



Ofsted Reg. No: 105631 ICO A8384736



“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**  
September 2021

## PROSPECTOUS 2021-2022

Caring for children since 2000



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## Welcome to the Oratory Montessori Day Nursery

### MISSION STATEMENT

The Nursery operates from a substantial “White House” called the Oratory. Our aim is to create a ‘home away from home’ environment which is relaxed, safe and caring for children and parents alike.

Our rooms are fresh and bright with dedicated 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 about them 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 are ready to give a hug or helping hand when needed and they also have the skills and knowledge required to stretch your child’s imagination 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 Foyer.

Our staff comprises of qualified Montessori Teachers, a degree holder in Childhood Studies and Early Years Practitioners. To maintain the high standards, 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.

*“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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## ORGANISATION AND 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, 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.

#### Physical development

We provide opportunities for children to be active and to develop their co-ordination, gross motor, and fine motor skills through a variety of apparatus.

#### Personal, Social and Emotional Development

We provide experiences and support that will help children develop a positive self-image a positive image of their family and of others. We aim to provide them with social skills; and a positive willingness to learn. We support the children's emotional well-being by helping them to build their self-esteem.

#### Literacy

Through use of the Montessori materials, we introduce the phonetic alphabet moving on to word building which are the stepping stones to reading. We give children access to a wide range of reading materials (books, poems, and others) to ignite their interest.



### Mathematics

Through use of the Montessori apparatus, we develop the child's understanding of how maths influences our daily lives.

### Understanding the World

We provide experiences and encourage children in developing the 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; encounter the world of mini beasts and animals, people, plants, and objects in their natural environments and in real-life situations; so that children can undertake practical 'experiments'; and work with a range of materials. Furthermore, our comprehensive termly curriculum planning extends their knowledge of the world about them.

### Expressive arts and design

We help and encourage children's creativity, curiosity, exploration and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas, and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

**"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".***

### Preparing children for their future

Dr. Maria Montessori's approach, almost a century ago, was to observe the child carefully in order to assess what his or her individual needs might be. She was also aware that children's needs change as society itself changes. This insight highlights the importance for the educator in preparing and equipping our children for the future and not just for the world around them today.



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### Developing the whole child and building upon the child's intrinsic motivation to learn

The Montessori approach places emphasis on the development of the whole child, intellectually, socially, physically, emotionally, and spiritually. Whatever the priorities and different educational requirements of countries around the world we need to prepare a balanced child for our overly complex co-habitation. Educators must understand all aspects of the child's development.

Montessori showed us in an incredibly special way that all children want to learn. The adult's role is to prepare a suitable and structured environment with appropriate educational activities which can be selected by the children themselves. As a result, Montessori designed self-correcting materials for the children to extend their own learning and they are never forced.

### 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:

#### Practical Life Activities

All our practical life exercises (pouring, spooning, cutting etc.) relate to the child's everyday life and are designed to develop a feeling of responsibility, concentration, fine motor skills-coordination, movement and awareness of the environment and develop social skills.

#### Sensorial

Children use equipment designed from natural materials to raise each child's consciousness of a range of fine sensory distinctions. Each piece of sensorial apparatus develops the application of one sense in a precise way, e.g., texture, weight, sound, smell, shape, size or colour. The teacher encourages children to become more finely attuned to what they see, hear, touch, smell, and taste.

#### Mathematics

As each child is ready, they are introduced to simple Montessori math's materials in a concrete form, they can touch them, experiment with the relevant mathematical concept, and extend the activities. Through these materials they proceed to understand particular concepts and qualities as size, weight, measurement, height and comparisons which then move on from concrete to the abstract.

#### Language and Literacy

Materials for intellectual development are gradually introduced when the children are ready. They are attractive and interesting e.g.; sandpaper letters will be used in introducing the child phonetically to the characters of the alphabet. They also help the children to develop skill and competence by proceeding to increasingly complex handwriting exercises that improve pencil control, and encourage problem solving through more demanding written English work and reading. Related activities include the use of flash cards, drawing and writing freehand.

#### Cultural

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



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## ENVIRONMENT

The Oratory Montessori Day Nursery is divided into four units, based on age and development.

