

Blackwell Montessori Nursery and Tom-Tom Out of School Club



Blackwell Montessori Nursery Limited
Blackwell Methodist Church Hall
Greenhill, Blackwell
Worcestershire
B60 1BL

07732 498 980

blackwellnursery@hotmail.co.uk

www.blackwellmontessorinursery.co.uk

Welcome to Blackwell Montessori Nursery Ltd.

"Providing Early Years Education and quality childcare"

Blackwell Montessori Nursery and Tom Tom Out of School Club provide care for children aged between 2 years and 9 years. We are based at a church hall in a rural part of Worcestershire. All children have access to a secure outdoor play area behind the hall.



There has been a nursery on these premises since the 1970s and the church hall has been used for the provision of Montessori nursery education for at least 25 years. Some of our parents still remember spending their pre-school years here and love coming back and seeing their own children play and learn in a place that brings back happy childhood memories for them.

The provision was re-registered in 2013 due to change of name and ownership.

We want children to find learning an enjoyable experience and we recognize that children have a variety of talents and enjoy working on different tasks at different speeds.

A child who has attended our setting will be confident, independent, inquisitive, socially well adjusted and have a positive attitude towards learning.



The nursery follows The Early Years Foundation Stage Curriculum. This means that we carefully plan activities to support children in all seven areas of development and record the progress of each child in their personal profile. The Early Years Foundation Stage Curriculum applies to all nursery children and all children in the Reception Year at school.

All children aged between 2 and 3 years will be provided with The Statutory 2 Year Old Progress Check.

We also offer a wide range of Montessori activities. This means that on a typical day your child may experience lessons in Practical Life, Sensorial, Cultural, Music & Movement, Art & Technology, English, Pre-Reading, Writing and Number Skills.



The Out of School Club was established on the 4th September 2001 and got its name from the first two boys to register, hence the Tom Tom Club.

Out of School activities are carefully planned by our qualified staff and take into consideration children's ideas, abilities and interests.

Tom Tom provides before and after school care and operates from the village hall alongside the nursery provision.



The Out of School Club also offers Holiday care during Easter and Summer holidays.



We aim for learning to take place outdoors as well as indoors.



Blackwell Montessori Nursery Ltd has undergone a successful Ofsted inspection and a copy of the main findings is available for you to read at the nursery if you wish. Full report is also available on Ofsted website.

We are registered to provide Nursery Education Funding for 3 and 4 year olds. You will be eligible to receive 15 free hours of nursery education per week for 38 weeks per year. You can receive funding from the beginning of the term following your child's third birthday. Any extra hours and sessions taken will be payable at the current nursery rate.

Blackwell Montessori Nursery Ltd accepts childcare vouchers.

All our staff members hold appropriate childcare qualifications and an Enhanced disclosure and are required to undergo continuous professional development.

Blackwell Montessori Nursery Ltd has a comprehensive set of Policies and Procedures in place. Parents must agree to comply with all our Policies and Procedures and are encouraged to read them before agreeing to our full Terms and Conditions.

This prospectus refers to lot of our Policies and Procedures, a copy of which is available to you at all times on our premises and we are happy to discuss any of our Policies and Procedures with you at any time.



All our Policies and Procedures are governed by the following:

- The best interests and safety of all the children, staff, parents and other visitors
- The requirements of the Children's Act and compliance with the Statutory Framework for EYFS
- The requirements of the Office for Standards in Education (Ofsted)



Please contact us to make an appointment to come and have a look around.

If you would like to register your child with us, please fill in the appropriate Registration Form at the back of this prospectus and return together with the booking fee to the address provided.

We will contact you to arrange a settling in session for your child.

Opening Times and Fees

Nursery Opening Times

The nursery is open on Monday, Tuesday, Thursday and Friday from 8am till 6pm, term time only.

We offer a variety of sessions to suit your needs.

We also run a Holiday Club during Easter and Summer holidays.

Children will require a morning snack and a packed lunch, which will be stored in the nursery fridge.

Drinks are available throughout the day; we also provide breakfast, afternoon snack and tea.

