; and outside professionals to support children with impaired vision, Autism, allergies and English as an additional language (EAL), we have a positive approach to supporting behaviour and have completed the Inclusion Development Programme.

We allocate a Key Person to each child before he or she starts to attend. The Key Person welcomes and looks after the child during the settling in process and their time with us. When a child joins the setting we explain the process of settling-in and jointly decide with parents/carers on the best way to help the child to settle into the kindergarten.

All staff within the setting have received Safeguarding training.

Any arrangements that need to be made to cater for a child with special needs will be discussed with the parent/carer at the meet and greet session to ensure the kindergarten meets all individual needs.

We will record the child's progress and all the records on the child will be available at all times to the child's parents/carers and Ofsted. Our system of observation along with record keeping which operates in conjunction with parents, enable us to monitor children's needs and progress on an individual basis, all records are confidential.

At around the age of two years each child will receive a 2 year check completed by their key person, this check ensures that each two year old is where we would expect them to be in the 3 prime areas of development, (Personal, Social and Emotional, Communication and Language and Physical Development) any delays in these 3 areas will be discussed with the parents and the settings SENCO will take the information further to support the child within the setting.



Buttercup Montessori Kindergarten works closely with the parents/carers of all the children in the group to ensure that; the group draws upon the knowledge and expertise of the parents/carers in the planning provision for the child. If after talking with you we feel additional support is needed we will work with you to meet your child's needs.

The SENCo will liaise with other professionals (with your permission) such as Speech and Language therapists, Early Years Advisory teachers, Health Visitors and Area SENCo to gain further advice in supporting your child, we will then ensure advice and strategies are implemented. Each individual child's progress and achievements are shared and discussed with parents on a regular basis and through arranged parents evenings.

Funding from the Government is available in certain cases. If assistance is available this will enable us to employ a helper for 1:1 supervision of the child's education for the term time only period.

Our aims are:

- To identify a child with special educational needs/or disabilities (SEND) as early as possible.
- To promote an atmosphere of encouragement, acceptance and respect for achievements, in which all children can thrive.
- To develop sensitivity to individual needs and a climate of warmth and support in which self-confidence and self-esteem can grow.
- To develop staff skills in identifying children with learning difficulties and devise suitable support programs.
- To adopt positive and consistent strategies to help children with behavioral difficulties and/or emotional problems.
- To put in place a program of support and referral that will enable children to receive the help they need quickly and effectively (one plan).
- To inform parents of the needs and progress of their child and to work in partnership with them.

Special educational provision means educational provision, which is additional to, or otherwise different from, the educational provision made generally for children of their age.



All children in the group, irrespective of their special educational needs, are encouraged to participate in all the group activities (please refer to our Equal Opportunities policy).

We would like to state that Montessori equipment was originally produced for children with special needs. If further specialized equipment needs to be purchased to enhance the education of a child with special educational needs, Buttercup Montessori would need to discuss the finance with the parent/carer.

We will treat each special needs child individually and work with the relevant support services, including the Local Authority and voluntary organizations as appropriate.

Our Special Educational Needs and/or Disabilities (SEND) Policy will be updated on a regular basis. We would advise any child enrolling at Buttercup Montessori to first have a complimentary trial session accompanied by a parent to ascertain that we are the correct establishment for the child, on this visit both parent and Practitioner can discuss the specific needs of their child and how they might be met. A close relationship between parents/carers and staff is essential.

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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, milk or water.

LUNCH **Midday**

Lunch is provided for all full morning sessions, 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**

Hot dinner.

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OPENING TIMES

MONDAY – FRIDAY 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 invoice.

KINDERGARTEN FEES

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

If you collect your child late a fee of £7.00 for every fifteen minutes will be charged and added to your invoice.

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APPLICATION FORM Page 1 of 2

Child's surname: Male / Female
Please circle

Child's forename:

Date of birth: Nationality:
DD/MM/YY

Religion: Language spoken at home:

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:

If applicable, who has parental responsibility:

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

In the event neither parent/carer can be contacted please give details (including a photograph) of your emergency contact.

Emergency Contact ① / Name: Relationship:

Telephone: Mobile:

Emergency Contact ② / Name: Relationship:

Telephone: Mobile:

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:

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

Please tick setting required: Galleywood Springfield

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

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 understand that medication including Calpol cannot be administered unless a medication form has been completed and signed on the day of attendance.

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

I hereby agree to supply a Sun hat (named) and suitable in date Sun cream (named) and give permission for staff at Buttercup Montessori to apply Sun cream 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

The following Terms and Conditions form the contract between Buttercup Montessori Kindergarten Ltd and the Parent/Carer. To enable us to provide and maintain the highest standards of care we require all parents to be aware of and abide by the following conditions. Upon signing this form you have agreed to be bound by our Terms and Conditions.

To register your child for a place at the kindergarten a non refundable registration fee of £50.00 is required (this is not required for a second child) along with your completed Registration Forms, when registering your child this does not guarantee a place, places are allocated in date order of application, the kindergarten will contact you and write to you confirming a start date once a space becomes available.

FEES

Fees are due monthly in advance of attendance by the 1st of each month and paid electronically. Cheques are not accepted.

