



## Little Graduates Montessori School

Ofsted Reg. No.: 108416 E-Mail: [manager@lgmontessori.com](mailto:manager@lgmontessori.com)  
ICO A8384736 Phone 01628 828258 [www.lgmontessori.com](http://www.lgmontessori.com)  
School Lane, Littlewick Maidenhead SL6 3QY phone 01628 828 258



# PROSPECTUS 2024



Version February 2024

What makes us special:

5 Food Hygiene Rating

German and Spanish tuition

Forest school and woodwork

Tapestry: online learning journal

Salsa, Yoga and P.E lessons

Healthy homemade meals

Teamed with the Royal Foundation  
Centre of the Early childhood to  
promote wellbeing



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

Maria Montessori



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**Willkommen Huan Yin, Bienvenidos, Bienvenu,**

**WELCOME**

**Witajcie Benvenuto Satsriakal Namaskar**

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## MISSION STATEMENT

Our mission at Little Graduates Montessori is to support each child holistically while scaffolding their unique skills. We seek to provide a stimulating environment that promotes physical, emotional, social, and cognitive well-being and growth while with our passion for the Montessori method and philosophy, we encourage independence, self-confidence, and love for learning.



*"The young do not know enough to be prudent, and therefore they attempt to achieve the impossible – and achieve it, generation after generation. We, as people who care for the young, help them achieve 'the impossible'."*

*Maria Montessori*





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## ABOUT LITTLE GRADUATES MONTESSORI SCHOOL

The Nursery operates from a substantial Victorian building, set in the picturesque village of Littlewick Green. We are situated at the end of the lane, surrounded by large, secure gardens and fields; making this a perfect setting for our children to thrive in. Our aim is to create an environment that is safe, calm, and caring for a holistic learning experience.

Our rooms are fresh and bright with areas for sleep, meals and active play. Equally important are our secure outdoor play areas to help the children develop an awareness of the natural world and a sense of well-being as well as the opportunity to develop their gross motor skills. We want your child to enjoy being in a safe and caring environment from the moment you drop them off to the time you pick them up. Our dedicated staff members are ready to give a hug or helping hand when needed and they also have the skills and knowledge required to support and unfold your child's unique potential skills and learning.

We are registered with Ofsted and are inspected periodically by them. Reports of our previous inspections can be viewed on the Ofsted website and a copy is available in the Nursery Foyer for your convenience. We also maintain a good working relationship with the local authority Early Years Team. The Nursery is fully insured, and all certificates are displayed in the school office.

Our staff comprises of qualified Montessori Teachers and Early Years Practitioners. To maintain the high standards, we expect of our staff we offer regular external and in-house training. We also offer apprenticeships to young school leavers who are interested in a career in Childcare by offering them training opportunities when working towards the Early Years Educator qualification.



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## ENVIRONMENT

Little Graduates Montessori School is divided into three units, based on age and development.

### **OUR BABY UNIT - The Puffin Room**

This is our new baby room from birth to 2 years old. The room is calm and inviting with age-specific toys and sensory apparatus. Our caring and dedicated staff members engage with the babies and offer a stimulating and safe environment for the children to extend their learning and development.

The room is bright and stimulating with separate areas for soft and messy play, sleep and meal times.

We follow the key worker system and every child will be allocated to their key person during the first six weeks. During the daily routine, the child's key person will follow age-appropriate activities linked with the EYFS Framework. Before a child starts with us, the Room Leader will discuss the routines with the parents and do the baseline with them to see what stage of development their child is at to provide better support. The aim is to liaise closely with parents to provide continuity in their established routine and provide them consistency of care. We offer two one and half hour trial sessions prior to starting at the unit.

We maintain a daily care sheet with details of the child's day, and this is shared with the parent at the end of each session. As the baby's development progresses, we introduce a wider range of activities to stimulate their minds and enhance development. Staff members ensure the baby feels secure therefore cuddles and comforting are an essential part of their routine at this stage. Children move up to Penguins room the term after their second birthday.





## OUR TODDLER UNIT - The Penguin Room

This unit is for children between 2 and 3 years of age. Once again, our room is bright and inviting with a role play area, activity area, sand water play, reading corner, sleep area and many stimulating resources. Encouraged by our caring staff, your child's development will come on in leaps and bounds. During the daily routine, the staff carries out age-appropriate activities according to each child's interest and needs. We also introduce some basic Montessori activities in this Room. Children move up to Peacocks the term after their third birthday and when they are potty trained.



## PRE-SCHOOL UNIT-The Peacock Room

In this room, we use the Montessori Method and incorporate this within the EYFS framework. We develop language, math, sensorial, cultural, and practical life skills as part of the routine. Children also have access to music, salsa, P.E., role play, Spanish, German classes and cooking. We do planning in the moment to support and extend each child's interest and introduce a new topic every two weeks. We believe passionately in parents in partnership. We do End of the Term parents' meetings three times per year to discuss the development of each child and provide better support to children at home and nursery.





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## CURRICULUM

We follow the Early Years Foundation Stage as laid down by the Department of Education and Skills alongside the Montessori Method of teaching. We believe that the amalgamation of the two systems produces excellent results in achieving the Early Learning Goals.

### THE EYFS (Early Years Foundation Stage)

The Early Years Foundation Stage (EYFS) is taken from the statutory framework for the Early Years Foundation Stage, September 2021. The EYFS describes how practitioners should support the development, learning and care of young children. The child must have an enabling safe and secure environment, where they are able to form positive respectful relationships and be competent learners from birth. Through observation, assessment and planning staff aim to support the child's learning and they will be alert to early signs of difficulty and arrange additional support from other agencies, if necessary, for the child and parents.