### OUR BABY UNIT

#### Puffling Room

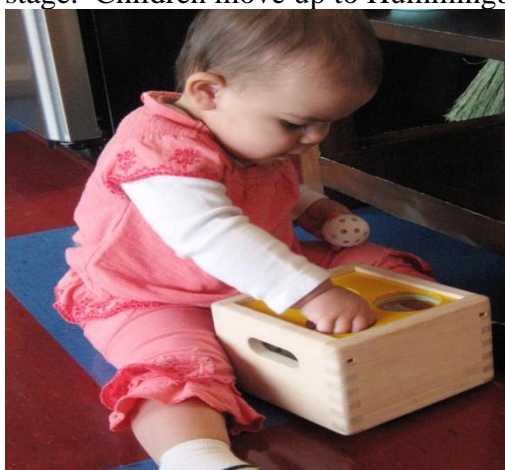
This is our new baby room for children 3 months to 1 year. The room is calm and inviting with age specific toys and sensory apparatus. Our caring and dedicated staff engage with the children and offer a stimulating and safe environment for the children to extend their learning and development.

#### The Duckling Room

This room caters for babies 1 to 2 years. The room is bright and cheerful with separate areas for soft play and sleep, mealtimes, and messy play. There are French doors leading out to an enclosed patio area where the children are free to explore and develop their gross motor skills.

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. The aim, where possible, is to continue the established routine. We offer up to three one-hour trial sessions prior to starting at the unit.

As the baby's development progresses, we introduce a wider range of activities to stimulate their minds and enhance development. Needless to say, cuddles and comforting are an essential part of their routine at this stage. Children move up to Hummingbirds the term after their second birthday.





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## TODDLER UNIT

### The Hummingbird Room

This unit is for children 2 to 3 years. Once again, our room is bright and inviting with soft play area, activity area, sand and 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 carry out age-appropriate activities linked to the EYFS Framework. We also introduce some basic Montessori activities in this room. Children move up to Kingfishers the term after their third birthday and when they are potty trained.

## PRE-SCHOOL UNIT

### The Kingfisher Room

In this room, we establish the Montessori Method of teaching 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, movement, role play, stories, and cooking.







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**Week 1 of 4 Spring and Summer Menu**

<b>Time/Day</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
<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> 	Vegetable pasta bake with garlic bread	Cottage pie and broccoli	Roast with vegetables, roast potatoes and gravy	Sweet and sour chicken with noodles and oriental vegetables	Fish pie with green beans
<b>Veggie Option</b> 	Vegetable pasta bake with garlic bread	Quorn pie and broccoli	Roast Quorn, roast potatoes, vegetables and gravy	Sweet and sour Quorn with noodles and oriental vegetables	Vegetable Fingers, mash potatoes and peas
<b>Pudding</b> 	Mini Blueberry muffins	Fromage Frais	Melon	Granola with honey and natural yogurt	Bananas with Custard
<b>Afternoon Snack</b> 	Organic Milk/Water  Breadsticks and raisins	Organic Milk/Water  Blueberry Rice Cakes	Organic Milk/Water  Soft Cheese and crackers	Organic Milk/Water  Rice Cakes	Organic Milk/Water  Breadsticks and apple slices
<b>Tea/Dinner</b> 	Homemade chunky vegetable or tomato soup with crusty bread	Fish fingers sandwiches with baked Beans	Ham and cheese rolls with cucumber slices	Jacket potatoes with Tuna and/or cheese, beans	Pizza with a variety of toppings
<b>Pudding</b> 	Fresh fruit or homemade organic yoghurt or dairy free yogurts				



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Week 2 of 4 Spring and Summer Menu					
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 Bolognese and Green Beans	Roast with broccoli, roast potatoes and gravy	Pea, Ham and Mushroom Pasta Bake and Garlic Bread	Cod fillets with Chips and peas
<b>= Veggie Option</b> 	Chickpea curry with rainbow vegetables and Basmati rice	Quorn mince bolognese and Green Beans	Quorn roast with broccoli, roast potatoes and gravy	Pea, leek and Mushroom Pasta Bake and Garlic Bread	Quorn fillets with Chips and peas
<b>Pudding</b> 	Fromage frais	Granola with honey with natural yogurt	Blueberry Muffins	Banana and custard	Melon
<b>Afternoon Snack</b> 	Organic Milk/Water  Rice cakes and raisins	Organic Milk/Water  Crackers and cream cheese	Organic Milk/Water  Breadsticks and banana	Organic Milk/Water  Fruit Loaf	Organic Milk/Water  Crackers and cream cheese
<b>Tea/Dinner</b> 	Homemade seasonal soup with crusty bread	Jacket potatoes with cheese and salad	Fish Fingers and sweet potato chips	Mini Sausages with Yorkshires and gravy	Cheese and ham toasties.
<b>Pudding</b> 	Seasonal fruit platter or homemade organic yoghurt or dairy free yoghurt				



