



# Green Gables Montessori Nursery

## PROSPECTUS

### 2021

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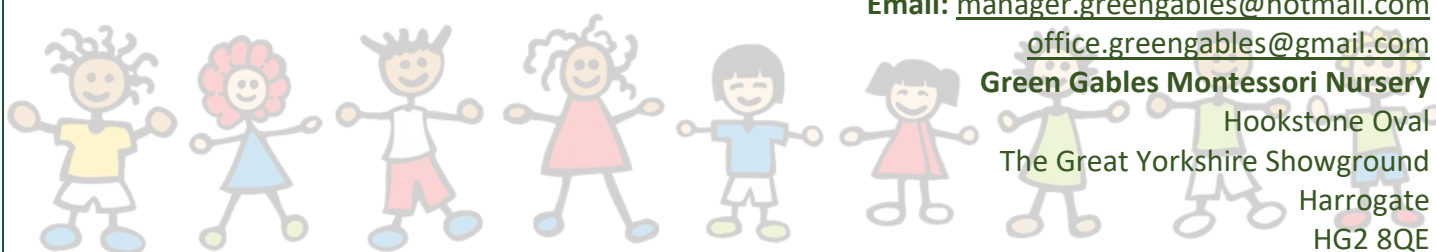
**Green Gables Montessori Nursery**

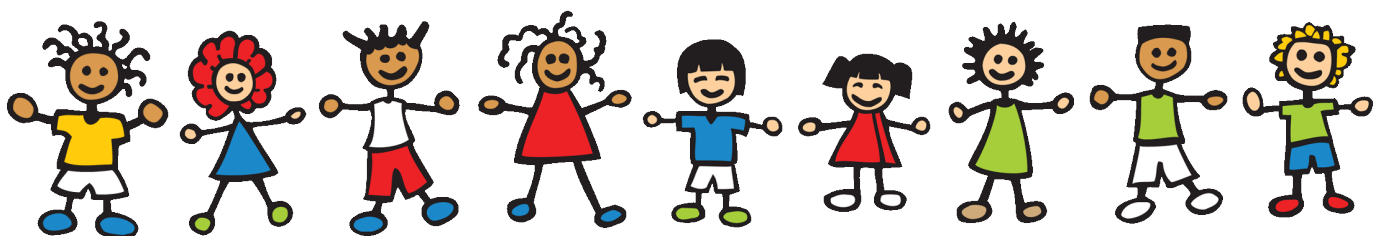
Hookstone Oval

The Great Yorkshire Showground

Harrogate

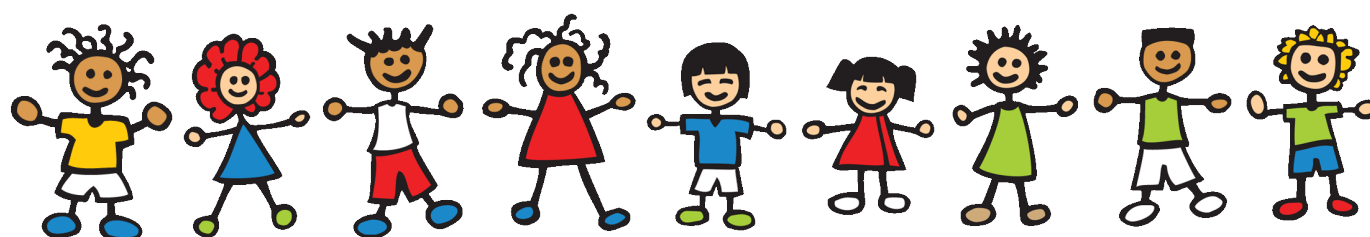
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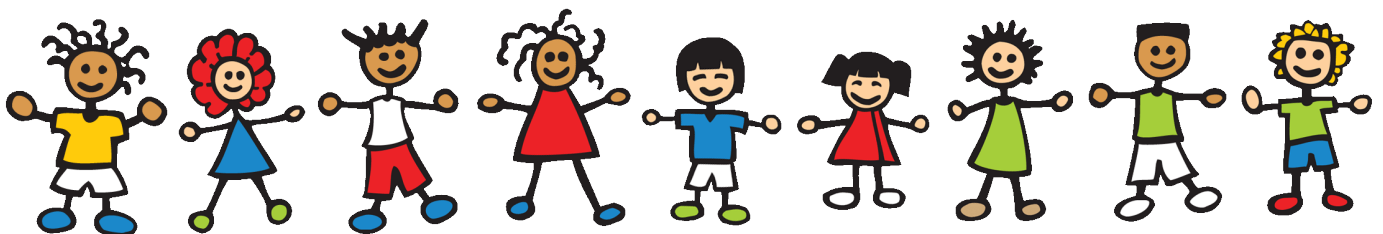
## This is us

Green Gables Montessori Nursery was set up in April 1996 on The Great Yorkshire Showground and offers children a safe and beautiful environment.

Green Gables is a 59-place private day nursery providing day care for children aged between 3 months and 5 years of age. We are situated on The Great Yorkshire Showground just off Hookstone Oval.

Rachel Wilkinson taught at Crimple Valley Montessori Nursery School for five years and previously worked in a private day nursery in Knaresborough. She has two daughters, Emily who was born in October 1995 and Olivia who was born in February 2000. Rachel started the nursery in partnership with Crimple Valley Nursery School becoming the sole proprietor in January 2002. She applied for planning permission for the new building in November 2002 and building work started October 2003 and was completed December 2003, ready for opening in January 2004. In July 2008 Rachel bought Crimple Valley Montessori Nursery School and the nursery was restructured to accommodate the school.