Late payment of fees will incur an administration fee of £10.00 per week, this will be added to your following months fees. Children may be refused entry and may be excluded if fees remain outstanding for more than 21 days beyond the 1st of the month and registration may be terminated. Non-payment of fees will result in Court proceedings and a County Court Judgment (CCJ) may be issued against you.

Childcare Vouchers are required to be set up to ensure the kindergarten is in receipt of the funds on or before the first day of the month to which they relate, all payments made including vouchers should be accompanied by the child's full name as a reference.

In exceptional circumstances, events may force closure of the setting such as extreme weather conditions, power failure or pandemics. Buttercup Montessori in these circumstances will not be held responsible and will not issue refunds for such forced closures, fees will remain chargeable.

Fees are payable during periods of absence including sickness and during public and Bank Holidays, the kindergarten will be closed on the annual Bank Holidays.

One full months written notice or one months full fees in lieu of notice is required should you wish your child to reduce sessions or leave the kindergarten.

Should an ad hoc day be agreed by Management, this will be added to your following months fees, this will remain chargeable should your circumstances change and the session is no longer required.

Buttercup Montessori Kindergarten operates 52 weeks per year and is not a term time only childcare provider therefore regular monthly attendance is required and recorded.



FEES ...continued

Parents/Carers should be aware that the kindergarten has to be vacated by the designated closing time in line with our Ofsted registration conditions. Late collections will incur an additional charge, after the first five minutes a late fee of £7.00 per fifteen minutes will be charged and added to your invoice.

There are no refunds for sickness or holidays taken, as your child's place is secured throughout the year. It is not possible for your child to make up time in other sessions or to swap sessions with other children who may be off.

All fees are reviewed annually in April. The kindergarten closes at 4pm on Christmas Eve and New Years Eve and chargeable at a your child's normal session rate.

FUNDING

All children are entitled to receive the Governments Free Early Education 15 hour Universal funding (FEEE) the term after their 3rd birthday for a maximum of 38 weeks per year (term time only), 30 hour funded places are available to eligible 3 and 4 year olds. Funding cannot be accessed on Bank Holidays therefore reducing the full entitlement within the funded term time of 38 weeks.

SAFETY AND WELL BEING

It is understood that the kindergarten is under an obligation to report to the relevant Authorities any incident where we consider a child may have been abused or neglected. This may be done without informing the Parent/Carer.

Parents are not allowed to permit another parent entry into the kindergarten, entry can only be permitted by a member of staff.

It is the parents responsibility to ensure that staff are aware of who will be collecting your child. No child will be allowed to leave the kindergarten with anyone, known or not, without prior notification and a password given.

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

Should your child become unwell with sickness or Diarrhoea they should not attend the kindergarten for a minimum of 48 hours to avoid cross contamination. The kindergarten 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 notified. If the Manager deems that the child is not well enough to remain at the kindergarten you will be requested to arrange collection of your child. A copy of our Exclusion Policy is available upon request.

The kindergarten cannot administer any medicine to a child unless it has been prescribed by a Doctor or in the case of an emergency. To reduce a child's temperature Calpol can be administered by a staff member however only if a parent has given prior written notice on the day, other forms of long term medication such as an Asthma pump can be administered by staff once parents have provided written instruction.

Buttercup Montessori works closely with parents to cater for specific dietary and medical requirements of individual children. Parents have a duty of care to notify the Manager in writing if there are changes to a special diet or medical condition so that we can ensure all records are updated in line with these changes.



SAFETY AND WELL BEING *...continued*

It is the parent's responsibility to inform the kindergarten if your child is not vaccinated in accordance with their age for the protection of others within the setting.

It is essential that parents notify the kindergarten of any changes to contact numbers including emergency contacts.

We would ask that your child does not bring any personal effects such as toys or jewellery into nursery (stud earrings (taped) are acceptable). Under two's are not permitted hairclips or grips as they are seen as choking hazard.

Should the mistreatment of staff or a grievance arise which develops to be seen as threatening to staff or Management, the Management reserves the right to ask you to leave the setting and your child's place will be terminated with immediate affect.

It is a legal requirement on the kindergarten to hold information about children and staff, all records are stored in a locked office. We use an online administration system that is password protected which only Management have access to.

GENERAL

The 31st August is the last day of attendance for the term, for children who are leaving the setting to start their new school in September.

The kindergarten undertakes to maintain those insurances required by law. Copies of the current Employer's Liability and Public Liability Insurance policies are displayed within the kindergarten's foyer area.

Buttercup Montessori does not accept responsibility for accidental injury or loss of property.

Children should be dressed appropriately to the season and all clothes, shoes and belongings are to be clearly labeled with the child's name. The kindergarten can at time be a messy but fun place when eating, drinking, visiting the toilet, gluing and painting or interacting in general outside play, we therefore request that parents provide a minimum of 2 changes of clothing for each attendance. The kindergarten will not be held responsible for damage to clothing.

Buttercup Montessori Kindergarten reserves the right to review and update its Terms and Conditions, updated versions can be found via our website.

Revised March 2020

Signed:

Signed:

Date:

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