

Parkfield Montessori

Pre-School

Prospectus



Parkfield School

Hurn, Christchurch,

Dorset, BH23 6DF

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Ofsted Registration Number: 2497840

Staff List

Lisa Hovelmeier - Mont Dip

Owner, General Manager, Directress, Safeguarding Officer, Deputy SENCO, Paediatric First Aid

Helen Pritchard - CACH Level 3 Dip

Deputy Manager, Pre-school Assistant, Lead SENCO, Deputy Safeguarding Officer, Paediatric First Aid

Calvin Hovelmeier

Apprentice Montessori Director

Paediatric First Aid

Aims of Parkfield Montessori Pre-School

- To treat every child as an individual
- To create and maintain a happy, safe stimulating and caring environment
- To educate each child to his/her full potential
- To enable each child to enjoy a wide and full experience
- To develop concentration, co-ordination, independence, self-discipline and order
- To lay down concrete foundations for language and numeracy skills
- To build upon these foundations to extend the child's overall intellectual and social development
- To ensure that each child feels nurtured and an important member of the group.

General Information

- We are open term time, Monday to Friday from 8am to 4pm. Children can attend a morning session, afternoon session or all day. The minimum session time is four hours between either 8am to 12noon or 12noon to 4pm. Children attending the morning session are welcome to stay for lunch extending the morning session to 1pm providing there is sufficient space and staff ratios are maintained.
- It is imperative that parents/carers adhere strictly to the Pre-Schools hours. This is to ensure that children are not distracted from their activities and it enhances the smooth running of the Pre-School.
- Please bring at least one set of clothes (clearly labelled) to the Pre-School. A coat is needed during the winter months and a sun hat and sun cream are needed during the summer months.
- The children are provided with milk, water, and healthy snacks throughout the day.
- Children should bring their own packed lunch, but we would ask you not to provide sweets, chocolate, or fizzy drinks. Children can choose what they want to eat from their lunch box and anything not eaten will be returned.
- WE HAVE A STRICT NO NUT POLICY.
- Please inform us of any allergies your child may have.
- We will occasionally have trainee Montessori students who are DBS checked.
- You can park in the school car park, but we do not accept any responsibility for your vehicle or personal belongings. Please drive slowly with care and patience.
- If Parkfield Pre-School is informed that a child has a special educational need we will make every reasonable effort to provide the additional support required.

What you need to provide

When your child attends Parkfield Montessori Pre-School could you please bring:

- Nappies, cream, wipes/cotton wool, sun cream (if appropriate)
- At least one change of labelled clothes in a named bag, more if your child is toilet training.
- A labelled seasonal coat, hat, scarf, gloves as appropriate
- Sensible shoes for climbing and active outdoor play
- Waterproofs and wellington boots
- Labelled slippers
- Lunch in a box/bag (if appropriate)
Please help us by: putting easy to open containers for food in the lunchbox to encourage independence and provide healthy food as your child will be allowed to choose the order in which he/she eats and what they eat.

At Parkfield Montessori Pre-school we do not have the capacity to refrigerate your child's lunchbox. Please include ice packs to keep food fresh or alternatively do not pack perishable items.

Please help us by: Ensuring that all your child's belongings are labelled clearly with his or her full name, not only will this keep your belongings from getting lost but also to help your child begin to recognise their name.

Communications

Please note that the majority of communications from Parkfield Montessori Pre-School will be made by email. It is important that you receive these, so please ensure that you add the Pre-School to your contact list.

We will send our Newsletter monthly, so please check your junk folder if you have not had any email from us.

Please help us by reading each newsletter thoroughly as there may be actions you are required to take and information on topics for you to join in with.