In November 2018, the nursery was further expanded to meet the needs of the children on the waiting list and the pre-school room was moved into Farmers den a stunning purpose-built building on the showground.



## Meet the staff team

### The Management Team

#### **Rachel Wilkinson (BA) – Nursery Owner**

##### **Set up April 1996**

BA in Childhood Studies  
Basic Portage Certificate (Special Needs)  
Montessori Nursery Teaching Diploma  
Advanced Safeguarding Training NDNA  
First Aid Trained (Paediatric & adult) (2019)  
Appointed Person for First Aid  
Basic Food Hygiene Level 2  
Preliminary Certificate in Social Care  
NCFE CACHE Level 2 Certificate in Understanding  
Children & Young Peoples Mental Health (2019)

#### **Sarah Churcher – The Manager**

##### **Started 1996-2003, returned 2011**

NVQ Early Years Care & Education Level 3  
Early Years Safeguarding & Child Protection  
(2018)  
First Aid Trained (Paediatric & adult) (2019)  
Appointed Person for First Aid  
Basic Food Hygiene Level 2  
Advanced Safeguarding (2018)

#### **Sara Roughley - Deputy Manager & in charge of learning for under 3's**

##### **Started 2005**

Early Years BTEC Level 3 (2007)  
Foundation Degree in Young Children's Learning  
& Development (2011)  
NCFE CACHE Level 2 Certificate in Understanding  
Children & Young Peoples Mental Health (2019)  
Early Years Safeguarding & Child Protection  
(2018)  
Basic Food Hygiene Level 2  
First Aid Trained (Paediatric & adult) (2019)  
Appointed person for First Aid

#### **Caroline Reeve-Steel - Deputy Manager & in charge of learning for over 3's**

##### **Started January 2021**

CACHE Certificate in Child Care & Education  
Level 3 Diploma in First Line Management  
Early Years Safeguarding & Child Protection  
(2018)  
Safeguarding & Child Protection Refresher  
(2019)  
First Aid Trained (Paediatric & adult) (2021)  
Mental Health First Aider (2019)  
Food Safety Level 2

#### **Laura Kennedy – SENCo**

##### **Started May 2014- September 2019, returned April 2020**

Level 3 Diploma in Children's Learning & Development  
Level 2 Award in Food Safety in Catering  
NCFE CACHE Level 2 Certificate in Understanding Children  
& Young Peoples Mental Health (2019)  
First Aid Trained (Paediatric & adult) (2019)



### Supernumerary Team

#### **Olivia Taylor (BA Hons) – Nursery Administrator**

**Started November 2017 -April 2019 (as Baby Room Leader), returned February 2020**

Degree in Early Childhood Studies (BA Hons) (2017)

First Aid Trained (Paediatric & adult) (2021)  
Safeguarding Children Basic Awareness (2020)  
Food Safety & Hygiene Level 2

#### **Lynne Lynchey - Nursery Cook**

**Started May 2016**

NVQ Level 2 Diploma in Professional Cookery  
Basic Food Hygiene Level 2

### Little Fishes – Our Baby Room

#### **Leana Taglietti - Room Leader & Early Years Practitioner**

**Started August 2019**

CACHE Level 3 Diploma in Child Care & Education  
Basic Food Hygiene Level 2

Safeguarding Children Basic Awareness (2020)  
NCFE CACHE Level 2 Certificate in Understanding Children & Young Peoples Mental Health (2018)

#### **April Kennedy - Early Years Practitioner**

**Started 2015**

Level 3 Diploma: The Children & Young People's Workforce: Early Years Educator

First Aid Trained (Paediatric & adult) (2019)  
Safeguarding Children Basic Awareness (2020)

NCFE CACHE Level 2 Certificate in Understanding Children & Young Peoples Mental Health (2019)

Brilliant Babies NDNA (2021)  
Basic Food Hygiene Level 2

#### **Cara Ostapiuk- Early Years Practitioner**

**Started July 2019**

CACHE Level 3 Diploma in Childcare & Education  
First Aid Trained (Paediatric & adult) (2019)  
Brilliant Babies NDNA (2021)

#### **Kirsty Fisher- Early Years Practitioner**

**Started October 2016**

Level 3 Diploma in Children's Learning & Development

First Aid Trained (Paediatric & adult) (2021)  
Basic Food Hygiene Level 2

Brilliant Babies NDNA (2021)  
NCFE CACHE Level 2 Certificate in Understanding Children & Young Peoples Mental Health (2019)

#### **Kerry Bellerby – Early Years Practitioner**

**Started September 2020**

Level 3 Diploma: The Children & Young People's Workforce

First Aid Trained (Paediatric & adult) (2021)  
Food Hygiene Level 2  
Brilliant Babies NDNA (2021)



## Dragonfly Room – 2- & 3-Year Old's

### **Shakira Jones – Deputy Room Leader & Early Years Practitioner**

**Started July 2018**

CACHE Level 3 Diploma in Childcare & Education  
Basic Food Hygiene Level 2  
First Aid Trained (Paediatric & adult) (2019)  
Safeguarding Children Basic Awareness (2020)

### **Emily Norman- Early Years Practitioner**

**Started September 2016**

Level 3 Diploma in Children's Learning & Development  
First Aid Trained (Paediatric & adult) (2021)  
Safeguarding Children Basic Awareness (2020)  
Basic Food Hygiene Level 2

### **Evie Clayson - Early Years Practitioner**

**Started July 2019**

Trainee NVQ level 3  
First Aid Trained (Paediatric & adult) (2019)  
Safeguarding Children Basic Awareness (2020)