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**Week 3 of 4 Spring and Summer Menu**

<b>Time/Day</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
<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> 	Macaroni cheese with green beans	Cowboy casserole	Roast with cauliflower, roast potatoes and gravy	Meatballs and rice with mix vegetables	Fish Fillets and chips with peas
<b>Veggie Option</b> 	Macaroni cheese with green beans	Cowboy casserole with quorn saugages.	Quorn roast with cauliflower, roast potatoes and gravy	Quorn meatballs and rice with mix vegetables	Vegetable Fillets and chips with peas
<b>Pudding</b> 	Blueberry muffins	Fromage frais	Melon	Mix berries with yogurt	Jelly
<b>Afternoon Snack</b> 	Organic Milk/Water  Rice cakes with spread	Organic Milk/Water  Cheese and crackers	Organic Milk/Water  Breadsticks and raisins	Organic Milk/Water  Cucumber and carrot sticks	Organic Milk/Water  Fruit loaf and spread
<b>Tea/Dinner</b> 	Homemade soup and crusty bread	Fish fingers and Hash browns	Homemade pizza with Celery sticks	Cheese wraps with cucumber sticks	Jacket Potatoes with tuna mayonnaise & mixed salad
<b>Pudding</b> 	Seasonal Fruit Platter or homemade organic yoghurt or dairy free yoghurt				



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Week 4 of 4 Spring and Summer Menu					
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> 	Tuna and sweetcorn pasta bake with garlic bread.	Homemade chicken pie with saute potatoes	Sausages, mini Yorkshires and mixed vegetables with gravy	Lasagne and Broccoli	Cod fillets with chips and peas
<b>Veggie Option</b> 	Vegetable pasta bake with garlic bread.	Homemade quorn chicken pie with saute potatoes	Quorn sausages, mini Yorkshires and mixed vegetables with gravy	Vegetarian lasagne and Broccoli	Vegetables cutlets with chips with peas.
<b>Pudding</b> 	Blueberry Muffins	Jelly	Granola with honey and natural yogurt	Banana and custard	Yogurt
<b>Afternoon Snack</b> 	Organic Milk/Water Rice cakes with spread	Organic Milk/Water Crackers and cream cheese	Organic Milk/Water Breadsticks and raisins	Organic Milk/Water Vegetables sticks	Organic Milk/water Fruit loaf and spread
<b>Tea/Dinner</b> 	Homemade seasonal soup with crusty bread	Jacket Potatoes with Tuna, Cheese or Beans	Pizza with variety of toppings	Fish fingers with sweet potato chips	Ham and cheese sandwiches with cucumber
<b>Pudding</b> 	Seasonal fresh fruits or homemade organic yoghurt or dairy free yoghurts				

**Please note:** Daily, our chef prepares all the food fresh in the setting. We review our menu on a seasonal basis. We cater to dietary needs and allergies wherever possible. Our food hygiene rating is 5.



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**Week 1 of 4 Autumn and Winter Menu**

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> 	Sweet and sour chicken with noodles and oriental vegetables	Vegetable chilli con carne with rice	Roast with vegetables, roast potatoes and gravy	Vegetable pasta bake with garlic bread	Fillet of fish with Potato croquet and peas
<b>Veggie Option</b> 	Sweet and sour Quorn with noodles and oriental vegetables	Vegetable chilli con carne with rice	Roast Quorn, roast potatoes, vegetables and gravy	Vegetable pasta bake with garlic bread	Vegetable burgers with potato croquet and peas
<b>Pudding</b> 	Jelly with mixed fruit	Upside down pineapple cake with custard	Melon	Flapjacks	Warm rice pudding
<b>Afternoon Snack</b> 	Organic Milk/Water  Breadsticks and raisins	Organic Milk/Water  Blueberry Rice Cakes	Organic Milk/Water  Soft Cheese and crackers	Organic Milk/Water  Rice Cakes	Organic Milk/Water  Breadsticks and apple slices
<b>Tea/Dinner</b> 	Fish finger sandwiches with cucumber sticks	Pizza with a variety of toppings and mixed Salad	Quesadilla with ham and cheese	Jacket potatoes with cheese	Homemade vegetable or tomato soup with crusty bread
<b>Pudding</b> 	Fromage Frais or dairy free yogurts				



