



Allen's Montessori Day Nursery Ltd

PROSPECTUS

A Montessori start is the right start

- Mrs. Allen, Principal and Proprietor



Allen's Montessori is a privately run day Nursery established in October 1996. The premises operates three classrooms in a converted two storey house, situated on the northern side of Beulah Road, about three-quarters of a mile north of Thornton Heath town centre. Transport links include mainline railway stations Thornton Heath and Norbury, with easy access to main bus routes from Green Lane, Brigstock Road and Parchmore Road.

Our nursery is registered with Ofsted for 33 children, aged between 6 months – 5 years old. It is open from 7.45am to 6pm, Monday to Friday, 51 weeks a year (with the exception of Bank Holidays and other dates outlined under our Terms & Conditions).

ABOUT OUR NURSERY

We believe that a child's learning develops best when there is a three way partnership between a child, a parent/carer and the practitioner. Our aim is to create a feeling of being an extension of our nursery children's families whilst caring for them. You can be assured that your child will be kept safe, well fed, educated and loved, but most of all, their whole experience will be made fun!

The period between birth to five years is the most important in a child's development. We are careful to minimise any pressures to succeed during this time, believing that more can be achieved through learning with their friends in a happy and caring environment. Instructions, encouragement and lavish amounts of praise help to foster a child who is secure and content, displaying confidence and independence. Our lessons are designed to inspire a joy of learning and a desire to explore, whilst establishing a solid foundation for future schooling. It is our intention to enable a sense of security and confidence that will remain with the children throughout their young lives.

Our nursery is divided into rooms according to age groups, except when large group activities such as circle time, music, role-play, birthday parties and trips are taking place. Children are grouped according to their development and emotional, physical and intellectual needs. These groups are well equipped and supervised by qualified staff at all times.

We keep records of each child's progress. Children under two years old will receive a daily report. Children over 2 years old will receive a daily report for the first week they attend the nursery, after this, we log daily observations in each child's Foundation Stage Folder for the remainder of their time at Allen's Montessori. When your child leaves the nursery, this folder will be passed onto their next setting/school. Throughout these observations, a growing understanding is built up of how each child is developing in their own unique way. You, as a parent, can ask to see these records at any time. We also use a contact book to communicate with parents. If there is a specific issue that we feel needs comment or observation at home, we will enter it into this contact book and send it home with the child. We then ask you to please read, understand and comment on the issues concerned. If you need to speak briefly about your child's progress with members of staff, please do so. For an in-depth discussion of your child's development, please contact the nursery management for an appointment with your child's teacher.

The nursery is open throughout the year excluding all bank holidays, one week in December, up to 2 days for staff training and another for a parent's open day in each year. We may also close for up to one further week during the school year (between 1st September and 31st August the following year). This will only take place if any emergency work is required to maintain the high standards of the premises. We will endeavour to provide parents with adequate notice of any closures.

If a nursery closure is due to uncontrollable circumstances wherein staff cannot attend (e.g. snow or floods), the nursery will be closed due to health & safety reasons. We will notify parents by telephone, email or post details on our website of these emergency closures. All fees are payable as normal under these rare circumstances.

Children are taken on local outings, for example: the library, parks and supermarkets, with consent forms issued to parents in advance for approval. We host one annual nursery outing every year and parents are not required to, but are encouraged to attend these.

WHAT IS MONTESSORI?

*Montessori is an attitude
Not just simply a teaching system
Not just a technique*

*One must have
Great love for
And understanding of
Each individual child*

*Montessori
Is a spiritual attitude
Toward mankind
And mankind begins
with childhood*

Montessori is an educational approach that was developed by Italian physician and educator Maria Montessori in the late 1800's. Dr. Montessori's work was based on her observation of children and the way they chose to interact with the environment, lessons and materials available to them during her classes. She later refined her method to summarise that children and young adults who were at liberty to act freely, would always opt to develop and learn.

Access to the correct environment and materials play an essential part in the application of the method and allow for the freedom of physical and intellectual movement to learn. A child develops an acute awareness of their senses through the use of designed and graded Montessori equipment. This sense training is essential as it provides the quality of perception on which all knowledge is built. This is why, here at Allen's Montessori Nursery, we have divided this equipment between three main classrooms according to age group and further assess the individual child's needs for development.