### **Hollie F- Early Years Practitioner**

**Started 2010**

Level 3 Practitioner  
Level 3 Diploma in Playwork  
First Aid Trained (Paediatric & adult) (2019)  
Basic Food Hygiene Level 2

### **Holly Lofthouse - Early Years Practitioner**

**Started 2012**

Level 3 Diploma in Children's Learning & Development  
Basic Food Hygiene Level 2  
NCFE CACHE Level 2 Certificate in Understanding Children & Young Peoples Mental Health (2019)  
First Aid Trained (Paediatric & adult) (2019)  
Safeguarding Children Basic Awareness (2020)

### **Jasmine Swaine - Early Years Practitioner**

**Started December 2018**

Level 3 Diploma in Children's Learning & Development  
Safeguarding Children Basic Awareness (2020)  
First Aid Trained (Paediatric & adult) (2019)

### **Kim Allatt - Early Years Practitioner**

**Started 2007**

Level 3 Diploma in Children's Learning & Development  
Safeguarding Children Basic Awareness (2020)  
First Aid Trained (Paediatric & adult) (2019)  
Basic Food Hygiene Level 2

### **Lucy Abbott - Early Years Practitioner**

**Started October 2019**

CACHE Level 3 Diploma in Childcare & Education  
Paediatric First Aid Trained (2018)  
Basic Food Hygiene Level 2



## Farmer's Den – Pre School

### **Kim Wright - Montessori Leader & Early Years Practitioner**

**Started 2008**

Level 3 Practitioner

First Aid Trained (Paediatric & adult) (2019)

Basic Food Hygiene Level 2

Safeguarding Children Basic Awareness (2020)

### **Daniel Mazza - Early Years Practitioner**

**Started 2019**

NVQ level 3

CACHE Level 3 Diploma in Childcare & Education

Safeguarding Children Basic Awareness (2020)

Basic Food Hygiene Level 2

First Aid Trained (Paediatric & adult) (2019)

### **Sophie Dunne - Early Years Practitioner**

**Started January 2019**

Level 3 Diploma in the Early Years Workforce: Early Years Educator

First Aid Trained (Paediatric & adult) (2019)

Safeguarding Children Basic Awareness (2020)

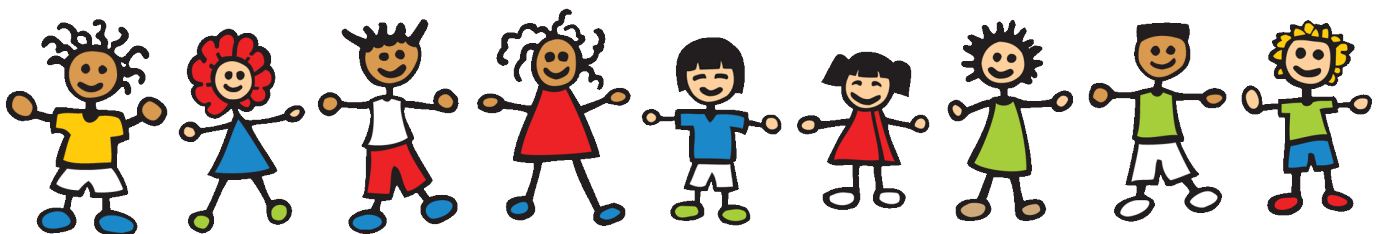


## Our ethos

To treat each child like our own precious family by asking the question “is this outstanding?”

## Our vision

1. To offer a warm, friendly, clean, relaxed, enabling, inclusive environment that is a home from home for your child and welcomes the whole family.
2. To offer a high standard of quality childcare, security, stability, education and curriculum that is fun, building on each child's emotional wellbeing.
3. We provide a holistic approach starting with the child at the centre and covering every facet of the child's life.
  4. We work closely with families and value them as being the experts in their child. Working in respectful partnership, thus setting the scene for your child to thrive.
  5. We use on-line systems to effectively celebrate each child's development with their families and respect observations that come from home to build a holistic picture of each child.
6. To offer a safe, non-judgemental place for children when the unexpected happens, that is safe, consistent loving care for the child and support the whole family.
7. We respect every child for their uniqueness, and experiences to get the very best out of their time at nursery.
8. We ensure that every child is included in nursery life. We fully support each child's needs to have a mainstream education adventure in preparation for the transitions of life.
9. We implement a pedagogical approach that takes the best from all cultures to provide a wide range of language rich opportunities and experiences that encourage outward looking to their place in society.
  10. We understand that nursery is the foundation for the rest of a child's life. Acknowledging the fundamental values of citizenship, understanding that not everyone shares the same beliefs or values but respecting them as equal to our own.



## Our set up!

### **The Secure Reception Area**

This has hooks for the children's coats and leading to the office. For safety reasons the front door will be kept locked at all times and a fingerprint entry system is in place. We have a strict procedure governing the safe collection of the children:

### **The Little Fishes Room**

A pretty room designed for the care and play needs of the under twos. Activities include heuristic, posting, bricks, sensory area, book corner, stacking toys, painting, playdough, and lots of messy play. A nappy changing area is also situated in this room. A special sleep area has been created to cater for the children's needs and preferences with a choice of cot, buggy or rocking chair. The children's activities, development and interests are supported, observed, and planned to use the Early Years Foundation Stage.

### **The Dragonfly Room**

Set over 3 purpose designed rooms designed to focus on imagination, creative and language.

**The Imagination Room** has role play, small world, construction, maths, musical activities, and Montessori practical life activities. The children also have a self-service snack area and we put a family dining area together for breakfast lunch and tea.

**The Creative room** is a dedicated to exploring the arts and each child's potential to find their inner artist! Activities in this room include sand, water, malleable play, painting, drawing, chalking, sensory play and the interest table.

