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## Welcome to Little Oaks Montessori Nursery

Like a baby tree starting out in life we understand that your child needs to be nurtured, looked after and provided with a rich, warm and welcoming learning environment to prepare them for the next steps of their journey. Little Oaks Montessori provides your child with the best childcare and education, encouraging the continuous development of confidence, independence and learning by building strong roots.

It is believed that children absorb more information and knowledge between the ages of birth to 5 years old, than at any other age in their lives. This is why we offer individual planning that is tailored to each child's unique learning journey. We not only prepare children for school but for the future too.

## The Curriculum

### **The Montessori Approach**

At Little Oaks we follow the Montessori method of teaching. It was founded by an Italian Doctor called Maria Montessori who introduced her theories around the world. She designed and created her own unique learning apparatus which are known in the classroom as Montessori materials. The materials contain an in-built factor which allows children to discover and correct their own mistakes as they go along.

In a Montessori classroom children are encouraged to develop confidence, independence, concentration, a sense of order and to learn freely at their own pace. The organisation of the classroom allows children easy access to a variety of learning experiences. Our room is specifically organised to appear attractive, orderly and inviting to children. All equipment is displayed on 'child sized' shelves giving children easy accessibility to select their own activities.

### **Montessori Curriculum**

At Little Oaks we offer a wide and interesting curriculum. As a Montessori Nursery our curriculum is based around the five Montessori areas:

1. Practical Life - Practical Life exercises are the starting point in a Montessori Nursery. Children will be given the opportunity to learn practical tasks. We feel it is important to provide familiar activities which give a link with home, the sole aim of the exercises is to assist development. Practical Life is divided into six categories: Introductory Skills, Care of the Person, Care of the Environment, Grace and

Courtesy, Development of Fine Motor Skills and Development of Gross Motor Skills.

**2. Sensorial** - On our Sensorial shelves there are specially designed materials to encourage development of the senses. Each of these are used to stimulate and refine the senses and each will be presented to the child to be used in an exact way to aid their development. Sensorial materials are also for the child's mathematical mind, language development and pre-writing skills.

**3. Language** - During the first two years of nursery experience, the children are exposed to many materials and activities, which promote the development of language and literacy skills. Alphabet sounds are taught phonetically to the children using the sandpaper letters, this provides a foundation for pre-reading activities such as word building.

**4. Mathematics** - Mathematical Development including later numeracy depends on becoming confident and competent in learning and using key skills. This area of learning includes counting, sorting, matching, seeking patterns and working with numbers, shapes and measurements. Mathematical understanding is developed through stories, songs and games and imaginative play so that children enjoy using and experimenting with numbers.

**5. Cultural Studies** - We introduce the children to Montessori globes, maps and flags. These convey the idea that he or she lives in a wide and wonderful world. Simple science experiments are carried out such as Floating and Sinking, Sound, Magnetism, Space and Gravity, Life Cycle and Mirrors and Reflection. Our objectives are to stimulate the child's interest and to get him or her to ask questions like Why? When? and How?

### **Little Oaks Curriculum**

We follow our own bespoke Early Years curriculum which is exclusive and unique to our setting and is split into the following areas:

1. Personal, Social and Emotional Development
2. Communication and Language
3. Physical Development
4. Literacy
5. Mathematics
6. Understanding the World
7. Expressive Arts and Design

### **Extra Activities**

Extra activities can include cooking, dance, sports, music and movement, yoga, drama, languages (there might be an additional charge for these sessions).

# General Information

## Hours

Our hours of operation are: Mornings 09:00am-12.00noon  
Afternoons 12.30pm-03.30pm  
Full days 09:00am-03.30pm  
Lunch Club: 12:00noon-12:30pm

## Visits

We recommend that all prospective parents arrange to visit our setting before making the important decision of enrolling. During your visit you will be given a tour of the classroom, a chance to ask any questions you may have and an opportunity to meet the teaching staff.

## Staff Ratio

The teacher to child ratio's we follow are:  
3-5 Year Olds - One adult to 8 Children.  
2-3 Year Olds - One adult to 4 Children.

## Reports

A full report of your child's achievements and progress is issued to parents at the end of the Summer term. Two Year Progress Checks are carried out before children turn three where a mini report and parent meeting will take place.

