

WELCOME TO



Our Opening Hours:

Monday: 9am-3pm

Tuesday: 9am-3pm

Wednesday: 9am-3pm

Thursday: 9am-3pm

Friday: 9am-3pm

Term Time Only

Early drop off available from
8am

Contact Us:

Address: The Guildhall, Spring Close,
Burwell, Cambridgeshire

Telephone: 01638 743304

Email: thespringmontessori@gmail.com

Website: www.thespringmontessori.co.uk

*'calm and creative child-led learning, where children
learn through meaningful play'*

Fees and Funding

We accept the 15 hours government funding for all 3 year olds and eligible 2 year old funded children, and will apply for this on your behalf, giving you the necessary paperwork when required, this includes the 2 year old funding for Working Families (from April 2024), and 30 hours free childcare for eligible families, this can be applied for online (you will be given a code to give to the nursery) at <https://www.gov.uk/apply-free-childcare-if-youre-working>.

Extra hours are charged at £8.00

Morning sessions (9am-1pm) - £32.00

All day (9am-3pm) - £48.00

Early drop off from 8am - £5.00

We also accept child care vouchers, and tax free childcare.

4 weeks notice is required for children who are leaving.

No refunds can be offered for absences, please let us know in advance if you are going on holiday in term time.

Learning Journey Scrapbooks

We operate a scrapbooks system for recording children's observations, photos and developmental assessments. Parents are able to access this at any time, and we will have regular parent consultation to allow you to talk through your child's learning with their key worker. This scrapbook will go home with them when they leave the setting to start school.

Permissions

We ask all parents permissions to take photographs of their children using our school iPads, these iPads never leave the premises, permission will be also be sought before using images on the webpage etc. We also ask for various other permissions, these are signed by parents upon registration, e.g. for outings, emergency medical treatment etc.

We are registered with the Information Commissioners Office, and comply with GDPR, please ask for more information. You will be issued a Privacy Notice upon registration.

Delivery/Collection

The nursery day starts at 9am, parents can arrive from this time. We also have early drop off available from 8am (please ask for details), at extra cost. Parents are invited into the building to help their children self register, get settled with an activity and talk to their key worker if they need too.

Collection time is 1pm or 3.30pm, again parents are able to speak to their key worker about their child's day. If your child is being collected by someone unknown to us, we will ask you to provide a unique password (on your registration form). We will never release your child to anyone if we are unsure. Late pick ups or uncollected children will result in use of our Non-Collection procedure, and may include a phone call to social care, or a late fee if applicable. Please ensure you inform us if you know you are going to be late.

Snack and Lunch

We ask parents to provide a healthy snack option, e.g. a piece of fruit, vegetables, breadsticks or similar when their child attends, for snack. This will all be chopped and put out all together. We will provide toast, milk and water. We offer snack on a free flow basis, it is available throughout the morning and kept topped up, for children to access when they feel hungry. Water is available for children to access at all times.

Children that are staying for lunch are asked to bring a packed lunchbox and ensure to follow our healthy lunchbox policy.

Key Workers

Your child will be given a key worker, this will be their child's 'special teacher', they will build a good relationship with your child and work with them on their developmental profile. You will be informed as to who your child's key worker is when you start with us. Please speak to your child's key worker regularly, to keep a good partnership between us and you.



Uniform

You are able to order a variety of uniform directly through My Clothing, online at:

www.myclothing.com search for The Spring Montessori and all of the choices will come up.

Uniform is not compulsory, but a lot of parents choose to have some to get children ready for school and ensure their normal clothes don't get dirty. The items available are as follows:

Polo shirts: from £5.00

Sweatshirts: from £7.50

Cardigans: from £9.00

Hooded Fleeces: from £10.00

Book bags: £5.00

Special Needs

Our Special Education Needs Coordinator (SENCo) is **Jo Carter**.

The Montessori curriculum is accessible by all children of differing abilities.

Children are able to progress at their own pace and access resources relevant to them at any time. We regularly liaise with Special Needs professionals to help us fully support children with additional needs. We will work closely with parents to give the child the best possible start to life. We operate in accordance with the government Code of Practice and our own policies. If you have any concerns about your child please speak to a member of staff.



Partnership with Parents

Parents are the first educators of their children, and we recognise the privilege of being able to share that role with you. During your child's time with us we will write numerous observations with photographs in order to plan and make assessments for your child's individual needs, to keep them engaged and interested in their education. These records are available for you to access anytime. We have an open door policy, meaning you are welcome to come in and speak to staff at any time regarding your child and go through your child's records. We have parent consultations termly where we can discuss your child's progress in detail.

You can talk to us at any time, via email, phone or in person, or using our app Class Dojo.

Parents are welcome to come in at any time to discuss any special skills they have or be a 'parent helper'.

Staff

All of our staff are fully qualified and DBS checked, trained in Paediatric First Aid and Basic Child Protection. We are all fully qualified to NVQ Level 3 or higher, or are working towards this as an apprentice.

All staff certificates are available to view any time, and qualifications/designated person roles are on the noticeboard, and given upon registration, as well as your child's key worker name.