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**Week 2 of 4 Autumn and Winter Menu**

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 vegetable pilaf	Lentil Bolognaise and Garlic Bread	Sausages, green beans and Mash with Yorkshires	Chicken Shortcrust pastry pie with peas and carrots	Fish cakes with croquet potatoes and beans
<b>Veggie Option</b> 	Chickpea curry with rainbow vegetable pilaf	Lentil bolognaise and Garlic bread	Vegetable sausages, green beans and mash with Yorkshires	Mixed bean Shortcrust pastry pie with peas and carrots	Vegetarian fingers with croquet potatoes and beans
<b>Pudding</b> 	Oatmeal raisin cookies	Apple crumble With custard	Melon and grape platter	Mixed berries with Natural yoghurt	Rice pudding
<b>Afternoon Snack</b> 	Organic Milk/Water  Rice cakes and raisins	Organic Milk/Water  Crackers and cream cheese	Organic Milk/Water  Breadsticks and banana	Organic Milk/Water  Fruit Loaf	Organic Milk/Water  Crackers and cream cheese
<b>Tea/Dinner</b> 	Jacket Potato with cheese	Pizza with a variety of toppings and mixed Salad	Fish Fingers Sandwiches with cucumber sticks	Homemade seasonal soup with crusty bread	Pasta and sweetcorn bake
<b>Pudding</b> 	Fromage Frais or dairy free yoghurt				



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**Week 3 of 4 Autumn and Winter Menu**

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> 	Macaroni cheese with sweetcorn and peppers with garlic bread	Chicken Korma with home-made rice pilaf	Lentil, Spinach and potato hotpot with couscous	Meatballs with spaghetti	Fish Cod Fillets and chips with peas
<b>Veggie Option</b> 	Macaroni cheese with sweetcorn and peppers with garlic bread	Vegetable korma with home-made rice pilaf	Lentil, Spinach and potato hotpot with couscous	Vegetable meatballs with spaghetti	Vegetable Fillets and chips with peas
<b>Pudding</b> 	Carrot and date cake	Jelly with fruit	Melon and grape platter	Coconut Oatmeal cookies	Warm Semolina Pudding
<b>Afternoon Snack</b> 	Organic Milk/Water Rice cakes with spread	Organic Milk/Water Cheese and crackers	Organic Milk/Water Breadsticks and raisins	Organic Milk/Water Cucumber and carrot sticks	Organic Milk/Water  Fruit loaf and spread
<b>Tea/Dinner</b> 	Homemade seasonal soup with crusty bread	Beans on Toast with carrot sticks	Ham and cheese wraps with mixed peppers	Pizza with variety of toppings	Pasta bake
<b>Pudding</b> 	Fromage Fras or dairy free yoghurt				



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Week 4 of 4 Autumn and Winter Menu					
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> 	Quiche with asparagus and mixed peppers	Vegetable Risotto	Beef Lasagne and Broccoli and Garlic Bread	Chicken Puff pastry pie with broccoli and carrots	Fish fingers with mini waffles and peas
<b>Veggie Option</b> 	Quiche with asparagus and mixed peppers	Vegetable Risotto	Lentil Lasagne and Broccoli with Garlic Bread	Mixed bean puff pastry pie with broccoli and carrots	Vegetables cutlets with mini waffles chips with peas
<b>Pudding</b> 	Chocolate sponge with chocolate sauce	Flapjacks	Melon platter	Rice pudding	Apple Crumble with Custard
<b>Afternoon Snack</b> 	Organic Milk/Water Rice cakes with spread	Organic Milk/Water Crackers and cream cheese	Organic Milk/Water Breadsticks and raisins	Organic Milk/Water Vegetables sticks	Organic Milk/water Fruit loaf and spread
<b>Tea/Dinner</b> 	Jacket Potatoes with Cheese	Ham and cheese quesadillas with cucumber slices	Beans on toast	Tomato soup with crusty bread	Pizza with variety of toppings
<b>Pudding</b> 	Fromage Frais or dairy free yoghurts				

**Please note:** Daily, our chef prepares all the food fresh in the setting. We review our menu on a seasonal basis. We cater to dietary needs and allergies wherever possible. Our food hygiene rating is 5.