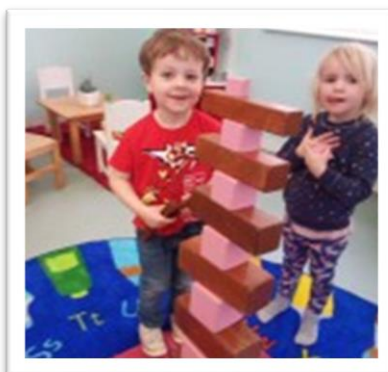
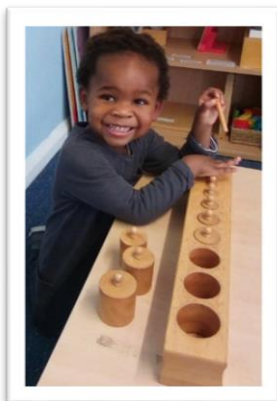
#### **PRIME areas**

Personal, Social and Emotional Development  
Communication and Language  
Physical Development

#### **SPECIFIC areas**

Literacy  
Mathematics  
Understanding of the World  
Expressive Arts and Design

None of these areas of Learning and Development can be delivered in isolation from the others. They are equally important and depend on each other to support a rounded approach to child development. All the areas must be delivered through planned, purposeful play, with a balance of adult-led and child-initiated activities.



### **Communication and Language**

Our activities involve giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations. We have consolidated our **German and Spanish lessons** with native speaker's teachers.



### Physical development

We provide a variety of opportunities for children to develop both their gross and fine motor skills. We plan age-appropriate activities for the children. **We also do Salsa, Yoga, P.E. lessons, Sewing and Woodwork.**

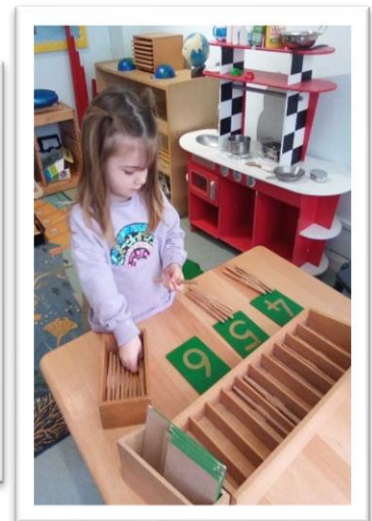
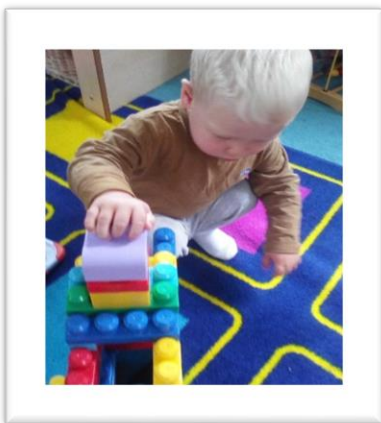


### Literacy

Once a child can read it opens up a world of imagination. Through use of the Montessori materials, we introduce the phonetic alphabet and sandpaper letters then moving on to word building which is the steppingstones to reading and writing. Children are exposed to a wide variety of literature through books, poems, lyrics, drama and conversation.

### Mathematics

Through use of the Montessori apparatus and a balanced and well-planned curriculum we develop the child's understanding of how mathematics influences our daily lives.







## Personal, Social and Emotional Development

We provide experiences and support that will help children develop a positive self-image of themselves, their families, and others. Children's mental wellbeing is of paramount importance in these stressful times and we give support and comfort when needed. The Montessori ethos 'help me to help myself' is the backbone of the Montessori philosophy and through a carefully planned curriculum children build their self-esteem and positive social interaction. This is why **We have teamed with THE ROYAL**

**FOUNDATION CENTRE FOR EARLY CHILDHOOD** <https://royalfoundation.com/>. In June 2021, The Duchess of Cambridge launched The Royal Foundation Centre for Early Childhood, which will drive awareness of and action on the extraordinary impact of the early years, in order to transform society for generations to come.

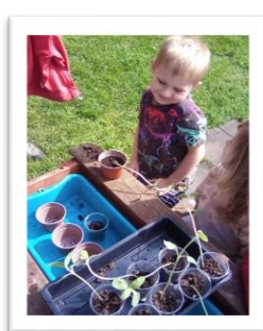
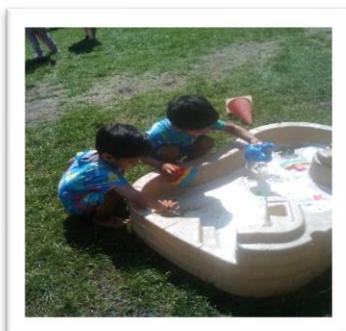
"We all have a part to play in building the right foundations for our children in the early years. By linking up all the amazing work, research, knowledge and passion that is already out there we can create a space where we can all explore the importance of early childhood and how it shapes the world around us."

**THE DUCHESS OF CAMBRIDGE**

## Understanding the World

We provide experiences that encourage children to expand their knowledge, skills and understanding that help them to make sense of the world. We support their learning through offering opportunities for them to use a range of tools safely. They explore the world of mini beasts, animals, people, plants and do science experiments to make predictions and support critical thinking. Our comprehensive and exciting termly curriculum planning develops children's interests and extends their knowledge of the world.

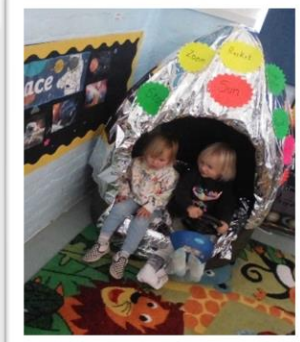
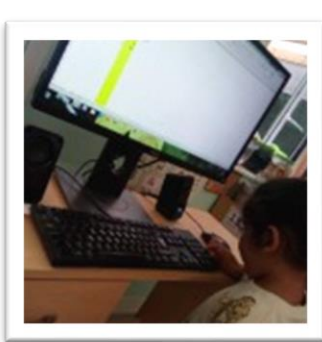
**Forest school Programme:** our outdoor learning ensure that children are experiencing the awe and wonder of nature and support the EYFS in a big way. It is all about child centred free play, building a better relationship with the natural world, and taking care of it. With woodwork activities children use real tools and learn about structure, how to risk assess while supporting all the other areas of learning including literacy, maths.