On Tuesday afternoons we hold a very successful French class. This offers a professionally developed curriculum for pre-school children in the form of songs, stories, books and activity sheets and is presented by a qualified French teacher. There is no extra cost to parents.

The nursery is closed during Bank Holidays.

Fees

Sessions	Times	What's included	2 - 3 year olds	3 years and over
<i>Morning sessions:</i>	8am - 1pm	<i>Includes breakfast</i>	£22	£21
	8.30am - 1pm		£20	£19
<i>Afternoon sessions:</i>	1pm - 6pm	<i>Includes afternoon snack and tea</i>	£20	£19
	1pm - 4.30pm	<i>Includes afternoon snack</i>	£16	£15
<i>Short day:</i>	8.30am - 4.30pm	<i>Includes afternoon snack</i>	£34	£32
<i>Full day:</i>	8am - 6pm	<i>Includes breakfast, pm snack and tea</i>	£40	£38
<i>School Day:</i>	9am - 3pm		£27	£27
<i>Extra hour or part of:</i>			£4.50	£4.50

Fees to be paid within the first 2 weeks of each half term.

Cheques made payable to: **Blackwell Montessori Nursery Ltd**

Opening Times and Fees

Out of School Care Opening Times

We run Before and After School Club for Blackwell First School on Monday, Tuesday, Wednesday (pm only), Thursday and Friday, term times only.

Before School Club is open from 8am till the start of the school day.

After School Club opens at the end of the school day and closes at 6pm.

We provide breakfast (before 8.30 am) and light tea (4.30 pm).

On Mondays we hold a very successful French class presented by a qualified French Teacher, this is available at a small additional cost.

We also run a Holiday Club during Easter and Summer holidays.

Fees

Morning session:	8am - school opening time (includes breakfast)	£ 2.00
Afternoon sessions:	end of school - 4.15pm	£ 4.00
	end of school - 5.15pm (includes tea)	£ 8.00
	end of school - 6pm (includes tea)	£ 12.00
French Class:	Monday end of school - 4.15pm	£ 6.00
Extra hour or part of:		£ 4.00

We will do our best to offer flexibility to parents, if you require different sessions please come and talk to the manager.

Fees are to be paid within the first 10 days of each month

Cheques made payable to: **Blackwell Montessori Nursery Ltd**

Terms and Conditions (Nursery)

1. The nursery is open on Mondays, Tuesdays, Thursdays and Fridays and follows local school terms and holidays as close as possible, we are closed during Bank holidays.
2. All parents/carers must complete a Personal Records Form before their child is admitted onto our premises.
3. If any other person than a parent is collecting a child we must be informed beforehand, children can only be collected by authorized persons (see Personal Records Form).
4. The nursery is open to all families in the community regardless of sex, race, religion, culture, family background or special needs (see Equality and Diversity Policy, SEN/Inclusion Policy, Admission Policy).
5. Please provide a small, non-dairy morning snack, drinks are provided (milk, water or low sugar squash).
6. Children staying for lunch will require a healthy packed lunch, which will be stored in the nursery fridge. Grapes, cherry tomatoes etc. should be cut up to prevent choking.
7. Parents should send children to nursery in appropriate practical clothing, suitable for outdoor play in all weather conditions, please provide a change of clothes and wellingtons to be kept at nursery if possible.
8. Clearly label all belongings brought into the nursery (bags, coats, etc.), we will not be responsible for items not labelled.
9. One of our aims is to encourage independence, to help us do this avoid sending children in dungarees or trousers with fastenings they cannot undo.
10. Each child at our nursery has a key worker (see Key worker Policy).
11. Smoking is not allowed on the premises (see Health and Safety Policy).
12. The paramount commitment of the nursery is to safeguard and protect children (see Safeguarding Policy).
13. Parents and visitors are not allowed to use mobile phones, cameras or any other recording equipment on our premises when children are present. (see Safeguarding Policy, Technology Policy)
14. Parents can access information about their own child only (see Confidentiality Policy)
15. We might share any information we hold if we believe it is in the best interest of a child (see Information sharing Policy).
16. We might take photographs on your child as part of our observations and records, we will assume that we are allowed to do this unless stated to the contrary on the child's personal record form (see Technology Policy, The safe storage of children's photographs Policy).
17. Children who are unwell or suffering from an infectious disease should be kept at home if possible (see Health and Safety Policy, Medication Policy).
18. Parents must provide all necessary medication for their child and complete all forms given to them before their child is admitted onto our premises (see Medication Policy).

