

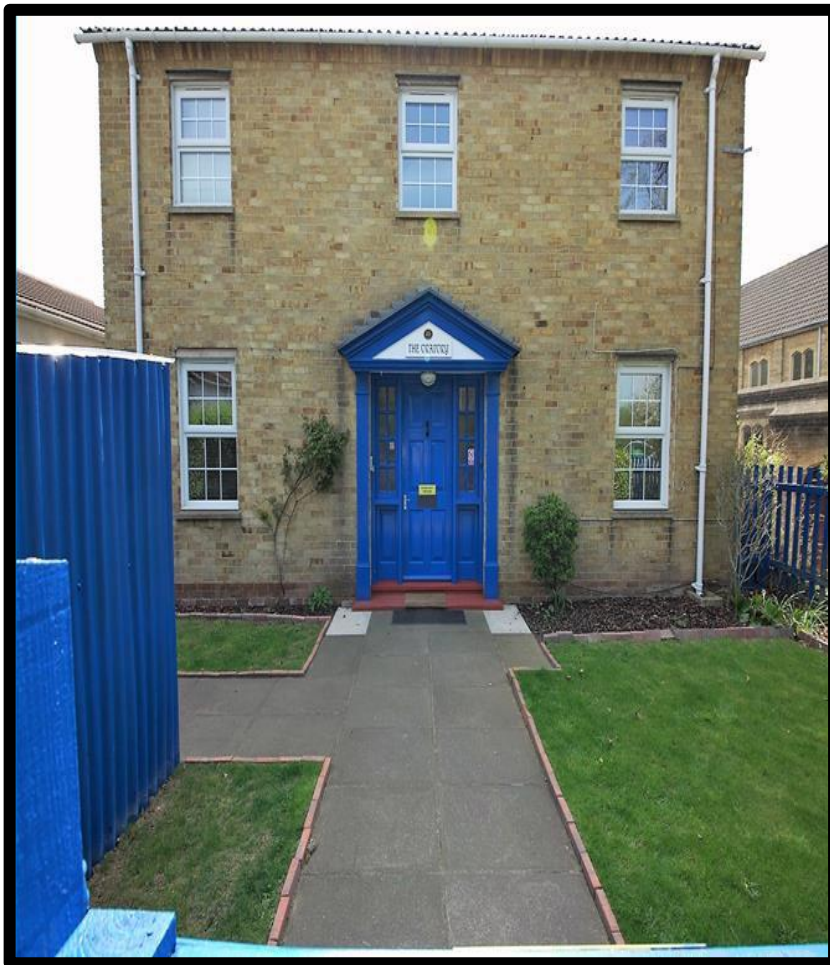


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PROSPECTUS 2024

CARING FOR CHILDREN SINCE 2000



February 2024



What make us special:
Professional gymnastics coach
Native French and Spanish staff
Forest school programme
Teamed with the Royal
Foundation Centre of the Early
childhood to promote wellbeing
Tapestry: online learning
journal
5 Stars Rating Food Hygiene –
nutritionist and experienced
chef

Willkommen Huan Yin, Bienvenidos, Bienvenu,
WELCOME

Witajcie Benvenuto Satsriakal Namaskar

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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 is our secure beautifully refurbished outdoor play area where children can develop an awareness of the natural world around 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 level four, three and two 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 whilst 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



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 a variety of opportunities for children to develop both their gross and fine motor skills. We are very lucky to have **a member of staff who is a professional gymnast** who plans age-appropriate activities for the children.

Literacy

Once a child can read it opens up a world of imagination. Through use of the Montessori materials, we introduce the phonetic alphabet then moving on to word building which is the steppingstones to reading. 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 using a variety of resources 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 the natural world. Our comprehensive and exciting termly curriculum planning develops children's interests and 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 materials. We encourage children to discuss their thoughts and share ideas. We provide opportunities for children to express their feelings through a variety of activities like art, music, movement, dance, role-play, and design and technology.



"The hands are the instruments of man's intelligence" Maria Montessori



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.

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. These are designed to develop independence, concentration, fine motor skills, co-ordination and social skills.