### Expressive arts and design

We help and encourage children's creativity, curiosity, exploration and play with a wide range of materials. We provide opportunities for children to express themselves, their thoughts and feelings through a variety of activities like art, music, movement, dance, role-play, and design and technology. In the Peacock class the children enjoy the weekly IT lessons where they are able to practice their writing skills.

**"The hands are the instruments of man's intelligence"**



## THE MONTESSORI METHOD

**"Montessori is an attitude, not simply a teaching system, not just a technique; one must have great love and understanding of each individual child. Montessori is a spiritual attitude towards mankind and mankind begins with childhood".**

### **Montessori ethos**

LG Montessori's approach is strongly influenced by the Montessori philosophy that is based on the proven fact that children learn through understanding and doing rather than being told. Children flourish in our child centred environment, which allows them to work independently and at their own pace sequentially through the Montessori approach.

LG graduates believes that Grace and courtesy helps to promote intellectual, physical development and on the other hand providing opportunity for children to be a special helper can boost their confidence, develop sense of responsibility and initiative.



At Little Graduates Montessori School, we incorporate the five principles in our practice by suggesting:

**Respect for the child:** is shown by giving children the freedom to make choices.

**The Absorbent Mind:** children use their senses to absorb information and constantly learning from the world around them.

**Sensitive periods:** Montessori pedagogy believes there are certain periods when children are more ready to learn and teachers must identify and provide resources for children to flourish during this time.

**The prepared environment:** Montessori teachers prepare the learning environment by providing materials to enable children to do things for themselves and by following their interests.

**Auto education:** one of the most important beliefs in the Montessori Method. Teachers provide the opportunity, guidance and encouragement for children to educate themselves.

## THE MONTESSORI CURRICULUM

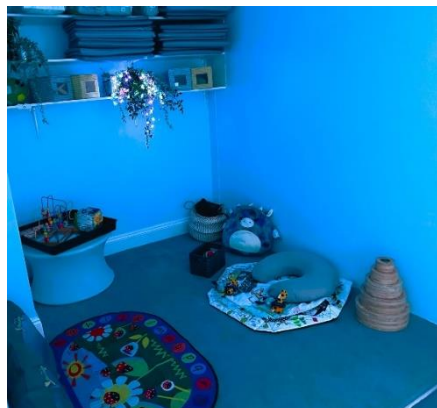
The learning materials in the nursery are designed for individual work. Once a child has been introduced to a piece of material at an appropriate time in their development, they are able to work without the aid of a teacher. Montessori areas of learning are follows:

### Activities of Everyday Living

All our practical life exercises (pouring, spooning, cutting etc.) relate to the child's everyday life. These are designed to develop independence, concentration, fine motor skills, co-ordination and social skills.

### Sensorial

Montessori sensorial materials help children develop and refine their five senses and facilitate the understanding of abstract concepts through the use of more concrete activities. Each piece of sensorial apparatus develops the application of one sense in a precise way, e.g: texture, weight, sound, smell, shape, size and colour. The teacher encourages children to become more finely attuned to what they see, hear, touch, smell, and taste. **Our sensory room in the baby room is a therapeutic space** to provide a calm and relaxing environment for a variety of sensory experiences.





### Mathematics

As each child is ready, they are introduced to simple Montessori math's materials in a concrete form. For example the spindle box combines quantities (wooden spindles) with the written number, The apparatus is graded from very simple to advanced. Children experience a variety of mathematical concepts such as size, weight, measurement, height and comparisons which move on from concrete to more abstract concepts.

### Language and Literacy

Materials for intellectual development are gradually introduced when the children are ready. They are introduced to the phonic alphabet using sandpaper letters, moving to word building, and eventually being early readers. Children are encouraged to extend their mark-making skills by using a variety of tools to develop their pencil control.

### Knowledge and Understanding of the World (KUW)

Montessori KUW activities enable a child to gain an understanding of the world through materials including botany, geography, history, cultural diversity, science, music, and art.

**Cultural capital:** Perhaps, most importantly, definitions of cultural capital might recognise and reflect on one of the core principles of the EYFS, the **Unique Child:** 'every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured'



**Diversity:** we promote diversity by celebrating different festivals and learning about different cultures, traditions and languages.







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## MENU: our nutritious food

Meal times are very special for us, they give your child the opportunity to develop their social and communication skills alongside a nutritious meal. Each meal is prepared freshly every day by our qualified chef. Menus are on 4-week cycles with new additions being incorporated seasonally allowing us to get the best food for each new season.

**Nutrition is a big part of life at Little Graduates;** all menus are devised with the help of our food and dietary nutritionist. We have considered and cater for dietary requirements and allergies and a consultation on what food your child can consume will take place with your child's carer.