**The Sensory Room** (coming April 2021) Watch this space!

### **Farmer's den (3½ years to school entry)**

This room is designed for children aged between 3½ years and 5 years. The Montessori environment is structured to help the children get ready for school. The classroom is divided into areas: Practical Life, Sensorial, Cultural, Language, mathematical, Reading, and Creative. We also offer French, forest schooling and mini kicks football training. The children's progress is observed and recorded enabling individual planning activities using the early years foundation stage.

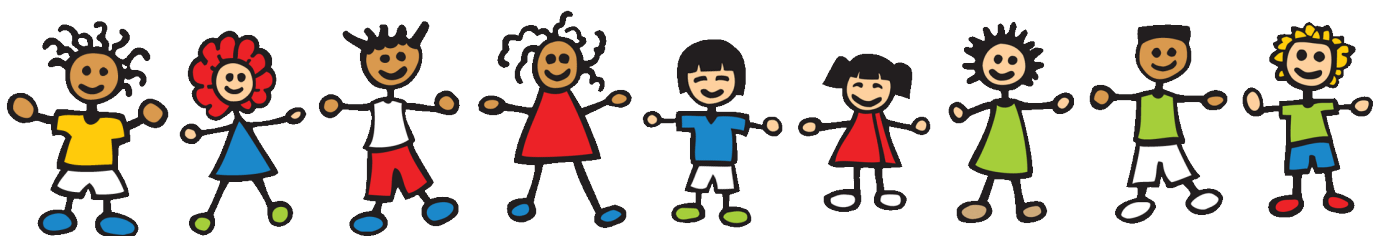


### **Outside Play Area and Garden**

Individual doors from each room have a ramped access to a secure hard surfaced play area used for outdoor learning. We also have a landscaped garden for project work and growing our own vegetables and flowers.

### **Toilets**

There are three children's toilets and as the children's confidence grows, they will be encouraged to "go" on their own and develop good hygiene habits. The separate adult's toilet has wheelchair access.



## What Happens in the Little Fishes Room?

**7.30am**

**Children by appointment**

|         |                                                                                |
|---------|--------------------------------------------------------------------------------|
| 8.00am  | Free play as the children are welcomed - Breakfast together                    |
| 9.00am  | Circle Time - Free play indoors and outdoors                                   |
| 10.00am | Break for snack - Free play indoors and outdoors                               |
| 11.00am | Nappies are checked and changed - Stories, songs and hand washing before lunch |
| 12.00pm | Lunch Together                                                                 |
| 12.30pm | Sleep Time                                                                     |
| 1.30pm  | Free play indoors and outdoors - Nappies checked and changed                   |
| 2.00pm  | Drinks and a snack                                                             |
| 2.30pm  | Free play indoors and outdoors                                                 |
| 4.00pm  | Tea together - Nappies checked and change                                      |
| 5.00pm  | Free play indoors and outdoors                                                 |
| 6.00pm  | Nursery Closes                                                                 |

Drinks are available for the children throughout the day and children in nappies are regularly checked and changed. Please note that young children are kept to their home routines as much as possible so therefore the above routine is dependent on individual sleep times and bottle feeds to ensure continuity of care between home and nursery.



## What happens in the Dragonfly Room?

| <b>7.30am</b>  | <b>Children by appointment</b>                                   |
|----------------|------------------------------------------------------------------|
| <b>8.00am</b>  | <b>Nursery Opens - Free play as the children are welcomed</b>    |
| <b>8.30am</b>  | <b>Breakfast</b>                                                 |
| <b>9.00am</b>  | <b>Circle Time - Free play indoors and outdoors</b>              |
| <b>10.30am</b> | <b>Snack Time</b>                                                |
| <b>11.45am</b> | <b>Tidy up, story time and songs</b>                             |
| <b>12.00pm</b> | <b>Lunch Time - Quiet time, sleep, stories, and gentle songs</b> |
| <b>12.30pm</b> | <b>Free play indoors and outdoors</b>                            |
| <b>2.30pm</b>  | <b>Snack Time</b>                                                |
| <b>3.30pm</b>  | <b>Tidy up, story time and songs</b>                             |
| <b>4.15pm</b>  | <b>Tea</b>                                                       |
| <b>4.45pm</b>  | <b>Free play indoors and outdoors</b>                            |
| <b>6.00pm</b>  | <b>Nursery Closes</b>                                            |

Drinks are available for the children throughout the day and children in nappies are regularly checked and changed.



## What happens in Farmers Den?

| <b>7.30am</b>  | <b>Early Starter children by appointment</b>                                       |
|----------------|------------------------------------------------------------------------------------|
| <b>8.00am</b>  | <b>Nursery opens – Free play as children are welcomed</b>                          |
| <b>8.30am</b>  | <b>Breakfast</b>                                                                   |
| <b>9.00am</b>  | <b>Montessori activities linked to children's interests and development</b>        |
| <b>10.00am</b> | <b>Snack Time a self-service snack table is available throughout the morning</b>   |
| <b>12.00pm</b> | <b>Lunch Time</b>                                                                  |
| <b>1.00pm</b>  | <b>Montessori activities linked to children's interests and development</b>        |
| <b>2.00pm</b>  | <b>Snack time a self-service snack table is available throughout the afternoon</b> |
| <b>4.00pm</b>  | <b>Teatime</b>                                                                     |
| <b>6.00pm</b>  | <b>Nursery Closes</b>                                                              |

Drinks are available for the children throughout the day and children in nappies are regularly checked and changed.