Sensorial

Children use tactile 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 and 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. 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 the abstract.



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.

We extend children's vocabulary through nursery rhymes, songs, poems, stories and drama singing.



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.

ENVIRONMENT

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



OUR BABY UNITS

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 nurturing, stimulating and safe environment for the children to extend their learning and development.

The Duckling Room

The ratio in the baby unit is 1-3. This room caters for babies 1 to 2 years. The room is large, bright and cheerful with a separate area for, mealtimes, and messy play. There are French doors leading out to an enclosed patio area with a wooden climbing frame where the children are free to explore and develop their gross motor skills. 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.





We have a key worker system, and every child will be allocated a key person during the first couple of weeks of joining. During the daily sessions all the staff will work with all the children doing age appropriate activities linked to the EYFS framework and the termly curriculum topic. The child's key person will update the child's Tapestry Recording system on a regular basis and parents can access this. When 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 two free one hour settling in sessions prior to starting at the Oratory.

Parents are given a daily care sheet at the end of the day along with verbal feedback. Children move up to Hummingbirds the term after their second birthday and when they have developed independence.

TODDLER UNIT



The Hummingbird Room

The ratio in this room is 1-4 and the toddler unit caters for children 2 to 3 years. Once again, our room is bright and inviting. Children have access to a variety of activities such as sand and water play, a reading corner and mark making. Staff offer imaginative and stimulating activities on a daily basis in order to expand the children's knowledge and understanding of the world and develop their fine motor skills and independence. Using age-appropriate materials and linking activities to the children's interests, staff plan a stimulating curriculum linked with the EYFS framework and the termly topic. Overseen by our caring and experienced staff, your child's development will come on in leaps and bounds. Children move up to



the pre-school room the term after their third birthday and when they are potty trained.





TAPESTRY
ONLINE LEARNING JOURNAL



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 engage in music, movement, role play, stories, and cooking. We are very lucky to have a professional gymnast in our team who plans activities for the children to develop their gross motor skills. Children also have French lessons and yoga sessions. Each term we have an exciting new topic designed to stimulate the

children's knowledge and understanding for the world and developing their imaginative skills. Each Christmas we do a Nativity play which is linked to our topic. We believe passionately in parents in partnership and the weekly plan is displayed on the parent's notice board outside the room so parents can extend the children's learning at home if they wish.





MENU: OUR NUTRITIOUS FOOD

Meal time is a very special time as it gives 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 6 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 The Oratory** all menus are devised with the help of our food and dietary nutritionist. We have taken into account 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. Our food hygiene rating is 5.

We operate a 6-week cycle for our menu which is updated twice a year. Here's an example:

AUTUMN AND WINTER MENU - Week 1 of 4

Time/Day	Mon	Tue	Wed	Thu	Fri
Breakfast	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
Morning Snack	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
Lunch	Three bean chilli con-carne with steamed rice	Sweet and sour chicken with noodles and oriental vegetables	Roast turkey, with roast potatoes, vegetables and gravy	Spaghetti Bolognese with vegetables and garlic bread	Fillet of fish with potatoes croquet and peas
Veggie Option	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 potatoes croquet and peas
Pudding	Semolina	Upside down pineapple cake with custard	Melon and grape platter	Flapjacks	Jelly with mixed fruit
Afternoon Snack	Organic Milk/Water Breadsticks and raisin	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
Tea/Dinner	Fish finger sandwiches with cucumber sticks	Quesadilla with ham and cheese	Pizza with a variety of toppings and mixed Salad	Jacket potatoes with cheese	Homemade vegetable or tomato soup with crusty bread
Pudding	Fromage Frais or dairy free yogurts				



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	£380.25	£375.75	£371.25
Daily fee for full week, 49 weeks contract	8-6	£76.05	£75.15	£74.25

Sessions with government funding	Consumables payable by the parent per session with funded hours Term time only (38 weeks)
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: 49 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 10th 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.



