



Henley Village Montessori Nursery

PROSPECTUS

2023/2024

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Introduction

Welcome to Henley Village Montessori Nursery School, a Montessori Nursery in the heart of Henley-on-Thames, for 18 months to 5 years old.

Our philosophy is 'Lotus, Leatus, Discere' which translates to 'A happy place to learn'.

We pride ourselves in meeting the needs, not only of the children in our care, but of our community as a whole. We are here to support children, and their families, through the Early Years, to become confident, lifelong learners, with the skills and aptitude to thrive through all of life's adventures.

We are a highly qualified team of experienced and knowledgeable teachers who are passionate about the Montessori way of educating.

A day at Henley Village Montessori Nursery School

08:45 – 09:00 Doors open, welcome and settling in time.

Whilst we understand that unforeseeable delays do occur, we request that all children are dropped off and that parents have said their good-bye's by 9:00. This is due to a number of reasons, namely the three-hour work cycle which is a very important aspect of our Montessori day and we respect the children's time and structure.

9:15 - 10:00 Planned Activities in Small Groups

9:30 – 10:00 Music Appreciation as well as Snack and Milk

10:00 – 12:00 Individual Work Cycles

A Montessori environment is based on each child's individual developmental needs. There is no specific timetable as each child experiences their own 'sensitive periods' regarding their development. EVERY work cycle offered gives the children an opportunity to explore

their environment and actively engage in activities that appeal to their needs.

The activities on offer during each work cycle:



- Activities of Everyday Living (independence, fine and gross motor skills, build concentration)
- Sensorial Development (development of the senses, foundation of all learning)
- Numeracy and Arithmetic
- Language and Literature
- Knowledge and Understanding of the World (botany, science, geography, zoology, history)
- Creative Expression (creative movement, musical exploration, drama, art and design)

- Physical Development (explorative movement, gross-motor and stability)

Note: Within this framework/Montessori learning environment, all seven areas of EYFS are met, namely Language and Communication, Physical Development, Personal, Social and Emotional Development (PSED), Literacy, Maths, Art and Design and Understanding the world.

12:00 – 12:30 Lunch

The children are involved with the preparation of a meal, setting of tables, and then the experience of sitting down to a meal as a community. (A hot lunch* is supplied, as well as a salad and or vegetable side dish). Grace and Courtesy will be emphasized at these meals, as well as following correct eating etiquette. Emphasis is placed on healthy living and eating.



12:30 – 13:00	Children help tidy up from lunch/ Play Outside
12:30 - 13:30	Younger Children have a sleep
13:00-13:30	Planned Activities in Small Groups
13:00-15:30	Individual Work Cycles
15:00-15:30	Yoga and a snack with Milk
15:30 – 16:00	Getting ready for home time/Story Time

Focus Activities

Outdoor Classroom and Forest School

We incorporate plenty of outdoor learning and experiences into our daily curriculum. To enhance this experience, we have set up our own Outdoor Classroom and Forest School at the Watermans Allotments. The children arrive at nursery, and then go on our school bus to the Outdoor Classroom. At our allotment and Outdoor Classroom there are many opportunities for both planned and self-directed learning to take place – from planting to harvesting, outdoor construction, bug studies and more! We have Outdoor Classroom trained members of staff who facilitate a diverse and nature focussed curriculum.

Yoga and Mindfulness Classes

The benefits of giving children an opportunity to learn and practice yoga and mindfulness are endless. The children show a keen interest in practicing this life skill and having their own 'me' time. The classes are designed for the children to have fun, explore and enjoy, and also to create an awareness of body, mind and spirit.

What to pack for your child for nursery

Please supply the following for your child to keep at school:

- Bedding – only for children who still nap during the day. (A small sheet, blanket, and pillow for naps. (Sleeping bags / sacks which are 'all in one' work well). Sleeping mats are supplied. Bedding will be returned home frequently, please wash and return.
- An extra change of clothing. We recommend that all children (especially those with developing toilet habits) bring several spare changes of clothes to school. Any dirty laundry will be returned home to be cleaned and returned
- Sunhat and sun cream for the summer months.

What to pack for your child for the outdoor classroom

- Rain coat, wellington boots, a warm hat and mittens/gloves. All in one waterproofs.
- An extra change of clothing. We recommend that all children (especially those with developing toilet habits) bring several spare trousers to school. Any dirty laundry will be returned home to be cleaned and returned

Daily:

- Your child should come to school in comfortable clothing and shoes. This is a learning environment and it is highly likely (and encouraged) that your child may get messy, or accidentally damage clothing. Please also consider your child's movement and independence when selecting clothes. Some clothes that are tight, have advanced buckles and fasteners, or are long and flowing for example 'skinny jeans', dungarees, long dresses/skirts are nice, but restrict movement and independence.
- Please label all of your child's possessions clearly with his/her name.
- Long hair should be kept out of your child's face and nails kept short.

- Due to our healthy snacks and meals that are provided, as well as milk and water to drink, it is not necessary to send any food or drinks to school, unless your child has special dietary requirements (in which case please discuss with the nursery manager) or is drinking a formula milk.
- Children are encouraged not to bring toys from home. If a child really wants to, we advise parents to have a discussion with their child to explore some of the consequences of bringing the toy to nursery, such as “Is s/he prepared to share / look after the toy?” and to discuss the possibility that it may get damaged in some way. This helps to teach the children responsibility and aids them in thinking through a risk assessment which is a valuable life skill. Please note: if your child does bring something to school, we will do our best to guide your child (and others) to care for the item, however we (the staff) will not take responsibility for any items.
- All nappies and wipes will be provided by the school.