OUR STAFF

Nursery Owner: Grace Vincent

Assistant Director: Zoe Candian

Manager: Helen Reader

Deputy Manager, Designated Person for Child Protection and SENCo: Jo Carter

Room Leader: Courtney Carman

Early Years Practitioner: Suzi Bain

Early Years Practitioner: Nikki Marrone

Early Years Practitioner: Emily Fell

Early Years Practitioner and SEND Support: Cathy O'Mahony



The Montessori Philosophy

The nursery embraces the Montessori method of education. The nursery owner Grace Vincent is a fully qualified and well experienced Montessori teacher. We encourage each child to fulfil his/her potential at each stage of development. Children are treated as individuals and are free to explore the environment which is set up to suit each child's needs. At every opportunity children are encouraged to be independent and free to be themselves, and develop self esteem by completing achievable and meaningful activities. All children's efforts are valued and respected. Staff observe each child's development and guide them to developmentally appropriate activities. We follow the Early Years Foundation Stage Statutory Requirements and Development Matters curriculum (for guidance), which coincides nicely with the Montessori method. We use a child-led method of planning to ensure children are kept fully engaged. Please ask for more details regarding our curriculum. More information is also available

What does your child need to bring?

We encourage children to be independent in the morning when arriving, they will hang up their coat/bag on their peg, put their piece of fruit in the basket, and their drink and other belonging in their named drawers. We do go outside in all weathers so please ensure appropriate clothes are provided.

Your child will need to bring with them:

- An appropriate coat/jumper
- Wellington boots
- Slippers for inside
- A drinks bottle (water only)
- A piece of fruit or similar for snack
- Their lunchbox
- Spare clothes for spills/accidents
- Nappies/wipes/cream if still in nappies
- Appropriate outdoor clothing (e.g. hats, scarves)
- Suncream (if applicable for weather)



Please ensure all items are clearly named

Toileting

We accept children whether toilet trained or in nappies. Our toilets are situated just outside the classroom and a teacher will always be present, we also have a potty and toilet training seats. If your child is in nappies, please provide nappies, wipes and nappy cream for them, ensuring these are kept topped up. We have nappy changing facilities.

Policies and Procedures

All of our policies and procedures are available as hard copies, please ask a member of staff who can provide these. They can also be read in the folder, situated on top of the children's drawers. They can also be read at any time on our website, www.thespringmontessori.co.uk. We encourage all parent's to read these if possible, most important being our Child Protection and Safeguarding Policy. Please let us know if you would like copies of any of the policies.

Child Protection and Safeguarding

Our Child Protection Designated Persons are: **Grace Vincent, Helen Reader and Jo Burnett.**

All staff are trained in Basic Child Protection, and aware of the signs and symptoms of all types of abuse. All training is updated accordingly. We follow our Child Protection and Safeguarding Policy. It may sometimes be necessary to fill in 'Logs of Concern' regarding children if staff have a particular concern, this is protocol. We may also need to liaise with Children's Social Care for advice, parents are normally a part of this process. But with such an important issue, it is not always essential to gain parents consent to follow these procedures, as it is our duty of care to ensure children are kept safe.



Forest School

We are lucky enough to be situated very nearby a beautiful natural area, The Spring. We try to get out for a forest school sessions each week in groups of 6 children, with 3 members of staff. This is normally on a Wednesday, but can happen any day of the week if staff allows. It is a great opportunity for the children to be immersed in nature, and learn all about the work around us! Children will participate in activities such as, den building, nature crafts, scavenger hunts, fire making and so much more! A separate Forest School consent will be given to parents upon registration. Please ensure children are equipped with the appropriate clothing to attend these sessions (waterproof coats, trousers, wellies etc).

Planning

We believe that children learn best when their interests are celebrated. So our planning is predominantly child-led, we observe the children and get to know their likes and interests and adapt our planning and activities accordingly. For example if a child was to show a great interest in dinosaurs, we would enhance this learning by providing a dinosaur land activity with lots of dinosaur vocabulary used in play. We use a mixture of Montessori materials and other open ended, mainly natural resources. Children are free to play with whatever they choose, and we are trained to scaffold and enhance their learning. Parents are welcome to see an example of our planning board any time.

Our Spring Montessori Curriculum

We have our very own curriculum, which incorporates aspects of Development Matters (government guidance), The Montessori Curriculum, our own professional knowledge, and aspects that make The Spring Montessori unique! If you would like to see a copy of our curriculum, it is available in the setting and on our website.

Wow Board

To ensure we get to know our children very well and celebrate their home life and achievements. We have created a WOW board in the classroom to display the children's achievements and special events, for example: going on holiday, getting a certificate, making a cake, using the toilet for the first time etc.

Parents will be given a star to fill in for us to display, this is an ongoing display, so anytime you need a star, just ask!



Montessori education, is an “education for life”



Checklist for New Parents

- Have you got something for our free flow snack?
- Are all of your child's clothes named?
- Do you have everything needed for the day?
- Have you packed a healthy lunchbox?
- Do you know who your child's key worker is?
- Have you completed all of the relevant forms?
- Have you seen the policies and know where they are?
- Are we informed of any relevant information regarding your child?

Any questions...please just ask, Thank you!