38 WEEK YEAR CALENDAR – TERM TIME

Schedule 2023 – 2024

Autumn 2023	First Day	Last Day
Term 1	Tuesday 5 th September 2023	Friday 20 th October 2023
Half term holidays	Monday 23 rd October 2023	Friday 27 th October 2023
Term 2	Monday 30 th October 2023	Friday 15 th December 2023
Christmas holidays	Monday 18 th December 2023	Tuesday 2 nd January 2024

Spring 2024	First Day	Last Day
Term 3	Wednesday 3 rd January 2024	Friday 9 th February 2024
Half term holidays	Monday 12 th February 2024	Friday 16 th February 2024
Term 4	Monday 19 th February 2024	Wednesday 27 th March 2024
Easter holidays	Thursday 28 th March 2024	Friday 12 th April 2024

Summer 2024	First Day	Last Day
Term 5	Monday 15 th April 2024	Friday 24 th May 2024
Half term holidays	Monday 27 th May 2024	Friday 31 st May 2024
Term 6	Monday 3 rd June 2024	Tuesday 23 rd July 2024
Summer holidays	Wednesday 24 th July 2024	Monday 2 nd September 2024





49 WEEK YEAR CALENDAR Schedule 2023-2024

2023		
Autumn	First Day	Last Day
Term 1	Monday 4 th September 2023	Wednesday 20 th December 2023
Christmas holidays	Thursday 21 st December 2023	Monday 1 st January 2024
2024		
Spring	First Day	Last Day
Term 2	Tuesday 2 nd January 2024	Thursday 28 th Mar 2024
Easter holidays	Friday 29 th Mar 2024	Monday 1 st April 2024
Summer	First Day	Last Day
Term 3	Tuesday 2 nd April 2024	Friday 16 th Aug 2024
Summer holidays	Monday 19 th Aug 2024	Monday 2 nd September 2024

The school reopens Tuesday 3rd September 2024

Bank Holidays 2023-2024

- Christmas Day: Monday 25 December 2023.
- Boxing Day Holiday: Tuesday 26 December 2023.
- New Year's Day: Monday 1st 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.





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 (9-3, 8-3:30) 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 charged 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 10th of the month for the invoiced month.

Discounts for children attending Calendar Year – 49 weeks:

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 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 a contract or last pay slip from NHS) should be provided to the finance 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 and 49 weeks attendance.** 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.

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.
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 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 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 (£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 1st of the following month (we do not change session the 2nd, 3rd, 4th week of the month) You can send your request to 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 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 1st 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 10th of the month, if you have not received your nursery invoice by the 27th of the previous month, please immediately contact the finance manager 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 formalized 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.oratorymontessori.com and nursery office.



“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



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.oratorymontessori.com

Please feel free to write any ideas you 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 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 carer.

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.



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 in taking 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 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 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.

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 behavior 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 behavior the parent will be contacted to discuss strategies and the best way forward.



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. 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 2-3 years-old children

Children born on or between	Funding starts:
1 st January – 31 st March	Summer term: 1 st April to 31 st August
1 st April – 31 st August	Autumn term: 1 st September to 31 st December
1 st September – 31 st December	Spring term: 1 st January to 31 st March

UNIVERSAL 15 HOURS FUNDING FOR CHILDREN 3+

- ✓ To receive the full 15 hours of free entitlement, children should attend a minimum of two 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, or you can spread your funding hours across the 12 months of the year and pay a smaller fixed monthly fee to cover the 11 weeks the government doesn't pay.
- ✓ Parents with children eligible for the free nursery education should pay a small contribution for all snacks, meals, drinks, pull-ups, Sudocream, wipes, Montessori equipment, Tapestry and materials.
- ✓ The funding doesn't apply for Flexible sessions or extra hours.
- ✓ Changes in your child's attendance pattern or contract can be requested for the following term to admin@oratorymontessori.com
- ✓ Deposit: £100 per child, refundable at the end of the agreement. Fully funded places do not pay registration fee.