## What is Montessori?

Dr Maria Montessori dedicated her life to the care and education of children. Through her involvement with them she developed a very simple natural approach to education. She recognised that all children are individuals who learn and develop at a different pace and in a different way. She became aware that children pass through what she described as 'sensitive periods', passages of time where children progress very rapidly in a particular skill or develop a fascination for a particular activity.

Through her work with children Maria Montessori developed a range of equipment and exercises divided up into the following areas: Practical Life, Sensorial, Mathematical, Language, Cultural and Creative.

### **Practical Life**

These exercises are simple everyday activities such as pouring, spooning, using pegs, nuts & bolts, locks & keys, and general courtesy skills which adults carry out to keep control over their environment. From an early age child watch parents perform these tasks and try to copy and learn from them. The adult tackles these tasks to improve his environment - the child is more interested in the process involved rather than the end result, which is often ignored. Practical life exercises aim to prepare the child for further areas as well as developing the child's:

Independence: Your child will be given the opportunity to practice an activity which teaches him/her a skill to help with everyday living.

Concentration: As your child becomes more absorbed in interesting activities, he/she will develop deeper concentration.

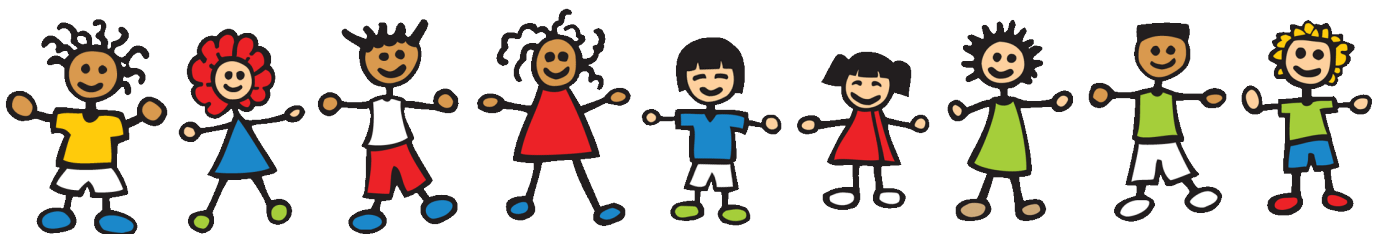
Social awareness: Through the exercises a sense of group benefit is learned as well as an independent one. Some activities involve the co-operation of others which promotes sharing and mixing.

Classroom routine: This teaches the children how to put activities away upon completion, to clear up after themselves and to share with their peers.

Intellectual development: Your child will learn about his/her immediate environment.

### **Sensorial**

The Sensorial materials help the child develop and refine each of his senses. They are also an early introduction to maths and the decimal system. With exercises such as the red rods the child learns how to discriminate size as well as developing his gross motor skills. Working with the Knobbed and Knobless cylinders helps discriminate size whilst focussing on fine motor skills in preparation for writing. The introduction of mathematical language such as long, short, wide, widest helps to extend the child's vocabulary.



The classification of the senses are:

|                  |                                                                                |
|------------------|--------------------------------------------------------------------------------|
| <b>Visual</b>    | <b>Red rods, Knobbed and Knobless cylinders, Pink Tower, Broadstairs</b>       |
| <b>Auditory</b>  | Sound boxes                                                                    |
| <b>Tactile</b>   | Touch tablets/fabrics, Stereognostic bags/tray, Baric tablets, Thermic tablets |
| <b>Olfactory</b> | Smelling bottles                                                               |
| <b>Gustatory</b> | Snack time as the child is introduced to sweet, savoury, sour, sharp etc.      |

### Mathematical

Through Montessori's simple exercises the child is able to recognise the visual numeral as well as understand the concept of quantity. The child is given exercises in concrete form before moving to the abstract. Through the Sandpaper Numerals the child is introduced to the name of the numeral as well as its correct formation in preparation for writing.

### Language

Before a child is introduced to 'letters' he/she is given the opportunity to practice writing skills using the Insets for Design. This is a fun way for the child to learn the formation of letters and the direction that we write i.e., top to bottom and left to right. This material also allows the child to develop his preferred hand and gain confidence with the correct pencil control. Sandpaper letters are introduced to the child using a three-period lesson. This enables the child to use his tactile sense to 'feel' the formation of the letter, his visual sense to 'see' the letter' and his auditory sense to 'hear' the phonetic sound of the letter.

### Cultural

This area of the curriculum allows the child to explore the world around him. The shelves vary throughout the year containing exercises close to home as well as looking further afield. The Seasons chart for example encourages the child to match the seasonal pictures taken in this country followed by the season name cards. It also gives wonderful opportunities for discussion promoting vocabulary and further understanding of the world around us.

### Creative

Through the experience of a selection of art activities including painting, environmental art, pencil work, play dough, music and movement, the child is able to express himself choosing his preferred form.



## Learning through play

All these activities are offered daily and although we have stressed how much the children learn through play, the most important factor in the planning of these activities is the child's enjoyment. All our activities and topic work in the Dragonfly Room and the Little Fishes Room is based on the six areas of learning, Personal, Social and Emotional Development, Mathematics, Communication and Language, Understanding of the World, Physical Development and Expressive Arts and Design within the Early Years Foundation Stage.

### Tactile Experiences

This involves sand, water, dough, clay, slime and finger paint. Various play media are provided with these activities to enhance the child's learning opportunities.