Please help us by:

- Please keep us up to date with changes of addresses, telephone numbers and any new circumstances at home so we can fully support your child.
- Please put your child in clothes that are easily washable and that allow for climbing, running, painting, and gluing activities.
- Please keep strictly to the booked sessions as late arrivals can lead to disruption.
- Reading and acting on newsletters, joining in with topics etc.
- Social networking - Please note that members of the Parkfield Montessori Pre-School staff team are unable to accept any “friendship” requests from clients of the setting and as such we would ask you to refrain from approaching them via social networking sites for this purpose. Where social networking friendships are in place prior to individuals becoming clients of the setting please make a member of the management team aware of these connections. In these instances, we would ask that you respect our normal procedures for contacting the setting and do not discuss issues regarding the setting or your children with staff members via social networking media.

Purpose and Aims of the Early Years Foundation Stage

Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and 5 have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high-quality learning together provide the foundation children need to make the most of their abilities and talents as they grow up.

The Early years Foundation Stage (EYFS) sets the standards that all early year's providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

EYFS seeks to provide: quality and consistency; a secure foundation; partnership working and equality of opportunity.

The four guiding principals that should shape practice in early years settings are: **a unique child; positive relationships; enabling environments and children learn and develop in different ways and at different rates.**

There are 7 areas of learning and development that must shape educational programmes in early year's settings. All areas of learning and development are important and are interconnected.

Three areas are partially crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These 3 prime areas are: **Communication and Language; Physical Development and Personal Social and Emotional development.**

The 3 main areas are strengthened and applied in 4 specific areas which are: **Literacy; Mathematics; Understanding the World and Expressive Art and Design.**

Our educational programs will involve activities and experiences for children, as follows:

Communication and language development involves 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 involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Personal, social and emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for

others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measure.

Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive arts and design involves enabling children to explore 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 Montessori Curriculum (working in unison with the EYFS)

Dr Montessori wanted her teachers to be called Directress as they are there to guide your child's natural development.

Practical Life

Dr Montessori developed exercises for the classroom to help the child satisfy his/her need for meaningful activity. For these exercises she used familiar objects such as buttons, brushes and jugs which the child recognises from their home environment. For the young child there is something special about tasks, which an adult considers ordinary, such as washing dishes and polishing shoes. They are exciting to the child because they allow them to imitate adults and gain their independence.

Although the Practical Life exercises may seem simple and common place, each task indirectly helps the child to develop fine and gross motor skills, hand-eye co-ordination, independence, social awareness, self-esteem, concentration and logical thinking. They also satisfy the child's need for order and indirectly prepare the child for reading, writing and mathematics, laying foundations on which to build for the future.

Sensorial

A young child meets the world through the constant use of all their senses. Dr Montessori felt that this was the ideal time to give the child exercises which would enhance his/her senses and learning. The Sensorial materials in the Montessori classroom help the child to become aware of detail by offering them, at first, strongly contrasting sensations gradually becoming more subtle. Each of the Sensorial Materials isolates one defining quality such as dimension, colour, weight, shape, texture, size or sound.

The child learns to distinguish, categorise and relate new information to what he/she already knows. The materials also prepare the child indirectly for mathematics and language.

Language

A child's language is crucial for all areas of their development. From when the child first enters the pre-school their language development is encouraged and supported. The Montessori materials lay a solid foundation for reading, writing, increased vocabulary and listening skills. The Practical Life and Sensorial materials prepare the child for the use of the Language and Cultural materials. The phonic approach to reading and writing is used initially. Through a non-competitive and individual method, the child gains a real enthusiasm for language in all its forms at their own pace.

Mathematics

Dr Montessori demonstrated that if a child has access to mathematical equipment in their early years they can easily and joyfully assimilate many facts and skills. She designed materials to represent all types of quantities that the child can touch, handle and put in order. This always begins with concrete knowledge, leading to the abstract.

Later, by combining this equipment, sharing it, counting it and comparing it, the child can perform the basic operations of arithmetic. The activity gives him the satisfaction of learning by self-discovery rather than being taught. He/she therefore develops an early enthusiasm and a positive feeling for the world of mathematics.

Cultural

Dr Montessori believed that through culture we become thoroughly educated. She described the cultural curriculum as a seed, planted at an early age. The child can classify and clarify the world around them and can adapt his or herself to their place in society. History, Science, Geography, Botany, Music, Movement and Art are all covered in this area.