**We operate a 4-week cycle for our menu which is updated twice a year. Here's a sample of one of our menus:**



### AUTUMN AND WINTER MENU - Week 1 of 4

Time/Day	Mon	Tue	Wed	Thu	Fri
<b>Breakfast</b>	Selection of seasonal fruits, cereals/ porridge and wholemeal toast	Selection of seasonal fruits, cereals/ porridge and wholemeal toast	Selection of seasonal fruits, cereals/ porridge and wholemeal toast	Selection of seasonal fruits, cereals/ porridge and wholemeal toast	Selection of seasonal fruits, cereals/ porridge and wholemeal toast
<b>Morning Snack</b>	Organic Milk/Water Seasonal fruit	Organic Milk/Water Seasonal fruit	Organic Milk/Water Seasonal fruit	Organic Milk/Water Seasonal fruit	Organic Milk/Water Seasonal fruit
<b>Lunch</b>	Chickpea curry with rainbow vegetables and basmati rice	Spaghetti bolognaise and green beans	Roast with broccoli, roast potatoes, gravy	Pea, ham and mushrooms pasta	Cod fillets with chips and peas
<b>Veggie Option</b>	Chickpea curry with rainbow vegetables and basmati rice	Chickpea curry with rainbow vegetables and basmati rice	Chickpea curry with rainbow vegetables and basmati rice	Chickpea curry with rainbow vegetables and basmati rice	Chickpea curry with rainbow vegetables and basmati rice
<b>Pudding</b>	Fruit platter	Granola, honey, homemade natural yogurt	Chocolate chia pudding	Homemade flapjack	Bananas with homemade custard
<b>Afternoon Snack</b>	Organic milk/water, breadsticks, raisins and cheese	Organic milk/water, breadsticks, raisins and cheese	Organic milk/water, breadsticks, raisins and cheese	Organic milk/water, breadsticks, raisins and cheese	Organic milk/water, breadsticks, raisins and cheese
<b>Tea/Dinner</b>	Homemade vegetable or tomato soup with crusty bread	Jacket potatoes with cheese and salad	Fish fingers and green peas	Mini Sausages with Yorkshires and gravy	Chicken wrap with mayo, lettuce, cucumber
<b>Pudding</b>	Seasonal fruit platter or homemade organic yoghurt or dairy free yoghurt				



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### Sessions and nursery fees valid until August 2024

Session	Time	0-2 years old	2-3 years old	3-5 years old
Half Day	8-1 or 1-6	£54.50	£53.50	£52.50
Nursery Day	9-3	£58.50	£56.50	£55.50
Full Day	8-6	£84.50	£83.50	£82.50
Full week 8-6 With 10% disc	for 49-week contract only	<b>£380.25</b>	<b>£375.75</b>	<b>£371.25</b>
Daily fee for full week, 49 weeks contract	8-6	<b>£76.05</b>	<b>£75.15</b>	<b>£74.25</b>

Sessions with government funding	Consumables payable by the parent per session with funded hours <b>Term time only (38 weeks)</b>
Half day (8-1) or (1-6)	£16.13 per session - 5 hours of funding per day
Full day (8-6)	£24.83 per session - 10 hours of funding per day
Club day 15 hours (8-3:30)	£17.25 per session - 7.5 hours of funding per day
30 hours (9-3)	£12.98 per session - 6 hours of funding per day

**Fees include all meals: breakfast, lunch, and tea - snacks, drinks, Tapestry, Montessori equipment and materials. The nursery also provides nappies, pull-ups, wipes/cotton wool and Sudocream.**

**Registration fee:** £65 per child. Siblings £55 per child. **Not refundable.** Fully funding children do not pay registration fee. **Deposit:** £100 per child. Refundable at the end of the agreement. For funded children deposit applies.

**Discounts: Nursery discounts apply only for children attending Calendar Year: 48 weeks contract**

10% Siblings: Discount applies to the fees of the older child; children should attend the same number of sessions. Siblings discount only applies if none of the children are receiving government funding.

10% Monthly reduction for Full Day attendance Monday to Friday. Does not apply to funded children or term time only

5% monthly reduction for Half Day or Nursery Day attendance Monday to Friday. Does not apply to funded children or term time only: 38 weeks contract.

5% NHS (we ask you for a proof of work at enrolment once a year) Does not apply to funded children or term time only

#### **Payments:**

All fees must be paid monthly in advance by the 10<sup>th</sup> of the month. We accept payments by most Childcare Vouchers, government vouchers, PayPal, Direct Debit and Standing Orders. We do not accept Cash.

#### **Extra hours and Flexible sessions:**

Extra sessions should be booked with the nursery manager and paid in advance at a rate of £11 per hour. Discounts do not apply for extra sessions. All meals and snacks are included. Flexible session is charged at £ per hour and follows the nursery policies.








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# TERM TIME CALENDAR – 38 weeks

## Schedule 2023-2024

<b>Autumn</b>  <b>2023</b>	<b>First Day</b>	<b>Last Day</b>
Term 1	Tuesday 5 <sup>th</sup> September 2023	Friday 20 <sup>th</sup> October 2023
Half term holidays	Monday 23 <sup>rd</sup> October 2023	Friday 27 <sup>th</sup> October 2023
Term 2	Monday 30 <sup>th</sup> October 2023	Friday 15 <sup>th</sup> December 2023
Christmas holidays	Monday 18 <sup>th</sup> December 2023	Tuesday 2 <sup>nd</sup> January 2024
 <b>Spring</b> <b>2024</b>	<b>First Day</b>	<b>Last Day</b>
Term 3	Wednesday 3 <sup>rd</sup> January 2024	Friday 9 <sup>th</sup> February 2024
Half term holidays	Monday 12 <sup>th</sup> February 2024	Friday 16 <sup>th</sup> February 2024
Term 4	Monday 19 <sup>th</sup> February 2024	Wednesday 27 <sup>th</sup> March 2024
Easter holidays	Thursday 28 <sup>th</sup> March 2024	Friday 12 <sup>th</sup> April 2024
<b>Summer</b> 	<b>First Day</b>	<b>Last Day</b>
Term 5	Monday 15 <sup>th</sup> April 2024	Friday 24 <sup>th</sup> May 2024
Half term holidays	Monday 27 <sup>th</sup> May 2024	Friday 31 <sup>st</sup> May 2024
Term 6	Monday 3 <sup>rd</sup> June 2024	Tuesday 23 <sup>rd</sup> July 2024
Summer holidays	Wednesday 24 <sup>th</sup> July 2024	Monday 2 <sup>nd</sup> September 2024



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## CALENDAR YEAR 48 weeks Schedule 2023-2024