Policies and Procedures

Henley Village Montessori Nursery School follows comprehensive and detailed Policies and Procedures with regards to Safeguarding, Education, Pastoral Care and Emergency practices. These Policies and Procedures are reviewed regularly to maintain a high standard of holistic education and safety for the children in our care. We encourage parents to read through these Policies and Procedures which are on MMC (My Montessori Child).

Safeguarding is a top priority at Henley Village Montessori Nursery School, and for this reason we attach a copy of our Child Protection and Safeguarding Policy as well as our Compliments, Complaints and Feedback Policy, downloadable within the application form.

Nursery Fees

We have a minimum of 3 sessions per week. A session is half a day. Parents can choose a combination of morning work cycles, afternoon work cycles and full days.

Payment

Fees will be invoiced termly, 2 weeks in advance for the session days booked.

Fees can be invoiced monthly in advance with an additional admin fee of £10.

We try to ensure that half term days are Monday, Tuesday one term and Thursday, Friday the following term for fairness. This includes Bank Holidays that will be charged for if they fall on your allotted session day.

Waiting List and Deposit Fees:

We ask that you sign up to the waiting list at a charge of £100. Should you not be successful in taking up a place due to insufficient capacity the £100 waiting list charge will be refunded. If you decline an offer of a place then the deposit will not be refunded. When your child's place is confirmed, we ask for a deposit of £350, required to register your child. £350.00 is held in a separate secure account and is returnable with one written terms notice.

Transition Sessions:

To make sure that your child settles into the Nursery with ease, we have put in place a program in which the first session is one hour in which the Parent/Guardian will stay. The second session will be for two hours without Parent/Guardian. These settling in sessions will be charged at 1 morning session according to your child's age.

Swapping Sessions

We appreciate that sometimes it maybe necessary to make a change from your allotted sessions. Providing we can accommodate within our ratios we are happy to swap with a charge of £20.

Lunch and Snacks:

Please note that a hot lunch and healthy snacks are provided to each child every day. Provided your child attends a minimum of 6 sessions per week, there is no additional cost for this. If you have arranged a lesser number of sessions for your child, you will incur an additional cost of £4 per day to cover the meals.

Lateness:

While we realise that life is unpredictable and lateness is sometimes unavoidable, we do require a call to alert us of any changes at least 15 mins before your pickup time. If you are going to be more than

15 mins late your child will stay in the next session and the cost will be added to your next invoice.

Inset Days:

We charge each child for one inset day per term.

Late payments:

We reserve the right to charge interest on late payments at the Statutory rate of 5% over the prevailing capital Bank of England Base Rate. Note: Monthly payments are due by the 1st of each month and termly payments are due by the first day of nursery each term. The right is reserved to terminate attendance if fees are not remitted.

Illness:

Children with diarrhoea, vomiting, high fever, conjunctivitis, head lice or other infectious disease will be sent home immediately and at **minimum** may not return for 48 hours after symptoms have subsided. Please note, there is no reduction in fees due to illness, or any other reason.

Terms and conditions:

The right is reserved to terminate attendance if fees are not remitted or at the discretion of the Nursery Management. All adjustments to number of sessions must be agreed with the Manager and put into writing. Once sessions have been confirmed and invoiced for, full payment is due, with no concessions. Fees are not reduced for any reasons.

One terms written notice must be provided to the Nursery Manager before leaving the nursery, or the full term will be charged for.

Children are initially accepted into the nursery school on a trial basis and their attendance may be reviewed after an initial period.

By signing the enrolment form you confirm that you have read, understand, and agree to Henley Village Montessori Nursery's fee structure and terms and conditions.

Important Contact Numbers

Henley Village Montessori Nursery School – 0771 318 7353

Philippa – 0771 704 2202

Police – If you think a child is in immediate danger call the police – 999

Ofsted – 0300 123 1231

Oxfordshire Safeguarding Children’s Board – 0186 581 5843

MASH (Multi Agency Safeguarding Hub) - 0345 0507666

Southern Oxfordshire Locality Social Workers – 0186 532 3041 or the

Emergency Duty Team 0800 833 408 NSPCC Helpline – (National Society for the Prevention of Cruelty to Children) 0808 800 5000

Please see the parents notice board in the entrance hall and our Policies and Procedures for more contact details and information. If you are unsure about who to contact, then please feel free to discuss this with the Nursery Designate Safeguarding Lead or the Nursery Manager.

2023-2024 Term Dates

Autumn Term (1 st half)	Wed 6 nd September – Wed 25 th October 2023
Closed: Autumn Half Term	Thursday 23 rd & Friday 24 th October 2023
Autumn Term (2 nd half)	Mon 30 th October – Wed 15 th December 2023
Closed: Christmas Holiday	Monday 18 st December – Wed 3 rd January 2024
Spring Term (1 st half)	Weds 3 rd January – Wed 14 th February 2024
Closed: Spring Half Term	Thurs 15 th February & Fri 16 th February 2024
Spring Term (2 nd half)	Mon 19 th February – Thurs 28 th March 2024
Closed: Easter Holiday	Fri 29 th March – Tues 16 th April 2024
Summer Term (1 st half)	Wed 17 th April – Fri 24 th May 2024
Closed: Summer Half Term	Mon 27 th May - Wed 29 th May 2024
Summer Term (2 nd half)	Thurs 30 th May – Wed 31 st July 2024