Parent/Carer Staff Relations

At Parkfield Montessori Pre-School we welcome all parents/carers and hope to have close contact with you. Please keep us informed of any changes at home, as even the most trivial information can seem important to your child.

Parents' evenings are held once a year for informal discussions about your child's progress. Please be assured that a member of staff will be happy to have a brief chat at the beginning or end of the session/day if you have any concerns, but please make an appointment if you require more time.

We recognise that parents are our 'partners in education'. Without your support, the children could not achieve as highly as they do.

The Teachers

Next to you, your child's first teachers play the strongest role in fostering an early love of learning. The teachers at Parkfield Montessori Pre-School share a common quality; respect for your child's desire to learn and a total commitment to the fulfilment of his or her needs and wellbeing.

The teachers and students will conduct written confidential observations of your child and their Learning Journeys will be created on Tapestry, an online recording system, which you will have personal access to. Please could you let us know if you do not have access to the internet and alternative arrangements will be made.

Payment Conditions

- A registration fee of £30.00 is payable to secure a place, once your child starts attending the £30.00 will be deducted from your first month's fees. The registration fee is non-refundable if you decide not to take the place.
- Fees are payable monthly.
- Four weeks' written notice is required should you wish to withdraw your child.
- If you wish to change your sessions on a permanent or temporary basis we will require your request in writing. We will do our best to be flexible as long as there is space available on the new day/session you have requested.
- We regret that days off due to illness must be paid for as a place has been reserved for your child. Days off due to holiday must also be paid for as a place has been reserved for your child. We regret that no alternate sessions may be offered in exchange for missed sessions.
- You will be charged from the date stated on your registration form.
- All invoices are payable on the first of the month.
- If an invoice is outstanding for more than one month, we regret that no extra sessions can be booked until paid in full.
- Late collection is charged at the rate of £5 per half hour.
- Funded children pay an additional service fee at £1.50 per funded session.
- If you wish to claim the extended 30 Hours Early Years Childcare entitlement, this is the link to the eligibility calculator: (<https://www.gov.uk/childcare-calculator>) please let us know your status.

To be noted regarding funding:

- Parents are reminded that children receiving the Nursery Education Funding may take up to 10 days holiday per term, after which funding for further holiday days taken during that term may be withdrawn by the Local Authority. Where funding is withdrawn, either at the time or retrospectively e.g. as the result of a Funding Audit, parents will be required to pay full fees for days for which funding has been withdrawn.
- Parents are reminded that, where a child in receipt of Nursery Education Funding does not attend regularly the Local Authority may withdraw funding for that child. Where funding is withdrawn, either at the time or retrospectively e.g. as the result of a Funding Audit, parents will be required to pay full fees for all sessions from the date from which funding was withdrawn.

Rates

Hourly Rate (2-3 years)	£5.23
Hourly Rate (3-5 years)	£5.23
Fee for lunch hour (child attending morning session staying an extra hour for lunch)	£5.23
Late collection charge	£5.00 per half hour

	Not Funded
Morning 8am- 12noon	£20.92 (per session)
Afternoon 12noon- 4pm	£20.92 (per session)
Full day 8am-4pm	£41.84 (per session)

How the funding works

- The Local Authority provides 15 hours of funding for all 3 and 4 year olds the term after their third birthday. This funding is provided for 36 weeks of the year – i.e. term time only.
- For 3 and 4 year olds our hourly rate is £5.23. An additional service fee of £1.50 per session is charged for funded sessions. Non funded hours are charged at £5.23 per hour with no additional service fee.
- For 2 year old funded children our rate is £5.23. An additional service fee of £1.50 per session is charged for funded sessions. Non funded hours are charged at £5.23 per hour with no additional service fee.
- We can only claim for the hours your child attends PMP.
- If you take holiday during term time for longer than two weeks, any funding has to be returned to the Council and **full** fees are required.
- If you wish to claim the Extended 30 Hours Early Years Childcare entitlement, you should use this link to the eligibility calculator:
(<https://www.gov.uk/childcare-calculator>).