## Parent Meetings

We have two parent meetings per academic year. They occur at the end of the Autumn and Summer terms. Parents are able to book appointments to see their child's key worker giving you an opportunity to discuss your child's progress.

## Children's Journals

We use Tapestry online journals to record observations of our children. Each child's journal is unique, it takes a personal path based on their individual interests and experiences, telling the story of their time at Little Oaks Montessori Nursery. Having an online journal enables parents and nursery to work in partnership with each other ensuring that learning at home and at nursery is consistent and reflective.

## Parent Participation

If any parents have a particular skill or interest that they would like to share with the Nursery such as cooking, storytelling, dancing, sports or art please let us know. Alternatively, if you can help support and participate in our themes you would be more than welcome. Parents are also required to contribute comments and observations to their child's tapestry journal.

### **Snacks**

Snacks are available during both the morning and afternoon sessions and all children are asked to contribute one piece of fruit per session attended.

### **Lunch Club**

We offer a lunch club everyday that operates from 12:00noon-12:30pm. Parents wishing their child to stay for lunch will need to provide a packed lunch. There is an additional cost for this option to cover supervision and time attended outside of sessions. Lunches are not covered in 15 or 30 hour funding.

### **Collection of Children**

Little Oaks operate a password system when someone other than the intended person arrives to collect your child. If this person is unknown to us they will be asked for your child's password. Your child will not be released from our care unless the correct password is given.

Passwords can be changed at a parents request as often as they feel it is needed to keep it secret. We also ask parents to notify us by telephone or when they drop off in the morning giving us the name of the person they are authorising to collect their child at the end of the session.

### **Policies and Procedures**

All policies and procedures are made available upon request and can be read on Tapestry for our existing parents.

### **Settling in**

At Little Oaks it is of paramount importance that all children in the Nursery should be treated with great care and consideration. A new child should feel comfortable, cared for and integrated into Nursery life as quickly as possible. Children can not play or learn successfully if they are anxious and unhappy. Our settling in procedure aims to help parents and children to feel comfortable in the Nursery, and to ensure that children can benefit from what the group has to offer and feel confident that their parents will return at the end of the session.

# Fee Structure

## **Enrolment Fee**

To enrol your child to attend Little Oaks Montessori Nursery you will need to complete an enrolment form and return it to us. A £60 enrolment fee is required. Upon receipt of your completed form, enrolment fee and deposit you will be sent a letter of confirmation and a starting date.

## **Deposit**

A deposit of £100 is required to reserve your child's place. The deposit is refundable and is taken off of your last term's invoice when your child leaves Little Oaks.

**Please Note:** The deposit is only refunded providing that one term's notice of withdrawal is given in writing.

## **Sibling Discount**

We offer a 10% sibling discount on the additional children's fees providing siblings are attending at the same time.

## **Payment of fees**

Fees are due for payment in the first week of each term by bank transfer, account details are provided on your invoice. Monthly payments are due at the beginning of each month.

## **Nursery Funding Entitlement**

The Government provides funding for all three and four year olds to contribute towards your nursery fees. Your child will qualify for this funding the term after they turn three and it stops when your child turns five, a small parent contribution will be required per session (to cover items not covered by the funding received such as obligations under employment law to pay holiday entitlement and workplace pension, PAT testing, Legionella testing, fire extinguisher checks, staff training, Montessori curriculum, additional teachers above EYFS requirement, maintaining learning journals, cooking ingredients, in house sports sessions, in house music and movement, library system, cups, plates, toilet roll, antibacterial spray, cloths, kitchen roll, floor cleaner, cleaning products, baby wipes, hand towels, hand sanitizer, hand wash soap, bin bags, refuse disposable, paper, printer, cartridges, printing, arts and crafts supplies, emails and documents). The funding amount will be deducted from your invoice at the beginning of each term. We accept Two year old and 30 hour funding too.

## **Illness and Absence**

Please inform us as soon as possible if your child contracts an infectious disease or will be absent from Nursery for any reason by email, phone or text. Fees are not subject to adjustment for any absences, variations, illness, holidays, inset

days etc. and we are unable to swap sessions or offer additional sessions in lieu of missed attendance.

**Book Bag**

A free book bag is issued to your child when they start attending Little Oaks upon receipt of the enrolment fee. Replacement book bags are £7.50 each.