The above activities stimulate:

- Muscular Strength
- Hand-eye co-ordination
- Language Development
- Understanding of basic maths and science concepts (conservation, volume, size, floating, sinking)
- Use of imagination
- Development of social skills (sharing and conversation)

### Arts and Crafts

These activities include painting, collage, chalking, drawing as well as topic related artwork. All these activities develop the child's:

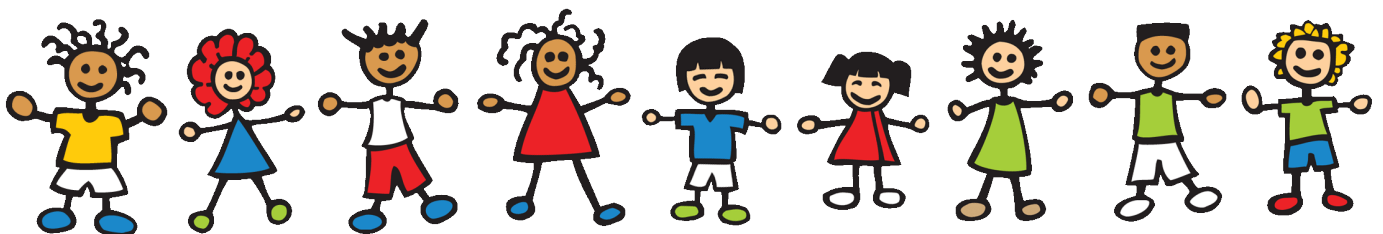
- Manual Dexterity
- Pencil Grip and Control for Good Handwriting Skills
- Concentration Span
- Encourage Artistic Imagination

### Music

Singing, playing musical instruments and listening to different styles of music are all available and used with all age groups to develop rhythm, memory and musical awareness that aid the ability to learn to read.

### Role Play

These activities include the home corner, which can change into a shop, a hospital, a doctor's surgery or an office at any given time. Dressing up clothes are always available to enhance the play.



These activities can help the children act out and therefore understand aspects of life which may be puzzling them or pretend to be someone else. This will support emotional development, imagination, communication, and social skills. We also aim to include literacy and mathematical materials within the play situation.

### Small World Activities

These activities give children the opportunity to:

- Make choices
- Plan, organise and take part in a given situation
- To develop new words and language skills
- To manipulate small objects and increase hand-eye co-ordination
- To form mathematical concepts especially grading and sorting
- To encounter life in miniature and create worlds of their own

### Construction Toys

The children can choose from a wide range of construction toys giving them the opportunity to:

- Experience the satisfaction of building something of their own
- Tackle technical problems such as balance and bridging gaps
- Improve hand-eye co-ordination and manual skills by manipulating small items
- Extending mathematical understanding of estimation, matching and grading
- Developing language skills and extending vocabulary

### Books and Stories

We feel that books are a very special and valuable resource to be shared with the children. We have a wide selection of books that we share with the children at set times. As well as reading to individual children on request.

### Cooking and Baking

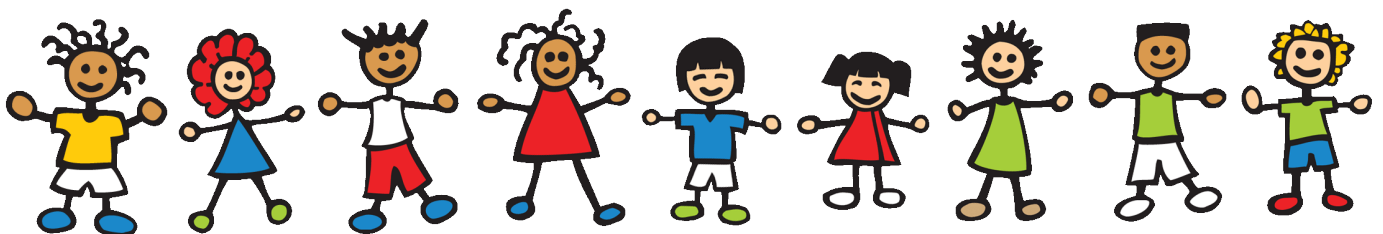
Cooking and baking allows the children to develop the mathematical and scientific concepts of measuring, differences in volume and weight, expansion and visual changes due to heat as well as sensory and language development. We also use the medium of food to compliment topic work, such as festivals throughout the year.

### Pre-School Preparation

As part of the preparation for primary school, those leaving to go to school will have special activities to allow them to develop confidence and strategies to take responsibility for their own environment, belongings, and actions.

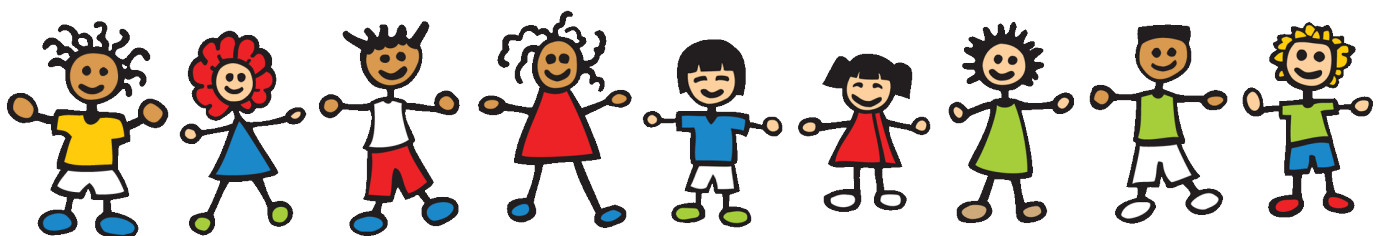
### Outside Play

A wide variety of play activities are offered to encourage the children to develop the skills of:



- Balance
- Judgement of direction, speed, and distance
- Strength and stamina
- Understanding space
- Confidence in their own skill, strength, and judgement necessary for all future activities

Gardening activities to help children understand the concepts of teamwork, waiting, patience and nurturing as well as eating the produce. All outside play on both the hard surface and in the garden are strictly supervised to allow the children maximum opportunity with maximum safety.