2023		
<b>Autumn</b> 	<b>First Day</b>	<b>Last Day</b>
Term 1	Monday 4 <sup>th</sup> September 2023	Wednesday 20 <sup>th</sup> December 2023
Christmas holidays	Thursday 21 <sup>st</sup> December 2023	Monday 1 <sup>st</sup> January 2024
2024		
<b>Spring</b> 	<b>First Day</b>	<b>Last Day</b>
Term 2	Tuesday 2 <sup>nd</sup> January 2024	Wednesday 27 <sup>th</sup> Mar 2024
Easter holidays	Thursday 28 <sup>th</sup> Mar 2024	Friday 5 <sup>th</sup> April 2024
<b>Summer</b> 	<b>First Day</b>	<b>Last Day</b>
Term 3	Monday 8 <sup>th</sup> April 2024	Friday 16 <sup>th</sup> Aug 2024
Summer holidays	Monday 19 <sup>th</sup> Aug 2024	Monday 2 <sup>nd</sup> September 2024

The school reopens Tuesday 3<sup>rd</sup> September 2024

### Bank Holidays 2023/24

- Christmas Day: Monday 25 December 2023.
- Boxing Day Holiday: Tuesday 26 December 2023.
- New Year's Day: Monday 1<sup>st</sup> January 2024.
- Good Friday: Friday 29 March 2024.
- Easter Monday: Monday 1 April 2024.
- May Day Holiday: Monday 6 May 2024.
- Spring Bank Holiday: Monday 27 May 2024.
- August Bank Holiday: Monday 26 August 2024.



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## FEES POLICY

### **Dear parents/carers,**

To provide a high quality, safe and stimulating service for children requires considerable funding to ensure the continued high standards and sustainability of the Nursery, we kindly ask parents/carers to respect this policy.

### **Registration and Deposit:**

The child place is secured once the registration fees £65 and the deposit £100 have been paid. The deposit is fully refundable when your child leaves. The deposit can be deducted from your last payment, or we send you a cheque, it takes a maximum of 15 days to verify if all the invoices and extras have been paid. We do not refund the registration fee if you cancel your reserved place, we retain the £65 registration fee and refund the £100 deposit.

### **Minimum Booking:**

The nursery recommends a "minimum session" policy that supports your child settling into the nursery, provides social experience and consistency for the child. The minimum number of sessions we ask that are attended is two, this could be one full day per week (8-6) or two half day sessions per week. \*Please note, to make use of all your government 15 funded hours, we recommend your child attends a minimum of three sessions a week.

### **Nursery sessions:**

We charge for the place and not for attendance. Our fees are based on sessions (not hours). These sessions are called: Full day (8-6), Nursery Day (9-3), Half Day (8-1 or 1-6): funded sessions (8-3:30, 9-3) and flexible sessions (example: 8-2, 9-4, 10-5.). Flexible sessions follow the same terms and conditions of the other sessions, but they are charge at £11 per hour for all ages.

### **Nursery Fees and Payments:**

1. We charge for the place and not for attendance. Our fees are based on sessions (not hours). These sessions are called: Full day, Nursery Day, Half Day Morning or Afternoon Session, Funded Sessions and Flexible Sessions.
2. Nursery fees are payable **monthly in advance** and must be paid in full by the 10th of the month. Please note that it is very embarrassing and time consuming for us to engage in pursuing unpaid fees.
3. Fees will be reviewed annually, every September, considering the Nursery's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
4. All payments made under this Agreement must be by Direct Debit, PayPal, government vouchers or private childcare vouchers. Under exceptional circumstances we may agree to payment by cash or cheque, but it is your responsibility to obtain a receipt from the nursery manager as proof of payment.
5. If fees are not paid in full by the due date, we will unfortunately have no option but to add a 5% penalty charge on all unpaid fees. If the invoices are still unpaid, we suspend our service.
6. We charge a £10 administration fee for each cheque that is returned unpaid by your bank.
7. The nursery bank details are on each invoice.
8. The Nursery also accepts bacs payments, childcare vouchers from a broad range of providers, government vouchers, PayPal. Some childcare vouchers may take up to 5 days to appear in the nursery bank account, please check with your provider to ensure that these have cleared by the 10<sup>th</sup> of the month for the invoiced month.





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### **Discounts: Nursery discounts only apply to non-funded children attending Calendar Year: 48 weeks contract**

Where two or more siblings attend Nursery, a 10% discount will be applied to the fees of the elder child. When the siblings attend 5 full days per week, an extra 10% discount will apply to the fees of the oldest child. The maximum discount the nursery gives for full t-time siblings is 20% (between them). In the exceptional case that one or both parents work for the NHS an extra 5% will also apply on the elder child's invoice. We do not combine discounts, in other words, they are not cumulative. Proof of work (such as contract or last pay slip from NHS) should be provided to the finance manager for approval of the discount and we review it once a year. **Discounts are not applied in retrospect and only apply to non-funded children, attending 48 weeks, calendar year**. Where the nursery offers a reduced fee rate after a child's birthday, siblings join or others, the reduction will take effect from the first day of the following billing period.

### **Holidays and Absences:**

Absence from the nursery, including sickness, Covid-19 and family holidays, must be paid for in full. We regret that we are not able to swap sessions for any sessions not attended. We charge for the place and not for attendance. If a child becomes unwell whilst in our care, a member of the educational team will call the parent/guardian, or the emergency contact detailed on the registration form to collect the child. The session is payable in full. If your child is unwell or on holiday, we ask you to contact the nursery manager to inform the absence.

### **Extra Sessions:**

If the parents require emergency sessions, they should be arranged with the nursery manager and paid in advance. We do not include extra sessions in regular monthly invoices. The rate for an extra session is £11 per hour. These sessions are subject to availability of spaces and staffing requirements.

### **Holiday Sessions:**

If the child attends nursery term time only, the parents can pre-book extra sessions one month in advance, for the holiday period, and these sessions will be invoiced at £11 per hour.

