



# INFORMATION FOR PARENTS





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# INTRODUCTION

Lavendale Montessori is based in a purpose built nursery building.

The Woodside Park Club  
Southover, Woodside Park  
N12 7JG  
T: 0208 445 7999 (8 am — 6 pm)  
T: 07958 241 701 (out of hours)

The nursery is set in 11 acres of grounds with ample car parking facilities. The nursery used by the children is spacious and airy. The building has been constructed for the sole purpose of being a nursery. The children have access to a purpose built outdoor play area with climbing and balancing apparatus, slide and swings. Lavendale Montessori uses the teaching methods of Dr Maria Montessori.

## DR MARIA MONTESSORI

Dr Maria Montessori, Italy's first woman doctor, first introduced her teaching methods in 1907. She realised that the first six years of a child's life were the most important in terms of developing their potential. Montessori is a progressive and structured approach to teaching with children being guided in their learning.

## AIMS

- To provide an environment that encourages a love of learning.
- To develop the child's personal and social skills.
- To encourage the child to be independent and make choices.
- To introduce the child to the basic concepts of mathematics.
- To prepare the child for reading and writing.
- To introduce the child to Botany, Science and Geography and understanding the World through projects.
- To give the child opportunities to experience the world of art, music, dance, story-making and imaginative play.
- We work towards these aims by using the apparatus and methods devised by Dr Maria Montessori.



# THE MONTESSORI ENVIRONMENT

The Montessori Environment is a prepared environment, which can be divided into different areas of discovery. These are Practical Life / Grace and Courtesy exercises, Sensorial, Language, Mathematics and Culture.

## PRACTICAL LIFE AND GRACE AND COURTESY EXERCISES

The child's personal and social development is helped by all the Practical Life and Grace and Courtesy lessons. Grace and Courtesy focus on social skills and respect for people of all cultures and abilities.

The Practical Life exercises give the child the opportunity to develop coordination of movement, control concentration and exactness, independence, order and self-confidence. Objects familiar to the child e.g. jugs, water, buttons and laces are used.

## SENSORIAL MATERIALS

Children acquire information through their senses. The Sensorial Materials isolate one quality e.g. size, weight, texture and sound. The Sensorial Materials are self-correcting enabling the child to work independently.

## LANGUAGE

Early preparation for reading and writing would include singing, rhymes, stories and activities to develop the child's speaking and listening skills. The sounds of the alphabet are introduced by tracing the sandpaper letters. We use word-building exercises and many other Montessori activities to meet the child's interest and needs.

## MATHEMATICS

The child's mathematical development begins with the exploration of everyday materials and equipment. The main purpose of the maths material is to give the child a sensorial introduction to the world of numbers.



## DAILY ROUTINE

The children have a structured day where snack, story-time and singing take place at about the same time each day. Every session a child will work individually, supervised by his/her key person.

Children also have free play activities which include: home corner, large and small construction toys and resources for imaginative and constructive play. Other activities such as arts and crafts and cooking take place on a regular basis. We devote a good deal of time to enhancing the child's use of language and developing mathematical concepts.

## PROJECTS

Each term we introduce a number of mini topics, e.g. shapes, colours or those that follow a particular child's interests. We also look at seasonal changes and festivals.

## TEACHING STAFF

The staff ratio requested by OFSTED (who oversee Lavendale) is:

- For children aged 1—2 the ratio is 1 member of staff to 3 children
- For children aged 2—3 the ratio is 1 member of staff to 4 children
- For children aged 3—5 the ratio is 1 member of staff to 8 children

## ADMISSIONS

Children are admitted aged 10 months. We work from a waiting list and places are allocated in order of application.

## OPENING TIMES

We are open 51 weeks of the year. We are closed for one week over the Christmas holiday. We are closed for all Bank Holidays.



## HOURS

Lavendale Montessori begins at 8:00 am. The morning session ends at 1:00 pm. The afternoon session starts at 1:00 pm. The day ends at 6:00 pm.

## ARRIVALS & DEPARTURES

Kindly bring and collect your child promptly. This is most important for his/her feeling of security and facilitates the smooth running of the nursery.

Please notify the staff in writing if your child is to be collected by any other family member or friend. This is important as your child can not be handed over to anyone other than his/her parent or guardian without Lavendale Montessori receiving written prior consent.