19. The nursery is committed to delivering the EYFS (see EYFS Policy).
20. In the event of an emergency your child will be sent directly to hospital, where they will receive any necessary treatment unless stated to the contrary on the child's personal record form.
21. Fees are to be paid during the first 2 weeks of half term. Cheques are payable to Blackwell Montessori Nursery Ltd.
22. Fees are still payable if your child is absent for any reason (i.e. holiday or sickness). If your child develops a long term illness or is admitted to hospital a reduction in fees will be considered by the manager.
23. Parents must pay the exact amount as stated on their bill, if the nursery owes you any money (i.e. due to nursery closure), that amount will be deducted from your next bill.
24. A half term notice, in writing, is required if you wish to reduce your sessions or withdraw your child from nursery, or fees in lieu of notice. Notice given to us during holiday periods will become active at the beginning of the following term.
25. The children are taken on walks to look at plants, trees etc. We will assume that you agree to this unless stated to the contrary on the child's personal record form. Any trips and outings that are planned in advance will require an additional written consent (see Outings Policy).
26. Parents will be charged an additional fee for collecting their children late, if you are running late you must inform the nursery.
27. A set of all our Policies and Procedures is kept on the premises at all times and is available to view on request.
28. Parents are obliged to comply with all our Policies and Procedures.
29. Parents agree to be bound by the above Terms and Conditions when registering their child at Blackwell Montessori Nursery Ltd.

Approximate nursery routine

8am	Nursery opens/breakfast starts
8.30am	Breakfast finishes
9.30am	Morning register
9.45am	Morning activities, Montessori lessons or outdoor play
10.30am	Morning snack, afterwards morning activities, lessons or outdoor play resumes
11.45am	Morning story and/or singing
12 noon	Lunch
1pm	Morning sessions finish, afternoon sessions start, afternoon register followed by free play indoors and/or outdoors
3.30pm	Afternoon snack followed by free play and activities
4.30pm	Light tea followed by free play
6pm	Nursery closes

Afternoon sleep available for children who require it, separate quiet area, cushions and blankets provided.

Nursery routine is only approximate and might be adapted to suit children's needs, during themed days etc.

Terms and Conditions

(Tom Tom Out of School Club)

1. Before and After School Club is open during the hours stated in our prospectus, term time only. We only collect children from Blackwell First School.
2. French club is available during the times stated in our prospectus and will cater for children of school age to 9 years.
3. Holiday care is available to any children between the ages of 3 years and 9 years.
4. All parents/carers must complete a Personal Records Form before their child is admitted onto our premises.
5. Children will be supervised by qualified staff who will provide carefully planned activities that all children can participate in.
6. Children will be escorted to and from Blackwell First School on foot by our qualified staff (see School collection Policy).
7. Parents should give at least 24 hour notice if their child does not need collecting from school, in unpredictable situations parents should inform the club as soon as possible.
8. Parents will be required to sign their name and enter the time on the register when collecting their child from the club.
9. If any other person than a parent is collecting the child we must be informed beforehand, children can only be collected by authorized persons (see Personal Records Form)
10. The club will not be responsible for any toys / games etc. brought in by the children, which may get lost or broken.
11. All children's belongings should be clearly labelled.
12. Children attending before and after school club will have their own key worker (see Key worker Policy).
13. We deliver the EYFS to all children in their reception year (see Tom Tom EYFS Policy)
14. Smoking is not allowed on our premises (see Health and Safety Policy).
15. The paramount commitment of the club is to safeguard and protect children (see Safeguarding Policy).
16. Parents and visitors are not allowed to use mobile phones, cameras or any other recording equipment on our premises when children are present. Children are not allowed to use mobile phones on our premises (see Safeguarding Policy, Technology Policy).
17. Parents can access information about their own child only (see Confidentiality Policy).
18. We might share any information we hold if we believe it is in the best interest of a child (see Information sharing Policy).
19. We might take photographs of your child as part of our observations and records, we will assume that we are allowed to do this unless stated to the contrary on the child's personal record form (see Technology Policy, The safe storage of children's photographs Policy).
20. Children who are unwell or suffering from infectious disease should be kept at home if possible (see Health and Safety Policy, Medication Policy).