Furthermore, Dr. Montessori designed exercises to develop physical refinement of movement and alertness of senses through daily activity and interaction with the materials provided. The acquisition of these skills by the children is made with great ease and joy, allowing them to become confident, communicative and sociable.

The Montessori Method has greatly influenced much of today's educational thinking practice. The success in orthodox Montessori schools has been repeated since her time, worldwide. This is why we are proud to continue in her footsteps.

THE CURRICULUM

We closely follow the Montessori method and adhere to the Early Years Foundation Stage (EYFS) framework. The development planning in the nursery is directed towards helping children reach the next level of achievement, and also to help them develop intellectually, emotionally, physically and socially.

A good curriculum does not stand still, but is always changing and improving. With that in mind, the curriculum at Allen's Nursery is kept under constant review and regularly updated in order to meet changing requirements.

Prime Areas of Focus

Personal, Social and Emotional Development

Children are provided with experiences and support to help them develop a positive sense of themselves and a healthy respect for others. We teach social skills and encourage a positive disposition to learn, ensuring that emotional wellbeing is nurtured and helping children to know themselves in order to reach their full potential.

Knowledge and Understanding of the World

We support the development of knowledge, skills and understanding that will help children participate in the world around them. Children are given the opportunity to use a range of materials and tools, undertaking practical experiments safely. They are invited to encounter people, creatures, plants and objects in their natural environment and in real-life situations. We allow access for the exploration of environment in order to develop a child's intelligence.

Diversity is celebrated. We provide an unusual approach to exploring the cultural resources within a child's environment. At the nursery this is done through various mediums, including lessons in languages, music movement, I.T and cookery.

Communication, Language & Literacy

We provide a unique approach, with activities and topics to aid the development of language and literacy. Opportunity and encouragement is given to children, so that they may use their skills in a range of situations, for a variety of purposes, whilst developing the confidence and disposition to do so.

Problem Solving, Reasoning & Numeracy

Children can develop their understanding of problem solving, reasoning and numeracy within a broad range of contexts. We present basic mathematical concepts in an original and exciting way. They can explore, learn, practise, enjoy and talk about their developing understandings.

Creative Development

We provide numerous opportunities for children to explore and share their ideas and feelings. This is achieved through a variety of creative forms, including art, music, movement, dance, imaginative and role play activities, mathematic designs, technology, sand and water play, play dough modelling, cutting, stencilling and construction toys.

Physical Development

Our garden has been completely transformed into a rubber covered, soft play area. We the ideal environment for children to be active and improve their skills of coordination, control.

manipulation and movement. The nursery provides a variety of play equipment for children to improve their motor skills and fine motor skills. Children are directed to use all their senses in order to learn about the world around them, helping them to make connections between new information and what they already know.

WHAT TO EXPECT

Induction

We realise how difficult and even distressing starting at a nursery can be for both you and your child. Here at Allen's Montessori Nursery we allow a new student to become thoroughly familiar with their surroundings and their class teacher before experiencing any separation. Where possible, parents / guardians are encouraged to gently ease their child into this new environment by participating in an induction session at the Nursery. We will arrange this upon submission of your enrolment forms.

Food

Recognising the importance of a balanced diet, we are fully committed to delivering exceptional quality food for our children. We provide nourishing and tasty meals for nursery children, using plenty of fresh vegetables and fruit. We operate a multi cultural, 5 week menu that is designed to cater for all dietary needs, including vegetarian and vegan children. Any requests for a medically required diet will need to be accompanied by evidence. These must be discussed at the admission stages. Whilst we encourage children to eat all meals provided, we do not force feed - an alternative meal is provided to encourage eating instead.

- ❖ Breakfast is served from 8am to 8.25am
- ❖ Mid morning break from 10:00 am to 10:30am
- ❖ Lunch is served from 11.30pm to 12.30pm
- ❖ High Tea is served from 3pm to 3:30pm

We adhere to strict policies regarding food consumption on premises due to changes in Food Legislation regarding allergens. Bringing in party food, sweets, or nuts of any kind, is strictly prohibited.