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## FEES FROM 1<sup>st</sup> SEPTEMBER 2021 to 31<sup>st</sup> August 2022

Session	Time	0-2 years-old	2-3 years-old	3-5 years-old before funding
Half Day	8-1 or 1-6	£42.50	£41.50	£40
Nursery Day	9-3	£51	£49.80	£48
Full Day	8-6	£73.70	£72.60	£71.50
<b>Full week 8-6</b>	<b>With 10% disc</b>	<b>£331.65</b>	<b>£326.70</b>	<b>£321.75</b>
<b>Daily fee for full week</b>	<b>8-6</b>	<b>£66.33</b>	<b>£65.34</b>	<b>£64.35</b>
Free 15 funded hours 3 days per week	Two days: 9-3 and one day 9-12 Mon - Fri	There is a charge for meals, drinks, nappies, 2 lunches and materials provided by the nursery £10.98 x 2 (9-3) + £7.50 (9-12)		Term time only £29.46 per week
Free 15 funded hours 5 days per week	9-12 Mon to Fri	There is a charge for meals, drinks, nappies, and materials provided by the nursery £7.50 per session		Term time only £37.50 per week
Free 30 funded hours 5 days per week	9 to 3 Mon to Fri	There is a charge for meals, drinks, lunches, nappies, and materials provided by the nursery. Limited places available. £10.98 per session		Term time only £54.90 per week

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

### Registration fee:

£60 per child. Siblings £50 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:

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

5% monthly reduction for Half Day or Nursery Day attendance Monday to Friday. Does not apply to funded children

5% NHS for none funded children (we ask you for a proof of work at enrolment once a year)

### 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 £9 per hour. Discounts do not apply for extra sessions. All meals and snacks are included. Flexible session is charged at £9 per hour and follows the nursery policies.

### Holidays:

The Nursery is closed on Bank/Public holidays, two weeks in August and for a period of five days over Christmas. Fees are not charged for these days.

### Late Pick Up:

Late collection may result in additional late fee of £10 for the first 15 minutes and every 15 minutes increments thereafter.





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## 38 WEEK YEAR CALENDAR – TERM TIME Schedule 2021 - 2022

<b>Autumn</b>  <b>2021</b>	<b>First Day</b>	<b>Last Day</b>
Autumn Term	Thursday 2 <sup>nd</sup> September 2021	Friday 22 <sup>nd</sup> October 2021
Half term holidays	Monday 25 <sup>th</sup> October 2021	Friday 29 <sup>th</sup> October 2021
Autumn Term	Monday 1 <sup>st</sup> November 2021	Friday 17 <sup>th</sup> December 2021
Christmas holidays	Monday 20 <sup>th</sup> December 2021	Tuesday 4 <sup>th</sup> January 2022

<b>Spring</b>  <b>2022</b>	<b>First Day</b>	<b>Last Day</b>
Spring Term	Wednesday 5 <sup>th</sup> January 2022	Friday 18 <sup>th</sup> February 2022
Half term holidays	Monday 21 <sup>st</sup> February 2022	Friday 25 <sup>th</sup> February 2022
Spring Term	Monday 28 <sup>th</sup> February 2022	Friday 8 <sup>th</sup> April 2022
Easter holidays	Monday 11 <sup>th</sup> April 2022	Friday 22 <sup>th</sup> April 2022

<b>Summer</b>  <b>2022</b>	<b>First Day</b>	<b>Last Day</b>
Summer Term	Monday 25 <sup>th</sup> April 2022	Friday 27 <sup>th</sup> May 2022
Half term holidays	Monday 30 <sup>th</sup> May 2022	Friday 3 <sup>rd</sup> June 2022
Summer Term	Monday 6 <sup>th</sup> June 2022	Thursday 21 <sup>st</sup> July 2022
Summer holidays	Friday 22 <sup>nd</sup> July 2022	Monday 5 <sup>th</sup> September 2022

Christmas Day: Saturday 25<sup>th</sup> December 2021.