21. Parents must provide all necessary medication for their child and complete all forms given to them before their child is admitted onto our premises (see Medication Policy).
22. In the event of an emergency your child will be sent directly to hospital, where they will receive any necessary treatment unless stated to the contrary on the child's personal record form.
23. Fees are to be paid within the first 10 days of each month, cheques should be made payable to Blackwell Montessori Nursery Ltd.
24. Fees are still payable if your child is absent for any reason (i.e. sickness or holiday). If your child develops a long term illness or is admitted to hospital a reduction in fees will be considered by the manager.
25. Parents must pay the exact amount as stated on their bill, if we owe you any money (i.e. due to closure), that amount will be deducted from your next bill.
26. Four weeks notice, in writing, is required if you wish to reduce your sessions or withdraw your child from the club. Holidays do not count as a part of the four weeks notice.
27. Parents will be charged an additional fee if collecting their children late, if you are running late you must inform the club.
28. A reduction of 10% on fees for siblings on full time places will apply.
29. A set of all our Policies and Procedures is kept on the premises at all times and is available to view on request.
30. Parents are obliged to comply with all our Policies and Procedures.
31. Parents agree to be bound by the above Terms and Conditions when registering their child at Blackwell Montessori Nursery Ltd.

Approximate routine

8am	Before school club opens, breakfast available followed by free play, children are then walked up to school in time for when the school gate opens
3.10pm	Children are collected from the school playground and walked back to the village hall
3.30pm	Drink and snack time followed by activities, free play indoors and/or outdoors
4.30pm	Light tea followed by free play indoors and/or outdoors
6pm	Afterschool club closes.

This routine is only approximate and can be adapted to suit children's needs or interests. We would like to ask parents to try to avoid collecting children during tea time if possible, children usually finish their tea by 5pm.

How to find us

Driving distances:

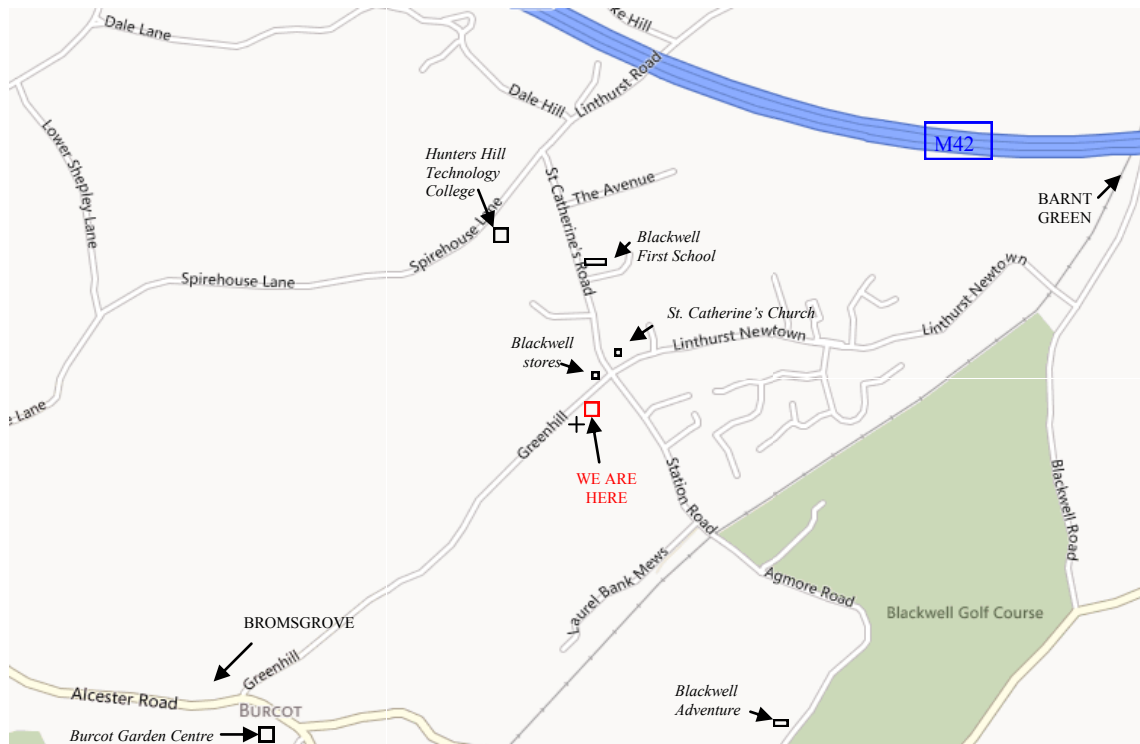
M42 Junction 1 - 2 miles (5 mins)