## Our Meals

Our meals changed weekly and provided by our wonderful cook. Children with allergies are catered for and we aim to always provide a healthy diet.

### Breakfast

Buttered Toast or Cereals  
Baby cereals are available for the youngest children  
Milk or Water

### Snack Time

Fresh Seasonal Fruit or Vegetables  
Cracker, cheese or humous  
Milk/Water

### Lunch

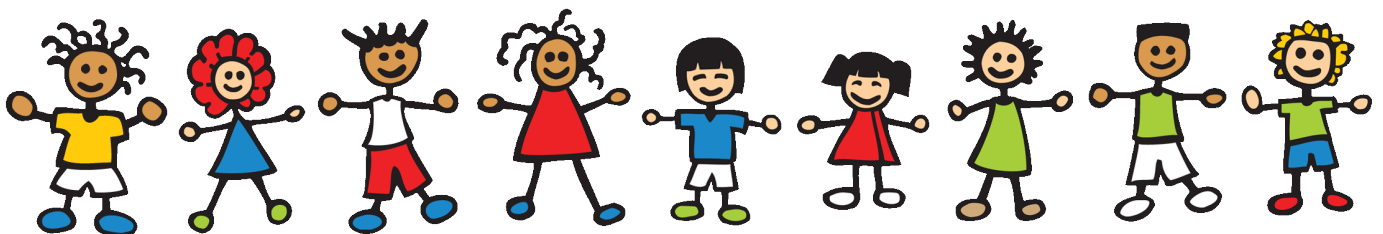
Shepherd's Pie with Carrots, Peas and Gravy  
Vegetarian alternative dish  
Apple crumble with custard  
Milk/Water

### Snack Time

Fresh Seasonal Fruit or Vegetables  
Cracker, cheese or humous  
Milk/Water

### Tea

Cheesy Waffles or hot pitta pockets  
Fruit  
Yogurts  
Milk/Water



## Welcoming Procedure

Once you have visited the nursery and decided to place your child with us, we will then discuss an individual settling in programme for you and your child, to make you both feel welcome and confident with the nursery.

You will be given the opportunity to meet the staff that will be caring for your child and the chance to ask any further questions about the nursery routine and become part of the nursery family.

We require the completion of all enrolment forms with the deposit and registration fees before your child begins their settling in visits.

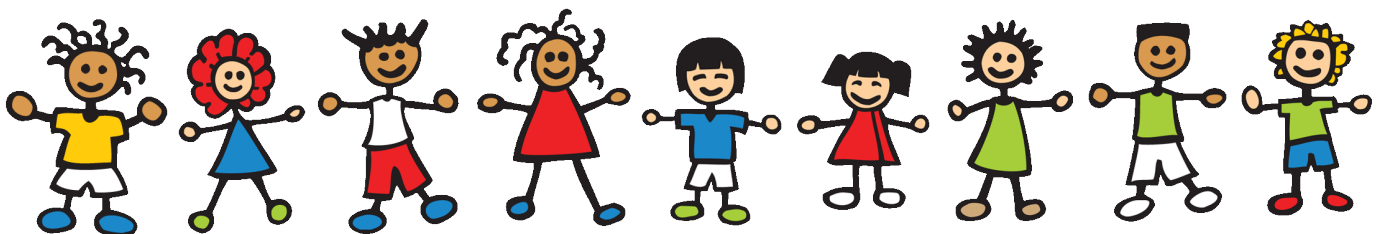
Below is an example of the number and type of visits children usually do before starting at Green Gables Montessori Nursery:

**VISIT ONE:** Parents and child visit the nursery together for a short period (typically 1 hour) and are free to explore the rooms and get to know the staff and children.

**VISIT TWO:** Child to visit for an hour without a parent.

**VISIT THREE:** Child to visit for a longer period (typically 2 hours) without parents. This is usually done over a period of time where the child has a meal, for example lunch. Further visits can be arranged to meet individual family needs.

The welcoming procedure is flexible to cater for the needs of both the child and the parents. All visits are free of charge and we will be pleased to answer any questions that you may have at the time of the visits or on the telephone afterwards. Once your child has started nursery you are welcome to phone up to see how they are doing, and we will email observations via our online learning journals.



## General Nursery Information

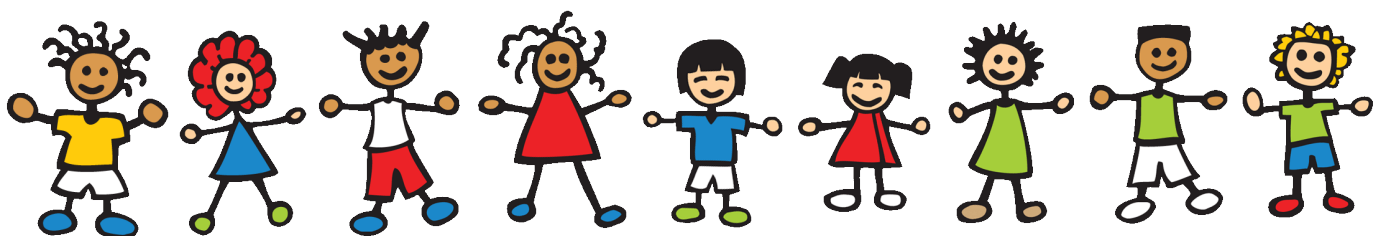
- a. Open 50 weeks of the year.  
5 days per week.  
Monday to Friday.
- b. Open from 8.00am to 6.00pm to suit working and non-working parents. We offer parents the option to start at 7.30am with an additional charge of £10.00 per day.
- c. Full time - 5 full days.  
Part time - up to 4 full days.  
up to 5-part days (8.00am to 1.00pm or 1.00pm to 6.00pm).
- d. Closed for all statutory bank holidays.  
Closed for 1 week between Christmas and New Year's Day.  
Closed for the week of The Great Yorkshire Show.
- e. We provide an interesting diet with a variety of well-balanced meals and snacks, see sample menu. Special diet and allergy free meals can be supplied.
- f. All clothes should be practical and labelled and a spare set of clothes should be kept in the child's bag in case of 'accidents'. Nappies are provided within the fees.
- g. Nursery fees March 2020 – March 2021
  - Daily £55 Inc. meals and nappies
  - Session £35 Inc. 1 meal and nappies
  - Extra hours £12 per hour
  - 7.30am start £11 per day
- h. A registration fee of £35.00 is charged to cover administration costs and payable on return of the enrolment form and a deposit of £100.00 returnable after payment of your final month's fees (NB this is not returned if a place is reserved for longer than 3 months and then cancelled). Fees are reviewed every 30<sup>th</sup> of March.
- i. Help with childcare fees is available subject to eligibility. We accept funded children.  
Universal 15 hours funding for 3 and 4-year-olds: Your child will be eligible for 15 hours of