### **Dropping off and collecting your child:**

Children must always be collected on time at the end of each session and must not arrive at the nursery before the beginning of their session. This is particularly important as we may otherwise exceed the maximum child numbers permitted by our Ofsted registration. Late collection may result in additional late fee of £11 for the first 15 minutes and every 15 min increments thereafter. Early drop-off should be agreed with the nursery manager in advance and the fee is £11 per hour or fraction of it.

### **Forced Closure:**

In exceptional circumstances there may be an event that triggers the closure of the nursery, for example transport strikes, severe adverse weather conditions, acts of terrorism or a pandemic. The nursery in these circumstances will not be held responsible and will not issue refunds for such forced closures.

### **Notice Requirement:**

One-month notice in writing, or payment in lieu of notice, is required if you wish to withdraw your child from the nursery. We accept changes to permanent booked sessions with effect from the first day of the calendar month, providing, a months' notice is given to us by the parents.

### **Suspension - Termination:**

We may suspend or immediately end this Agreement if:

1. You have failed to pay any fees.
2. You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period.
3. Your child is receiving government funding and doesn't attend nursery for five consecutive sessions without a written explanation for the absence.



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### Highlights of our fees policy:

We frequently have to repeat some of the terms and conditions agreed by the parents at the time of enrolment, its time consuming for everyone and occasionally some of you get really frustrated when we apply our nursery policies. Following the rules helps you, the children, our member of staff and provides clarity and fairness to all families.

Please read carefully our registration form, fees, nursery policies and fees policy. If you have any questions about the documents, please do not hesitate to ask the nursery or finance manager about them.

Our policies are as flexible as they can be, respecting the current law. We do not make exceptions, but we listen carefully our parents' concerns and try to accommodate their needs without disturbing the general function of the nursery.

### We would be extremely grateful if you take a minute to remember:

1. We do not swap sessions; members of our educational team sometimes feel embarrassed when parents approach them asking to do so. Respect our nursery policy at all times.
2. Unattended sessions for illness, Covid-19 or family holidays are payable in full. We charge for the place and not for attendance.
3. Extra sessions are paid in advance (£11 per hour) and should be requested directly from the nursery manager in writing (usually by e-mail)
4. All requests for changing regular sessions should be made a month in advance and always start the 1<sup>st</sup> of the following month (we do not change session the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> week of the month) You can send your request to [admin@lgmontessori.com](mailto:admin@lgmontessori.com).
5. Children receiving government funding should remain in the same sessions during the whole term. If your child does not attend the funded sessions, without informing the nursery manager in writing, stating the cause of the absence, we can withdraw the child from the nursery and offer the funded place to another child. The local authority will be notified. To receive government funding, you must fill the parent declaration form and provide us with a copy of your child's birth certificate or passport.
6. Our Flexible Sessions follow the same policy as our regular ones but are design to help parents working shifts. These flexible sessions have a unique fee of £11 per hour and should be approved by the nursery and finance managers. They are agreed from the 1<sup>st</sup> to the last day of the month and like the other sessions cannot be swapped, cancelled, or rearranged during the month.
7. All nursery invoices should be paid in full by the 10<sup>th</sup> of the month, if you have not received your nursery invoice by the 27<sup>th</sup> of the previous month, please immediately contact the finance manager [admin@lgmontessori.com](mailto:admin@lgmontessori.com) it's your responsibility to pay on time and make sure you receive the invoice.
8. All verbal agreements with members of staff should be formalised in writing, it is compulsory to have records of changes, leaving dates, extra sessions or government funding conditions.
9. You can find our policies and most of our forms on our website [www.lgmontessori.com](http://www.lgmontessori.com) and nursery office.



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## HIGHLIGHTS OF OUR POLICIES AND PROCEDURES

**There is a copy of all our Policies and Procedures in the Foyer for the parent's information**

We also have a Comments and Suggestion Book and Page at [www.lgmontessori.com](http://www.lgmontessori.com)  
please feel free to write any ideas your may have and give us your anonymous feedback.

### **Nursery Hours**

Morning session:	8.00 am to 1.00 pm	Afternoon session: 1.00 pm to 6.00 pm
Nursery day:	9.00 am to 3.00 pm	Full Day: 8.00 am to 6.00 pm

The Nursery operates from 8.00 am. to 6.00 pm. and is open throughout the year except on Bank holidays and a five-day period between Christmas and New Year. We are also closed for two weeks in August. Fees are not charged for these days.

### **Partnership in Parents**

Parents are every child's first educators. Our aim, therefore, is to work closely with all parents to achieve a positive impact on the child's learning and development.

### **Provision**

We provide three meals a day: breakfast 8.00am to 8.45am followed by a cooked lunch and afternoon tea. Drinks and snacks are also provided at break times. We also cater for children with special dietary requirements. These can be discussed with the Manager or Room Leader during your settling in sessions. The Nursery provides nappies and wipes where required. We request that each child has a labelled bag with a spare set of named clothes. These should be left at the Nursery on the child's allocated peg.

### **Arrival and Collection of the Children**

Children are signed in and out by the staff when they enter or leave the room (or garden if they are picked up from outside). If someone other than a parent is collecting a child, we require prior information and a password to ensure the safety of your child. Late collection will result in extra charge (see fee sheet). If there is someone who should not pick up your child from Nursery, please let us know.

### **Absence and Illness**

Please inform us if your child is going to be absent or on holiday. Attendance registers are kept, and we would appreciate an email telling us the reason.

Children should not be brought to the nursery unless they are fit and well. Please refer to our policies for minimum exclusion periods. You are expected to follow these as they are in place to ensure that other children are not at risk in the nursery. If your child has been sick or has had diarrhea, please keep him/her at home for at least 48 hours after the last attack. If medication must be administered, please ask for a Medical Consent Form. These must be signed by the parent and the career.

### **Equal Opportunities/British Values**

The nursery aims to value and respect people regardless of their gender, ethnic origin, religion, culture, or ability. Children of both genders are positively encouraged to participate in all activities. We promote tolerance, the rule of law, mutual respect, individual liberty, and democracy.