Christmas bank Holiday Monday 27<sup>th</sup> December 21 Boxing Day: Tuesday 28<sup>th</sup> December 2021.

New Year's Day: Saturday 1<sup>st</sup> January 2022 New Year's bank holiday Monday 3<sup>rd</sup> January 2022.



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## 49 WEEK YEAR CALENDAR Schedule 2021-2022

2021		
<b>Autumn</b> 	<b>First Day</b>	<b>Last Day</b>
Autumn Term	Tuesday 31 <sup>st</sup> August 2021	Wednesday 22 <sup>nd</sup> December 2021
Christmas holidays	Thursday 23 <sup>rd</sup> December 2021	Monday 3 <sup>rd</sup> January 2022
2022		
<b>Spring</b> 	<b>First Day</b>	<b>Last Day</b>
Spring Term	Tuesday 4 <sup>th</sup> January 2022	Thursday 14 <sup>th</sup> April 2022
<b>Summer</b> 	<b>First Day</b>	<b>Last Day</b>
Summer Term	Tuesday 19 <sup>th</sup> April 2022	Friday 12 <sup>th</sup> Aug 2022
Summer holidays	Monday 15 <sup>th</sup> Aug 2022	Monday 29 <sup>th</sup> Aug 2022

The school reopens Tuesday 30<sup>th</sup> August 2022

Christmas Day: Saturday 25<sup>th</sup> December 2021

Boxing Day: Tuesday 28<sup>th</sup> December 2021

### Bank Holidays 2022

Date	Day	
3 Jan	Mon	<a href="#"><u>New Year's Day</u></a>
15 Apr	Fri	<a href="#"><u>Good Friday</u></a>
18 Apr	Mon	<a href="#"><u>Easter Monday</u></a>
2 May	Mon	<a href="#"><u>Early May Bank Day</u></a>
2 Jun/3Jun	Thu/Fri	<a href="#"><u>Spring Bank Holiday/Platinum Jubilee Bank Holiday</u></a>
29 Aug	Mon	<a href="#"><u>Summer Bank Holiday</u></a>



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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 £60 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 £60 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 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 (9-12, 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 £9 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



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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.

### Discounts:

Where two or more children 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 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 nursery manager for approval of the discount and we review once a year. **Discounts are not applied in retrospect and only apply to no funded children.** 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 £9 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 £9 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 £10 for the first 15 minutes and every 15 min increments thereafter.

### 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.



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3. Your child is receiving government funding and doesn't attend nursery for five consecutive sessions without a written explanation for the absence.
4. You behave unacceptably, as we do not tolerate any physical or verbal abuse towards staff.

### High lights of our fees policy:

Dear parents,

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 carefully read 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 the 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 (£9 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 [manager@oratorymontessori.com](mailto:manager@oratorymontessori.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 council consent 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 or with siblings attending just funded sessions. These flexible sessions have a unique fee of £9 per hour and should be approved by the nursery and financial 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@oratorymontessori.com](mailto:admin@oratorymontessori.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.

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9. You can find our policies and most of our forms on our website [www.oratorymontessori.com](http://www.oratorymontessori.com) and nursery office.

## HIGHLIGHTS OF OUR POLICIES AND PROCEDURES

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

### 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 8am 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 has to 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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### Special 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 visitor, speech therapist, 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 two main gates closed, side gates and front door closed when entering and exiting the Nursery grounds at any time. There is also a secure gate at the entrance of the playground.

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 enable 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 the Oratory Montessori Day Nursery, 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.

### Behaviour Policy

We promote acceptable social behaviour 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 to discuss strategies and the best way forward.

### Vouchers

We accept private voucher like Sodexo, Edenred and others, in addition we are part of the government childcare voucher scheme.

If you are working for more than 16 hours per week, you may also get help towards childcare costs as part of Working Tax Credits. For more information, please visit [www.taxcredits.inlandrevenue.gov.uk](http://www.taxcredits.inlandrevenue.gov.uk) or call **0845 300 3900**.





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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 3 hours per day. These will be deducted from the total hours a child attends during a term. Please see 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 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 parents will be entitled to 30 free hours per week. In order to find out if you are entitled you will need to access the Government's website to receive an eligibility code. For more information about free childcare visit <https://www.childcarechoices.gov.uk> or call the childcare service helpline 0300 123 4097.