## PARENTAL INVOLVEMENT

The Room Leader or your child's Key Person will always be available at the beginning or end of the session to deal with any queries or worries that might arise.

Parent evenings are arranged twice a year to discuss your child's progress.

Parents are encouraged to contribute their knowledge and skills towards projects, celebrations and festivals. A bulletin board provides information about events / services which may be of interest to you and your child.

## SETTLING IN NEW CHILDREN

We encourage parents to spend time with us when the child is new to the group. Parents are welcome to stay until their child is happily settled in.

We believe that working in partnership with parents makes that first break from home less stressful for the child. We operate a Key Person system and the person assigned to your child is usually available to answer any queries.



## CLOTHING

Please send your child to school dressed in clothing which is comfortable, practical and washable!

## MANAGING BEHAVIOUR

The Montessori environment encourages self-discipline and nurtures social skills. Unacceptable or dangerous behaviour is dealt with consistently i.e. explaining to the child why certain behaviour is inappropriate. If it persists, the child's table is moved apart from the other children. He/she is still allowed to choose activities, but not to hurt or upset other children.

Staff are aware that Lavendale Montessori's policy on "Managing Behaviour" should be consistent and fair. This forms part of the staff "Terms of Employment".

## HEALTH & SAFETY

The premises meet the requirements laid down by OFSTED and the London Borough of Barnet Fire Officer.

- Fire drills are held on a regular basis.
- Staff check the environment every morning to ensure it is safe and secure.
- An Accident Book is kept to record details of any accidents.
- Children suffering from stomach upsets i.e. vomiting or diarrhoea should not be taken to nursery until they have completely recovered.
- For the safety of other children, please notify the nursery immediately if your child is diagnosed with any communicable illnesses e.g. chickenpox or impetigo.
- An attendance register is kept and children are marked in as they arrive.
- In the event your child is involved in an accident, he/she will be taken to Finchley Memorial Hospital or Barnet General Hospital accompanied by a member of staff. Parents will be informed immediately.
- The group has a list of vetted people who can cover for staff in an emergency.



## MEDICINES

Should a child require medication during nursery hours, please ask the Room Leader for a Medicine Form. This form must be completed and signed by the parent/guardian and left with the medicine. Only medicines prescribed by your GP can be given at nursery.

## EQUAL OPPORTUNITIES

Each child is treated with respect as an individual, whatever his/her race, religion, gender or disability. We encourage an appreciation of different cultures and festivals.

## SPECIAL NEEDS

Lavendale Montessori operates a Special Needs Policy using as our guide the Education Act of 1993.

## GENERAL

We have an obligation to report any instances where we consider a child has been neglected or abused to the relevant authorities. We may do so without your consent and/or without informing you.

If you have any complaints regarding the services we provide to you, please contact the relevant Room Leader. If the Room Leader is unable to resolve your complaint, please inform the Nursery Manager.

We carry a wide range of toys and equipment at our nursery. Unless we specifically request otherwise, your child should not bring their own toys to the nursery. If they do bring toys with them, we accept no responsibility for any loss or damage to those toys which occurs whilst at the nursery.

As the number of children with nut allergies is increasing, with the support of the parents, we aim to keep the nursery NUT FREE. Parents are requested not to send food or empty food containers into the nursery. Parents are also requested not to use creams, sun creams, oils, etc. on their child that may contain nut oil, as this may have severe consequences to another child.

Children who require an EpiPen due to a food allergy must supply their own food to the nursery.





## FEE DETAILS

A separate sheet contains the Sessions and Fees.

Fees must be paid at the beginning of the month. There are no reductions for holidays, sickness or other instances.

There is a 10% discount for the second sibling.

A Registration Fee of £75 is payable on enrolment of the child. This is only refunded if there is no place for the child.

A deposit of £250 is payable upon acceptance of a place. The deposit will be deducted from the last month's fees provided 8 weeks written notice is given prior to leaving the nursery.

If you wish to register your child, please complete the Registration Form and return together with the registration fee of £75.

## NOTICE TO QUIT

Eight weeks' notice in writing is required in order to withdraw a child from the nursery. Alternatively, fees in lieu must be paid.

## CHANGE OF SESSIONS

One calendar month's notice is required to increase or decrease sessions.