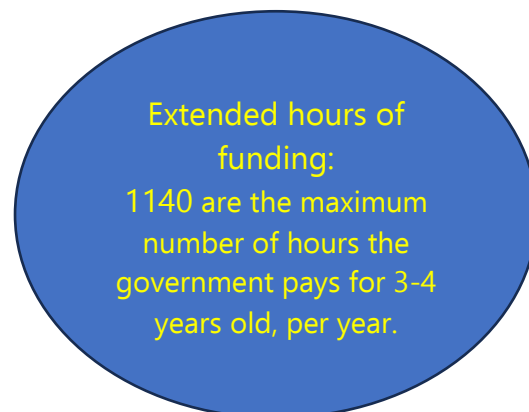
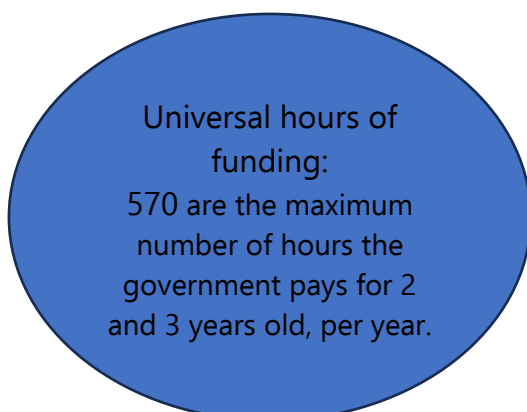
EXTENDED 30 HOURS FUNDING FOR CHILDREN 3+

To receive the full 30 hours of free entitlement, children should attend a minimum of three full day sessions (8-6) 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, or you can spread your funding hours across the 12 months of the year and pay a smaller fixed monthly fee to cover the 10 weeks the government doesn't pay.
- ✓ Parents with children eligible for the 30 hours, should pay a contribution for all snacks, meals, drinks, pull-Ups, Sudocream, Montessori equipment, Tapestry and materials.
- ✓ The funding doesn't apply for Flexible sessions or extra hours.
- ✓ **You must reconfirm your eligibility code before the next term starts**, otherwise you lose your extended hours, and you will need to pay private fees.
- ✓ Changes in your child's attendance pattern or contract can be requested for the following term to admin@oratorymontessori.com

Our funding process

1. Our funding offer is available online at www.oratorymontessori.com and in 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 out and sign.
3. We reply by e-mail to any questions regarding the funding and monthly invoices.
4. We send you an example of your monthly invoices with the funding for the term – on request.
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 – on request.



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 see the new environment. We offer two one hour settling in sessions which gives your child the opportunity to meet the Nursery staff and allows your child to become familiar with their new surroundings and routines.

Choose a comforter from home

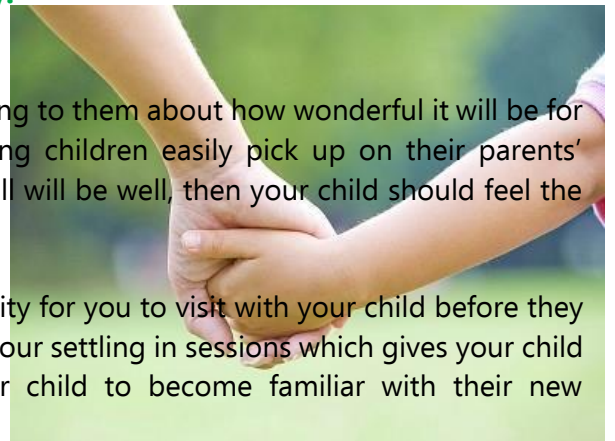
If your child has a beloved comfort item from home, such as a blanket or small soft toy, consider allowing them to take it into Nursery with them. Our highly trained staff understand that children may need a comforter and they will be able to freely access it as needed during the settling in process. 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.



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:

<p>Miss Muna or Miss Katie </p> <p>Senior Educational Team Phone: 01628 665 621 manager@oratorymontessori.com</p>	<p>Miss Sonia Scott </p> <p>Finance Manager Phone: 07414 608 238 admin@oratorymontessori.com</p>
✓ 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





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 27th of the month, please contact: admin@oratorymontessori.com
2. Please pay in full your invoice by the 10th 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 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 We're here to help!

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