### FREE EDUCATION FUNDING 15 HOURS 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 (example: children attending five sessions or more could take up to their full 570 hours' annual entitlement, receiving 47.5 hours of free education per month.)
- ✓ Parents with children eligible for the free nursery education should pay for all snacks, meals, drinks, nappies, Sudocream, wypes and materials.
- ✓ Flexible sessions or extra hours do not apply for fully funded children
- ✓ Changes in your child's attendance pattern can be requested for the following term.  
Deposit: £100 per child, refundable at the end of the agreement. Fully funded places do not pay registration fee.

Sessions	Fees payable by the parent per session with funded hours <b>Term time only (38 weeks)</b>
Half day (8-1) or (1-6)	£25.50 – p/s includes 3 hours of funding (9-12)
Full day (8-6)	£39.50 – p/s includes 6 hours of funding (9-3)
Free -fully 15 funded (9-12) Monday to Friday	£37.50 p/w charge for meals, drinks, nappies, and materials
Free -fully 15 funded 1 day - (9-12) 2 days (9-3)	£29.46 p/w charge for meals, drinks, nappies, and materials
Free -fully 30 funded (9-3) Monday to Friday	£54.90 p/w charge for meals, drinks, nappies, and materials

### FREE EDUCATION FUNDING 30 HOURS 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 (example: children attending five sessions or more could take up to their full 1140 hours' annual entitlement, receiving 95 hours of free education per month.)
- ✓ Parents with children eligible for the 30 hours, should pay for all snacks, meals, drinks, nappies and materials.
- ✓ Flexible sessions or extra hours do not apply for fully funded children
- ✓ Changes in your child's attendance pattern can be requested for the following term

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### Our funding process:

1. Our funding offer is available online at [www.oratorymontessori.com](http://www.oratorymontessori.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.
3. We send you an example of your monthly invoice with the funding
4. We reply 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.

If a child attends 10 hours session (8-6) receives 6 hours of funding (9-3)

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

If a child attends 5 hours session (8-1) receives 3 hours of funding (9-12)

Please bear in mind, the government funding is just for part of the educational service we provide. Parents pay for: drinks, snacks, meals, nappies, cream, materials, etc.

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 above.

OMDN = The Oratory Montessori Day Nursery

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

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



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# 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 The Oratory Montessori Day Nursery, 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 offer up to three one hour settling in sessions. by gradually building up the length of the visits, children may barely notice you saying goodbye!

## Choose a comforter from home

If your child has a beloved 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 will be back to pick them up soon.

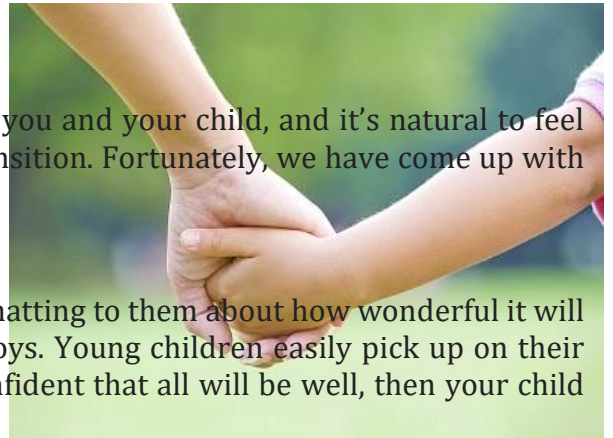
## Keep goodbyes brief

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 at pick up time.**

## 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?

Dear parents,

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

<b>Miss Shauna Fosker</b> Nursery Manager Phone: 01628 665 621 <a href="mailto:manager@oratorymontessori.com">manager@oratorymontessori.com</a> 	<b>Miss Sonia Scott</b> Finance Manager Phone: 07414 608 238 <a href="mailto:admin@oratorymontessori.com">admin@oratorymontessori.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?)
✓ Documents for funding: EYFE	✓ Financial explanation of EYFE funding
✓ Safeguarding Policy	✓ Data Protection Policy



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## 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 27<sup>th</sup> of the month, please contact: [admin@oratorymontessori.com](mailto:admin@oratorymontessori.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.oratorymontessori.com](http://www.oratorymontessori.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@oratorymontessori.com](mailto:admin@oratorymontessori.com) We're here to help!

**Our Bank account: Barclays, LG Montessori School Ltd, sort code: 20-78-58 Account: 30127132**