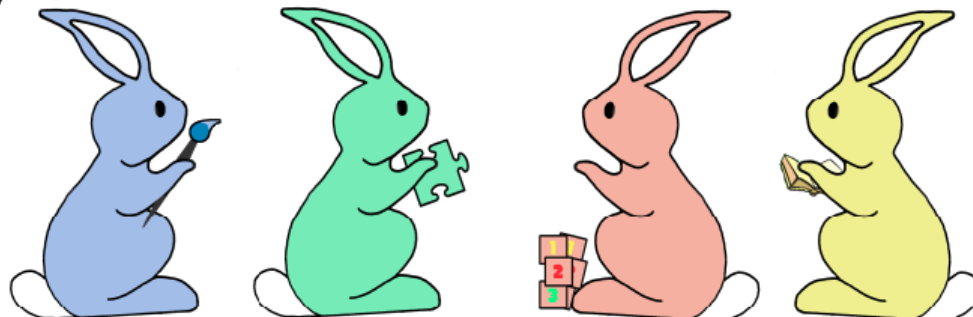


Little Burrows Montessori



STAINES

Staines Methodist Church
Thames Street,
Staines-Upon-Thames
TW18 4SD
littleburrowsstaines@gmail.com

LIGHTWATER

Lightwater Leisure Centre
The Avenue
Lighwater
GU18 5RG
littleburrowslightwater@gmail.com

Website: www.littleburrows.com

Welcome to Little Burrows Montessori Nursery– We are a family run nursery and provide care and learning opportunities for children from 2 years up to school age. We pride ourselves on our friendly and approachable manor and am sure you will enjoy your time with us. Above all we want your child to be happy at our nursery, making the most of the opportunities provided.

We have a highly qualified staff team who go above and beyond for all the children in their care. We are one big family and are excited to be on this journey with you and your child.

STAINES:

The Nursery is located within Staines town centre, based securely within Staines Methodist Church. The Nursery is situated close to junction 13 of the M25 with convenient commuting access for parents/carers. The Nursery uses 3 rooms for the main sessions and has a specifically designed outside area.

LIGHTWATER:

Little Burrows Lightwater is located off the M3 within the Leisure Centre in Lightwater Country Park. The nursery is based in one large, light and airy hall and has access to the outside area from the back door of the nursery. The children use the country park and the designated garden

Little Burrows is owned by both Claire Freeth and Laura French (mother and daughter). Claire trained as a Montessori Teacher after her first three children had reached school age. Having had several years experience she took over an existing nursery in 2001. Claire has completed a degree in Early Years Education and has earned Early Years Professional Status. Claire also lectures and assesses Btec Dip students and has delivered lectures at Kingston University on subjects such as “The importance of outside play”.

Laura French is our curriculum and staff CPD lead as well as being the SENCo. She is Claire’s eldest daughter and is a Qualified Primary School teacher who has worked across all year groups in Primary school but has specialised in Early Years Education. Laura was previously an Assistant Head Teacher at a large primary school before having her first son. Laura has supported many Nurseries develop their curriculum and environment. Both her children attended the Nurseries.

Little Burrows Nursery Aims to:

- Value diversity and are determined to ensure that all individuals are treated fairly, with dignity and respect.
- To develop a listening culture whereby children and adults are heard and respected.
- Encourage all children to develop positive self-esteem and become well motivated, independent life long learners.
- Value and celebrate all children and their need to grow and develop through learning by interacting with people and exploration of the world around them.
- To develop and implement a comprehensive nursery curriculum which has achievement, health, safety and wellbeing at its core.
- To encourage children's natural curiosity by carefully planning purposeful, indoor and outdoor play activities which will sustain their interest and develop both problem solving and decision making skills.
- To be responsive to the needs of each child, using assessment to identify and plan individual next steps in learning.

Session Times:

AM Session	PM Session	Full Day Session
9am-1pm	1pm-3pm	9am-3pm

During the morning session a healthy lunch will be provided. Children are also offered a healthy snack during the morning session and afternoon session. Children are encouraged to say a small thank you before they start eating.

The nursery is open for 38 weeks a year over three academic terms in line with the local schools, please check the website for current term dates. We are closed during the school holidays.

The Curriculum:

Each child who comes into nursery has already started to learn through play at home and has learnt much through their involvement with their family. As staff at Little Burrows Montessori, in partnership with parents, we continue to provide stimulating activities that will benefit the whole child and build on the foundations already laid.

We fully embrace the four guiding principles which shape the EYFS curriculum:
All children are **unique** and constantly learning. They should be resilient, capable, confident and self-assured;

Positive relationships encourage children to be strong and independent.

Enabling environments, in which their experiences meet their individual needs and there is a strong

partnership between practitioners and parents and/or carers.

Children develop and learn in different ways and at different rates.

The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

There are seven areas of learning:

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that activities are suited to your child's unique needs. They are designed to be really flexible so that staff can follow your child's needs and interests. Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking, which takes place both indoors and outside.

- Communication and Language
- Personal, Social and Emotional
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

We have developed a clear, progressive curriculum based on the EYFS development matters principles to ensure children make quick and sustained progress. Our curriculum follows the mastery approach, ensuring all children have a secure foundation of knowledge on which they are able to build.

Record of development:

Little Burrows Nursery School keeps a record of development for each child, this is known as their "Learning Journey". Staff and parents working together on their children's records of achievement is one of the ways in which the key person and parents work in partnership. Your child's record of development helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress. Your child's key person will work with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. You and the key worker will then decide on how to help your child to move on to the next stage.

We use an online system called Tapestry to record all the children's development and achievements.