Bromsgrove centre - 3 miles (10 mins)

Alvechurch - 3.3 miles (10 mins)

Barnt Green Train Station - 1.8 miles (5 mins)

Rednal - 4 miles (10 mins)



The church hall is on top of Greenhill, next to the former Methodist church. Please do not park on the church car park as it is now a private property.

Contact us

Manager: Klara Cernohorska

Deputy manager: Christine Smailes

Phone: 07732 498 980

Email: blackwellnursery@hotmail.co.uk

Address: Blackwell Montessori Nursery Ltd
Blackwell Methodist Church Hall
Greenhill, Blackwell
Worcestershire
B60 1BL

Registration Form – Nursery

Parents / Legal guardians:

(Full names) _____

Child's full name: _____

Date of birth: _____

Age: _____ Male / Female

Address: _____

Postcode _____

Home Tel. No.: _____

Date of Admission: _____

Days/sessions required (please tick)

Day/Times	8am - 1pm	8.30 - 1pm	1pm - 6pm	1pm - 4.30pm	9am - 3pm	8.30am - 4.30pm	8am - 6pm
Monday							
Tuesday							
Thursday							
Friday							

I / We enclose a booking fee of Fifty pounds which is non refundable for cancellations (forty pounds will be refunded of my first invoice)

I / We have read and agree to be bound by the Terms and Conditions

Signature(s): _____

Print name(s): _____

Date : _____

Cheques to be made payable to **Blackwell Montessori Nursery Ltd**

Please return form and booking fee to:

Miss K Cernohorska, 22 Rise Avenue, Rednal, Birmingham, B45 9PT

Or return to nursery

Registration Form – Tom Tom Out of School Club

Parent/legal guardian:

(Full name) _____

Child's full name: _____

Date of birth: _____ Age: _____ Male / Female

Address: _____

_____ Postcode _____

Home Tel No: _____

Date of admission: _____

Days/sessions required (please tick)

Days/Times	8.00 - 8.20	3.15 - 4.15	3.15 - 5.15	3.15 - 6.00
Monday				
Tuesday				
Wednesday	_____			
Thursday				
Friday				

I / We have read and agree to be bound by the Terms and Conditions.

I / We enclose a non refundable deposit of ten pounds

Cheques to be made payable to **Blackwell Montessori Nursery Ltd**

Signature(s): _____

Print name(s): _____

Date: _____

Please return form and a deposit to:

Blackwell Montessori Nursery Ltd
Blackwell Methodist Church Hall
Greenhill
Blackwell
Worcestershire
B60 1BL
07732 498980

Registration Form – French Club

Parent/legal guardian:
(Full name) _____

Child's full name: _____

Date of birth: _____ Age: _____ Male / Female

Address: _____

Postcode: _____

Home Tel No: _____

Please register my child in the French club on Mondays – time indicated below

Day	French Club – includes pick up from school till 4.15pm
Monday	

I have read and agree to be bound by the Terms and Conditions.

I enclose a non refundable deposit of five pounds (this will be deducted from your bill).

Cheques to be made payable to **Blackwell Montessori Nursery Ltd**

Signature: _____

Print name: _____

Date: _____

Please return this form and the deposit to:

Blackwell Montessori Nursery Ltd
Blackwell Methodist Church Hall
Greenhill
Blackwell
Worcestershire
B60 1BL