Invoices

Fees are invoiced monthly and are payable in advance.

Our Policies

A full copy of our comprehensive policies are available for parents and can be requested from Lisa Hovelmeier if required, they can also be viewed on our website under the downloads tab.

Equality of Opportunity Valuing Diversity and Promoting Equality and Inclusion Policy

At Parkfield Montessori Pre-School we abide by an equal opportunities policy for all our children, parents and staff. We will treat each child with love, respect, care and equality, regardless of race, language, religion, ability, disability or gender.

Safeguarding and Child Protection Policy

This is the method by which we ensure the safety and protection of children in our care. This is a legal requirement under the Children Act. Lisa Hovelmeier is our Designated Safeguarding Lead.

Confidentiality and Client Access to Records Policy

You may be assured of our total discretion and confidentiality regarding your personal details and your child's progress.

Parental Responsibility

Under the terms of the Education Acts 1988, 1993, 1996, 2002 and 2011 and the Children's Act 1989 and 2004 we are required to know the names of all people having rights of parental responsibility for the children admitted to the Pre-School. Those having parental responsibility are defined by the Act as:

1. If parents are married, separated or divorced, both parents have parental responsibility on an equal basis, unless it is restricted in some way by a court order.
2. If parents are unmarried the mother automatically has parental responsibility. The father also has parental responsibility if he is named on the birth certificate.

Other people (step parents, foster parents, other relatives etc) do not have parental responsibility unless they have obtained it via the courts.

No Smoking Policy

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making Parkfield Montessori Pre-School a no-smoking environment - both indoors and outdoors.

Data Protection Act (GDPR), 2018

The information you have provided will be held and used by the pre-school to support your child's education, information and database administration. It may also be used within the pre-school, for staff training to support these processes. The information may be disclosed to Ofsted and other professional bodies. If you would like to know more please ask us for our Information Sharing Policy (Privacy Policy) or view it on our website under the downloads tab.

Emergency Closure Procedure

In the event of an emergency including extreme weather Parkfield Montessori Pre-school will inform parents by telephone/text, e-mail, or announcement on our website. Additionally, parents can ring 07534158334 after 8:30am.

Attendance and Punctuality Policy

There is a proven link between attendance, punctuality and children's attainment therefore we would like parents to work with us by bringing their child to pre-school promptly and regularly.

Exclusion Policies

Examples of illness which will exclude children from the nursery.

Disease	Exclusion Period
Bacillary Dysentery, Food Poisoning	Until recovered from symptoms, for a minimum exclusion period of 48 hours after the last episode. This also includes Salmonella Infections.
Chicken Pox	6 days following the appearance of the rash.
German Measles (Rubella)	4 days following the appearance of the rash.
Infective Jaundice (Hepatitis A)	7 days following the appearance of jaundice or 7 days after symptom onset if no jaundice.
Measles	4 days following the appearance of the rash.
Acute Meningitis and Encephalitis	Until cleared by Medical Certificate.
Mumps	5 days after onset of swelling.
Scarlet Fever and Streptococcal sore throat	24 hours after starting appropriate antibiotics and when clinically well.
Whooping Cough	5 days after starting antibiotics or 21 days from onset of illness if no antibiotic treatment.
Impetigo	Until lesions are crusted and healed or 48 hours after starting antibiotics.
Scabies	Can return after first treatment.

If antibiotics have been prescribed, the child cannot come to pre-school for the first 48 hours. If they feel well, they can return after this time and we can give them their antibiotics as required.

Sickness and diarrhoea – exclusion a minimum of 48 hours from last episode or until a formed stool is passed.

Please help us to reduce cross infection by keeping your child at home when unwell. Children are initially susceptible to illnesses but do build up immunity during their early years.

On identifying cases of headlice, all parents are informed and asked to treat their child before they return to pre-school.

- **Our Health and Safety Policy and Managing Children with Allergies, or who are Sick or Infectious Policy are available for any parent upon request.**