Special Educational Needs and Disability (SEND):

At our nursery we ensure each child is able to progress at his/her own rate in all areas of development and this is true for children with and without disabilities or learning difficulties. We are experienced working in partnership with health professionals. Please visit our website to read our local offer to find out how we specifically support children with special educational needs and disability.

Key Person System

Each child is assigned a key person who is responsible for ensuring that the child is happy and is progressing appropriately. Your child's key person will take the lead when noting and charting the child's developmental progress and planning their next stage. These records are used to help plan sessions around the children's needs. Your child's key person will also maintain links with you in order to ensure that your child can reach their full potential. However, all of the staff are involved with the children during daily activities and will contribute to your child's development. We will see who your child forms a bond with during their settling period and aim to allocate this member of staff as their key person.

At the end of the child's journey at Little Burrows Montessori Nursery a transitional document is forwarded on to you which we ask you to share with your child's new school so your child's Reception class teacher to allow continuity of development.

Communication with Parents

There are a number of opportunities to talk with staff members and receive updates on the child's progress. Management and staff will make themselves available at the beginning and end of the sessions to talk to parents/carers if this is required. Information evenings covering aspects of the curriculum are held regularly. The two year check is undertaken in consultation with the parents and full support given should the child need extra attention. When the child leaves for Reception the parent will receive the story of the child's developments and achievements, with appropriate information for the school.

We have a regular newsletter that will be emailed to you and also uploaded onto our nursery website. You will also receive a report detailing your child's progress.

Security

The care and security of each child is paramount, all staff have a relevant DBS, and safeguarding and protection policies are strictly followed.

At Nursery

Arrivals and Departures

On arrival the children should hang their coats and bags on their peg, please ensure all personal belongings are named clearly. The children will then self register by tracing their name. Children then explore the inside and outdoors environment. During this session children will be invited to join in a phonics activity. All children have the opportunity to complete a Montessori based small group activity covering all areas of learning. A story time and song time will be included, along with tidy up time, and snack time.

We strongly believe that children learn best through play and their own exploration. Therefore, the large majority of our day is spent in free flow so the children have free choice of the resources and environment. Our staff are always available to question, engage and encourage the children to take the next step in their learning. Although we have our snack time and tidy up time at a set time each day the majority of our time is spent going with the children's interests. Therefore, no two days will ever look the same.

Independence

We encourage each child to be independent, learning to serve him or herself at snack time, and to be able to change into and out of outdoor clothes and to tidy up. Each term we ask parents for baby wipes and a box of tissues to help us foster independence. We accept children who are wearing nappies and at the right time we will support toilet training,

Snack/Lunch Time

During the morning and afternoon a snack of fruit and milk or water is enjoyed. A healthy lunch is provided and will often consist of a selection of sandwiches, raw vegetables, fruit and breadsticks/rice cakes etc. The child's dietary requirements, allergies and likes and dislikes are discussed with the parent to ensure optimum nutrition is obtained. Please note a small charge will be added to your invoice to cover the cost of the food provided.

What to wear (Uniform)

Your child needs to be practically dressed for play and exploration of the world around them. We recommend your child wear clothes suitable for play as they have access to a wide range of resources, including messy ones, and it is not disastrous if these items get dirty. We strongly suggest navy blue tops as we find these tend to show less dirt. It is good for the children to practice the skills that will make them independent, therefore simple clothing that they manage themselves is a good idea. This enables them to use the toilet when they

want to without being too dependent on others help. Please no belts. Once again please ensure that all shoes and clothing are clearly named. Children often require a change of clothes during the day please could you supply this in a named bag which can be hung on your child's coat peg. If your child is using nappies during the day please provide a number of nappies (not pull ups), wipes and nappy bags in a named bag. In warm and sunny weather, we advise that children bring in hats to wear outside and have already had sun block applied. Wellies need to be provided and left in nursery, please ensure these are named.

Nursery Events

At the end of each term we hold a "Party Day", when we wear party clothes, play party games, and eat party food a small donation is requested for this.

In the Autumn Term we hold a Nativity concert, in which all children are involved. During the Summer Term, a Sports Day is held. At the end of the Summer Term we hold a leavers assembly, specifically for the children leaving to enter Reception Class at school.

Equal Opportunities

Children are admitted regardless of race, colour, creed or ability. We welcome the diversity of family life and encourage children and parents to contribute their home language, stories and artefacts from their everyday life to the Nursery School. Nursery is proud to be to be involved in the "Every Child A Talker" Government initiative.

Fees 2022/23

	Fees per day (Non Funded)	Snack/ Lunch per day
AM	£28.00	£3.50
PM	£14.00	£1

Invoices are issued at the beginning of each term and payment must be made by the deadline stated on the invoice.

Children are entitled to Free Early Years Education for 15 hours or 30 hrs a week from the term after they become three. Funded entitlement hours are taken as the first 15 hours or 30 hrs, thereafter an additional charge will be made of £7 per hour. If you have any concerns regarding any of the above charges please speak to Claire Freeth.

More information regarding funding can be found on our website.

We are registered for FEET funding (funding for two year olds) and Early Years Pupil Premium.

We are registered with many Childcare Voucher Scheme's; this is currently a tax free way of saving for childcare via your company of work. Please email should you require more information.

*We require **6 weeks notice** when removing a child from Little Burrows Montessori Nursery **or 6 weeks fees in lieu of notice.***

PLEASE NOTE: In the event of adverse weather conditions where the nursery is required to close for safety issues fees **cannot** be refunded. We will adhere to Surrey County Council advise of closures.

In the event of a child being absent due to sickness/holiday etc we will also not be able to refund fees.

Enrolment

If you would like your child to attend Little Burrows Nursery School you should complete the forms attached and return them to the nursery or via the nursery email address. Applications and allocation of days and availability are made on a first come basis.