Daily Routine

The daily routine involves numerous activities, play and lessons. Maths, literacy, IT, language, physical play, art, singing, sensory stimulation and outdoor activities are all factored into your child's daily experience. Every classroom is packed full of interactive objects and facilities suited to that specified age group. The children are encouraged to learn through practical activities and sensory play throughout the day. This includes free-play, which incorporates physical activities too.

Musical activities are provided on a daily basis for the development of rhythm and sound, and IT lessons are offered to preschool children. We have outdoor play facilities that are accessible with staff guidance all day long, in order to foster imagination and good health.

Sleep or quiet time is encouraged for any children who require a rest. Babies have afternoon naps.

Discipline

Our aim is to help children to develop a sense of right and wrong from an early age. Inappropriate or disruptive behavior from a child will be dealt with in the appropriate manner immediately. If a child's behavior is repeatedly in question, we will discuss this in detail with their parents. If necessary we can arrange support from outside agencies, with the parent's consent.

Attendance

Regular attendance is expected. We ask parents to finish handing over children by 9am, to avoid disrupting the class and the routine of the Nursery. If your child is unable to attend, you will need to notify the nursery by telephoning by 9am on the first day of absence. There is some flexibility regarding times of arrival and times for collection of children - please speak to management for more details.

If you require extra sessions for your child, these can be arranged subject to availability. You must give at least 48 hours notice to cancel an extra session or you will be charged for this.

It is essential that the parents notify the nursery if their child is unwell or has been in contact with any infectious / contagious illness. Please ensure that you notify us of the exact nature of illness so we may take the necessary precautions to avoid cross-contamination. If a child becomes unwell whilst attending the nursery, we will contact the parent, guardian or recorded emergency contact as soon as possible. In the rare case of serious illness, accident or other emergency needing immediate attention, the nursery retains the right to take action as the principal sees fit, including hospitalisation if necessary. Decisions such as this will be undertaken in the best interest of the child, even ahead of informing parents of the emergency. This is explained in greater detail under our Terms & Conditions.

Collecting your child

Please list all the names of people who will collect your child from the Nursery on the registration form, if possible enclose photographs. Children will never be released to an unknown person unless staff have been notified in advance by writing, email or by telephone in the case of an emergency. We will require to see identification and hear a pre-agreed password before releasing a child to a nominated individual.

Collection should always be by 6pm at the latest. If for any reason this isn't possible, a fee of £10 per 15mins of lateness will be payable upon arrival.

EQUAL OPPORTUNITIES

Allen's Montessori Nursery is committed to an anti-discriminatory practice at all levels. We aim to be inclusive and work in partnership with parents to include their child at our setting, actively welcoming children with additional needs.

Mandatory equal opportunities is prompted for adults and all children with regards to employment, training, admission, education and all day care services provided. Staff here must ensure that in offering services to parents, they do not discriminate against anyone on the basis of race, religion, ability, gender or sexual orientation.

Our team treat children and families with equal concern and in doing so, the care that they give each child is done with acknowledgement and respect for specific needs and with regard to religious persuasion, racial origin, cultural and linguistic differences.

We celebrate all cultural festivals and run a strict equal opportunities policy. If you do not wish your child to take part in any of these events, please let us know, as alternative arrangements can be made. We include multi-cultural activities in our curriculum and encourage parents to get involved in these with us, and their children to promote this extended family atmosphere.



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ADMISSION POLICY

Children whose names appear on our waiting list will get priority for vacancies in the nursery. We accept students from our waiting list on a first come, first served basis only. We require our Enrolment Form and Terms & Conditions to be read, completed and signed before registration is accepted.

COMPLAINTS PROCEDURE FOR PARENTS / GUARDIANS

- ◆ If a parent has an issue either involving their individual child or the nursery as a whole, they should in the first instance raise this issue with either their child's key-worker (class teacher) or the deputy manager.
- ◆ Should the matter not be resolved, the issue will be brought to the attention of the manager who will meet with all parties involved.
- ◆ Should the matter still remain unresolved, it will be raised with Ofsted – Tel: 0300 123 1231. Website: www.ofsted.gov.uk
- ◆ At all points throughout these processes the parent/guardian will be kept informed of progress.

Like what you've seen so far?

Contact us today to arrange a viewing appointment

Telephone 020 8771 2728

Email info@allensmontessori.com

We look forward to meeting you!