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### Additional Needs

Some children have special needs which may take many forms. We have a designated Special Needs Officer in the school to assist them to take part in all nursery activities. If the need arises, we work with outside agencies (health visitors, speech therapists, etc.) for the benefit of the child's development.

### Child Protection Statement

We have a 'duty of care' to all our children. We are committed to ensure that all children are well cared for, safe and protected. We adhere to Slough Borough Council's child protection procedures and if required aim to work with other agencies that support children and families.

### Health and Safety

Our Health and Safety Policy ensures that we take reasonable steps to ensure the Health, Safety and Welfare of all persons/children on our premises. This is achieved through regular updating of risk assessments, fire drills and accident analysis. It is also vital that we keep contact details up to date. It is your responsibility to ensure that you let us know of any changes of address, phone number or email.

**For security**, please keep the main gate and front door closed when entering and exiting the Nursery grounds at any time. Please at drop-off and pick-up times ring the bell to leave and collect your child, don't do it for other parents. For safety reasons, we must see the face of the person at the door.

We also have a security system in place for gaining access to the school. Please ring the bell and look into the video entry screen. You will then be let in by a member of staff.

If your child requires medicine during the day you will need to fill out a medicine consent form. Please ensure that your child brings in their own medicine. Staff members are not allowed to administer medicine that belongs to another child.

### Records of Observations and Profiles in Tapestry

Our nursery keeps a record of observations for each child through photographs and written notes which contribute to the child's learning journal. We used an electronic system called 'Tapestry'.



This is a software package that enables the photos and observations to be entered onto a secure platform. At the end of a child's time with the nursery this journal will be forwarded to parents securely online.

### Data Protection

At Little Graduates Montessori School, we take data protection very seriously. Our Data Protection officer is Miss Sonia Scott and she will be happy to forward you any information you require regarding our stringent security features that protect personal information we may hold about you or your child. The only time we would give out any personal information is to the local authority with regards the funding. At no time would any third party be given access to either verbal or written without prior consent from a parent.

### Behavior Policy

We promote acceptable social behavior in our nursery. We have simple ground rules that promote respect for each other and respect for our environment. We will not tolerate abusive or violent behaviour from a parent, staff member or child. We actively promote a safe and secure environment for all without provocation, intimidation, or discrimination. If we have a concern regarding a child's behaviour the parent will be contacted by our Behaviour coordinator to discuss strategies and the best way forward.



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## EARLY YEAR FUNDING FOR EDUCATION

Please visit: <https://www.childcarechoices.gov.uk/>



### Funding for 2, 3 and 4 years-old

Every child is entitled to up to 15 free hours per week **the term after their third birthday** for 38 weeks of the year which equates to 7.5 hours per day. These will be deducted from the total hours a child attends during a term. Please see the fees scale for further information. We are happy to accommodate parents who want to access only their free 15 hours entitlement. We will, however, give priority to parents who wish to purchase additional childcare when there is a high demand for places. You will be required to fill out and sign a Parent/Career Declaration Form which will be given to you at the appropriate time. We will also need proof of your child's date of birth.

Some children will be entitled to 30 free hours per week or 15 free hours for working parents with a child between 2 and 3 years old. In order to find out if you are entitled to the funding scheme, you will need to access the Government's website to receive an eligibility code. For more information about free childcare visit <https://www.gov.uk/30-hours-free-childcare> or call the childcare service **helpline 0300 123 4097**.

### Government eligibility dates for 3 years-old children:

Children born between	Funding starts:
1 <sup>st</sup> January – 31 <sup>st</sup> March	Summer term: 15 <sup>th</sup> April to 31 <sup>st</sup> August
1 <sup>st</sup> April – 31 <sup>st</sup> August	Autumn term: 1 <sup>st</sup> September to 31 <sup>st</sup> December
1 <sup>st</sup> September – 31 <sup>st</sup> December	Spring term: 1 <sup>st</sup> January to 31 <sup>st</sup> March

### UNIVERSAL 15 HOURS FUNDING FOR CHILDREN 3+

- ✓ To receive the full 15 hours of free entitlement, children should attend a minimum of three sessions a week. The free education starts the term after the child's third birthday. Please ask for a fee estimate with funding (example of a monthly invoice.)
- ✓ You can use your funded hours over the 38 weeks of the school year and pay private fees during school holidays or you can spread your funding hours across the 12 months of the year and pay a smaller fixed monthly fee.
- ✓ Parents with children eligible for the free nursery education should contribute towards snacks, meals, drinks, nappies, Sudocream, wipes and materials.
- ✓ The funding doesn't apply for Flexible sessions, extra hours or school holidays.
- ✓ Changes in your child's attendance pattern or contract can be requested for the following term to [admin@lgmontessori.com](mailto:admin@lgmontessori.com)
- ✓ Deposit: £100 per child, refundable at the end of the agreement. Fully funded places do not pay registration fee.

Sessions with government funding	Consumables payable by the parent per session with funded hours <b>Term time only (38 weeks)</b>
Half day (8-1) or (1-6)	£16.13 per session - 5 hours of funding per day
Full day (8-6)	£24.83 per session - 10 hours of funding per day
Club day 15 hours (8-3:30)	£17.25 per session – 7.5 hours of funding per day
30 hours (9-3)	£12.98 per session – 6 hours of funding per day



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### EXTENDED 30 HOURS FUNDING FOR CHILDREN 3+

To receive the full 30 hours of free entitlement, children should attend a minimum of five sessions a week. The free education starts the term after the child's third birthday. Please ask for a fee estimate with funding (example of a monthly invoice.)

