

Blackwell Montessori

Nursery



Blackwell Montessori Nursery
Lickey Parish Hall (Trinity Centre)
411 Old Birmingham Road
Lickey
B45 8ES

07732 498980

blackwellnursery@hotmail.co.uk

www.blackwellmontessorinursery.co.uk

Welcome to Blackwell Montessori Nursery

Blackwell Montessori Nursery has moved from Blackwell to Lickey in September 2021. We are well established and have been providing childcare and Early Years education in the area for many years.

Our aim is for all children to enjoy learning 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.

Curriculum

We are registered with Ofsted and follow the Statutory requirements of the Early Years Foundation Stage. We use the latest Development Matters to support our curriculum as well as following the Montessori principles and offering 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. We carefully plan activities to support children in all seven areas of development and record the progress of each child in their learning journal.



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

Tapestry learning journal



We use an online learning journal called Tapestry for all children to record their observations and evidence their learning. Parents can view their child's learning journal at any time and contribute with their own photos and observations; children learn all the time, not just at nursery.

Holiday Club

Our holiday club is open to all children in the area aged 2-8 years old. We are open for 1 week during the Easter holiday and 3 weeks during the Summer 8am-5pm. Booking forms are usually released couple of months in advance. Places in holiday club are allocated on first comes first served bases.



Nursery Education Funding and help with childcare fees

All children are eligible for 15 funded hours per week from the start of the term following their 3rd birthday.

We also provide 15 funded hours for eligible 2-year-olds as well as 30 funded hours for 3 and 4-year-olds.

We are open term time only (39 weeks per year), funding is available for 38 weeks per year, therefore there is one non-funded week in each academic year. Funded hours are available with full flexibility to suit parent's needs.

We are registered for Tax free Childcare and accept childcare vouchers. Please let us know if you would like more information about funded sessions or help with your childcare costs.

Extra curriculum activities

We offer a selection of extra curriculum activities to support children's learning. These are led by qualified teachers and outside agencies and are designed to enhance children's knowledge and skills in all 7 areas of development.



Jolly phonics (Tuesday morning), for children aged 3 and above, free of charge

Music and rhythm (Thursday morning), for all children, £1 per session



French (Friday morning), for all children, £1 per session

Do I need to provide any food or drinks for my child?

Parents provide **packed lunches** for their children. Nursery provides drinks throughout the day (milk and water).

Nursery also provides: breakfast (8-8.30am, choice of cereal or toast)



Morning snack (10am, choice of fruit)

Afternoon snack (2.30pm, toast, bread sticks, crackers, vegetable sticks, plain biscuits, etc.)

Parents must inform us about any food allergies or intolerances.

Does my child have to be toilet trained before starting nursery?

No, we don't expect children to be toilet trained. Lots of our younger children are still in nappies. We will work with you to support your child when they are ready to toilet train.

Parents provide nappies, wipes and nappy cream for their children, we always have spare nappies and wipes just in case.

Policies and procedures

Blackwell Montessori Nursery 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. A copy of our Policies and procedures 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.



Our staff



All our staff are carefully selected through our Safe recruitment process. They all hold an Enhanced DBS certificate, have to participate in safeguarding training and Food Hygiene training.

We always have a trained First aider on the premises when children are present. All our staff members regularly attend training courses as a part of their continuous professional development.

How can I contact Blackwell Montessori Nursery?

Phone or message us on **07732 498980**

For non-urgent enquiries, we are available on WhatsApp or you can message us through our Facebook page.

We can also be reached on our email: blackwellnursery@hotmail.co.uk

Parents can contact us during evenings, weekends and holidays if needed, we will respond as soon as possible.

Contact us to
arrange a visit



Nursery fees from 1st September 2021

Fees for children who are not receiving any funded hours			
<u>Sessions</u>		<u>2 year olds</u>	<u>3 years and over</u>
<i>Morning</i>	8 am – 1 pm	£27	£25
<i>Afternoon</i>	1 pm – 6 pm	£27	£25
<i>Extended school day</i>	8.30 am – 4.30 pm	£42	£38
<i>School day</i>	9 am – 3 pm	£34	£32
<i>Full day</i>	8 am – 6 pm	£48	£43
<i>Extra hour</i>		£6.20	£5.80

Fees for children eligible for 2, 3 and 4 year old funding who attend for extra hours		
Hourly rate for any hours attended above the free entitlement	<u>2 year olds</u>	<u>3 years and over</u>
	£6.20	£5.80

“Additional charge” for children who attend for funded hours only (optional)	
£0.30 per hour	

Additional (consumables) charge will be used to cover the cost of consumables such as breakfast and pm snack, drinks, soap, toilet roll, cleaning products, art and craft materials, enhanced provision activities such as cooking, baking, etc, provision of Christmas party, Leaver’s party, wipes, aprons, nursery nappies and sun cream, etc.

Parents have got the option to not pay **Additional charge** and provide all of the above themselves.

Activities from external providers (optional)	
Jolly Phonics (Tuesday am)	free
Music and rhythm (Thursday am)	£1
French (Friday am)	£1

All fees and charges will be reviewed every August to help us provide good value to parents as well as high quality of care. Small fee increase each September should be expected.

Nursery - Terms and Conditions

- The nursery is open Monday to Friday, 8am-6pm, term time only, we are closed during Bank holidays.
- All parents/carers must complete a Personal Records Form before their child is admitted onto our premises.
- If any other person than a parent is collecting a child we must be informed beforehand, children can only be collected by authorized people (see Personal Records Form).
- 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).
- Children staying for lunch will require a healthy packed lunch. Grapes, cherry tomatoes etc. should be cut up to prevent choking.
- 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 wellies to be kept at nursery if possible.
- Clearly label all belongings brought into the nursery (bags, coats, etc.), we will not be responsible for items not labelled.
- 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.
- Each child at our nursery has a key worker (see Key worker Policy).
- The paramount commitment of the nursery is to safeguard and protect children (see Safeguarding Policy).
- 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)
- Parents can access information about their own child only (see Confidentiality Policy)
- We might share any information we hold if we believe it is in the best interest of a child (see Information sharing Policy, GDPR).
- 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).

- Children who are unwell or suffering from an infectious disease should be kept at home (see Health and Safety Policy, Medication Policy).
- 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).
- 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.
- Fees are to be paid during the first 3 weeks of half term.
- 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.
- 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.
- A half term notice (6 weeks), 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.
- Children might be taken on walks to look at plants, trees etc.
- Parents will be charged an additional fee for collecting their children late, if you are running late you must inform the nursery.
- A set of all our Policies and Procedures is kept on the premises at all times and is available to view on request.
- Parents claiming free hours must provide accurate information as requested on the Funding Declaration form, otherwise they will be invoiced for all booked sessions
- Parents are obliged to comply with all our Policies and Procedures.
- Parents agree to be bound by the above Terms and Conditions when registering their child at Blackwell Montessori Nursery.

Registration Form – Nursery

Parents / Legal guardians:

(Full names) _____

Child's full name: _____

Date of birth: _____ Male / Female

Address: _____

_____ Postcode _____

Phone No.: _____ Email: _____

Date of Admission: _____

Days/sessions required (please tick)

Day/Times	8am – 1pm	1pm – 6pm	8.30am – 4.30pm	8am – 6pm	9am – 3pm	Flexible session
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

I / We understand that the information given on this form will be treated in accordance with the nursery's GDPR policy. Privacy notice is available at nursery or on request.

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 : _____

Deposits and other payments: sort code 40-15-07, account number 41882562
You will be asked to provide your child's **birth certificate** during the registration process.