- ✓ You can use your funded hours over the 38 weeks of the school year and pay private fees during school holidays or you can spread your funding hours across the 12 months of the year and pay a smaller fixed monthly fee.
- ✓ Parents with children eligible for the 30 hours, should contribute towards all snacks, meals, drinks, pull-Ups, Sudocream, Montessori equipment and materials.
- ✓ The funding doesn't apply for Flexible sessions, extra hours or school holidays.
- ✓ Changes in your child's attendance pattern or contract can be requested for the following term to [admin@lgmontessori.com](mailto:admin@lgmontessori.com)

#### Our funding process:

1. Our funding offer is available online at [www.lgmontessori.com](http://www.lgmontessori.com) and on our prospectus.
2. We send you an email the term before your child is entitled to government funding with explanation about your funding options and a Parent Declaration Form for you to fill and sign.
3. We send you an example of your monthly invoices with the funding for the term.
4. We reply by e-mail to any questions regarding the funding and monthly invoices.
5. We follow the local authority deadline to receive your fully filled and signed Parent Declaration Form with a copy of your child's birth certificate or passport.
6. We send you a forecast of your invoices for the term ahead for your information.

Funding offer for children attending **Calendar Year – stretched funding**. We have a funding system for all children, the hours allocated for funding depend on the sessions children do. The maximum universal hours the government pays per year are 570, so our system automatically calculates the amount each child receives, according with the attendance below:

If a child attends 10 hours session (8-6) receives 10 hours of funding

If a child attends 10 hours session (8-3:30) receives 7.5 hours of funding

If a child attends 6 hours session (9-3) receives 6 hours of funding

If a child attends 5 hours session (8-1) or (1-6) receives 5 hours of funding

Please bear in mind, the government funding is just for part of the educational service we provide. Parents contribute towards: drinks, snacks, meals, pull-Ups, Sudocream, wipes, materials, Montessori equipment, etc.

Children entitled to Extended hours (maximum 30 per week, 1140 per year, follow the same pattern below x 2.

Hours claim per week at LG	Hours claim per year at LG	Hours claim per month at LG
15	570	47.5
12	456	38
9	342	28.5
6	228	19
3	114	9.5



## Top 5 Tips for Settling Your Child into our Nursery

Starting Nursery for the first time is a big change for both you and your child, and it's natural to feel anxious about how you are both going to cope with the transition. Fortunately, we have come up with some top tips to help you settle your little one into Nursery.

### **Talk about Nursery positively**

A few days before your child is due to start Nursery, start chatting to them about how wonderful it will be for them to meet new friends and play with different toys. Young children easily pick up on their parents' emotions, so if you are calm, enthusiastic and confident that all will be well, then your child should feel the same way too.



### **Plan some settling in visits**

At Little Graduates Montessori School, we offer the opportunity for you to visit with your child before they start, so they can get used to the new environment. The settling in visits give you both an opportunity to meet the Nursery staff and allows your child to become familiar with their new surroundings and routines. We often find that by gradually building up the length of the visits from one hour, to two hours, to a three on their own, children may barely notice you saying goodbye!

### **Choose a comforter from home**

If your child has a favourite comfort item from home, such as a blanket or small soft toy, consider allowing them to take it into Nursery with them. Our highly trained staff understand that children may need a comforter and they will be able to freely access it as needed during the settling in process. Explain to your child that if they are missing you, they should cuddle the item close and remember you'll be back to pick them up soon.

### **Keep goodbyes brief**

Children follow your lead so if you get upset and cling to your child when you drop them off at Nursery, there will likely be tears when you have to leave. Try to have a bright smile on your face (even if you feel awful!) and make the parting loving but brief. Find a member of staff, give your child a quick hug and a kiss, and wave goodbye. You could always call the Nursery later on for extra reassurance. We can also take photographs of your child during the day to show you on Tapestry.

### **Allow time to settle**

If your child cries every time you drop them off at Nursery, it's natural to feel guilty. Some children can take a little longer to settle into their new routine but given a few weeks, they should soon start enjoying all the different activities on offer. It will be hard but stay strong and your perseverance will pay off. Remember that attending Nursery offers lots of stimulation and social interaction, which is great for your child's development.

If you have any further questions, please don't hesitate to get in touch, we have an open-door policy.



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## WHO TO TALK TO?

We are happy to help you with your requests at nursery. Please see below who you should contact if you need to know about:

<b>Miss Ligia Fernandes</b> Nursery Manager Designated Safeguarding Officer Phone: 01628 828 258 <a href="mailto:manager@lgmontessori.com">manager@lgmontessori.com</a>	<b>Miss Sonia Scott</b> Finance Manager and Data Protection Officer Phone: 07414 608 238 <a href="mailto:admin@lgmontessori.com">admin@lgmontessori.com</a>
✓ Education and wellbeing	✓ Invoices and Statements
✓ Booking for extra sessions	✓ Childcare Vouchers and Payments
✓ Request for changes of sessions (Places available)	✓ Quotes for new sessions or changes (How much it will cost? When can I start?)
✓ Tapestry: online journal	✓ Financial explanation of EYFE funding and documents
✓ Safeguarding Policy	✓ Data Protection Policy





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## PAYMENT DETAILS

### 3 simple steps to have easy accounts

We believe in a **green planet**, most of our documents are **paperless**. Please provide us with an **e-mail** address where we can keep in touch with you! (one e-mail per child)

1. All our invoices are sent by e-mail the last week of the month. If you haven't received your invoice by the 28<sup>th</sup> of the month, please contact: [admin@lgmontessori.com](mailto:admin@lgmontessori.com)
2. Please pay in full your invoice by the 10<sup>th</sup> of the month. You can make your payments by bank transfer, childcare vouchers, tax-free scheme, or Pay Pal using our online service at [www.lgmontessori.com](http://www.lgmontessori.com) Always write your child's name as a reference.
3. You can ask for your statement, forecast your nursery payments, or quote future sessions. Just contact: [admin@lgmontessori.com](mailto:admin@lgmontessori.com) We're here to help!

**Our Bank account: Barclays, Little Graduates Montessori School,  
sort code: 20-78-58 Account: 50397482**