universal funding for up to 38 weeks per year the term after their third birthday. You do not need to apply for this, you just need to discuss and arrange this with the Manager. For more information on funding for two-year-olds please go to

<https://www.northyorks.gov.uk/early-years-funding-two-year-olds> . For more information on funding for 3- and 4-year-olds please go to <https://www.northyorks.gov.uk/early-years-funding-3-and-4-year-olds> . Tax free childcare is available for children of all ages, please go to the Childcare Choices website for more information (<https://www.childcarechoices.gov.uk/> ).

- j. Any extra time over the above session times will be charged at the hourly rate of £20.00.



## Terms & Conditions - The how's and whys

### **Please read the following terms and conditions carefully**

The following is designed to assist in the smooth running of the nursery and to make your child's time with us a happy and trouble free as possible.

### **Application for a nursery placement and the age of admittance**

Application forms must be completed and returned with the registration fee and deposit before a child can be considered entry into the nursery.

A minimum of two sessions per week are recommended.

Our nursery caters for children between the ages of 3 months and school entry age.

### **Changes in session and charges for extra time**

We require one calendar months written notice if you wish to decrease your child's sessions or no longer require your child's place. The start of your notice is taken from the date of your letter i.e., 7<sup>th</sup> September to 7<sup>th</sup> October.

If insufficient notice is given the full charge for the cancelled sessions or place will be made.

If you wish to increase your child's sessions or days, please see Manager/Deputy Manager who will negotiate the possibility of this.

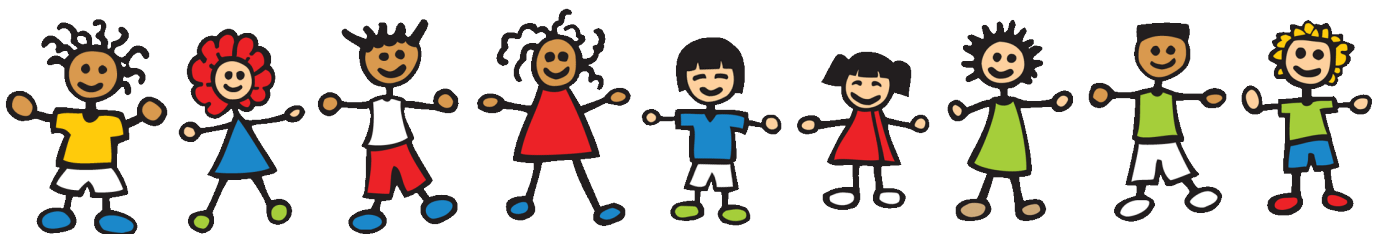
We respectfully remind parents that consistently late collection of children will result in a charge of £20.00 per quarter of an hour of each occurrence per child.

### **Nursery Closures**

Green Gables Montessori Nursery will be closed on all statutory bank holidays and between Christmas Eve and New Year's Day. We will also be closed for the week of The Great Yorkshire Show.

### **Payment of Fees**

Fees are required monthly in advance by direct debit, bank transfer, cash, or cheque and no later than the 5<sup>th</sup> of each month. Invoices will be issued yearly in September with additional invoices for any extra sessions. You are required to pay the full nursery fees if your child is absent for holidays, illness, or bank holidays. You are not required to pay for nursery closures, during The Great Yorkshire Show week and non-bank holiday days between Christmas and New Year.



### **Fee Reviews**

Green Gables Montessori Nursery will review fees annually on 30<sup>th</sup> March, parents will be given a minimum of one month's notice of any changes.

### **Outstanding Fees**

In the event of fees being outstanding for one-month, full payment will be required by the 5<sup>th</sup> of next month. Should there still be an outstanding balance then a grace period of 7 days will be started following that time the debt will be passed on to a debt collection agency (BFL) and fees will be added to the outstanding charges. After one month of no payment or if no agreement has been drawn up, your child's nursery place will be suspended until fees are paid in full. You will therefore forfeit your child's place meaning if/once the outstanding fees are paid, there may no longer be space available for your child.

### **Property and Belongings**

Although we provide aprons for the children to wear for messy play, we cannot be held responsible for loss or damage to children's clothing or property. And would like to advise you to dress your child in clothes that are not precious and to keep all family heirlooms at home. Neither can we be held responsible for parent's property or cars, either in the building or in the car parking areas.

### **Insurance**

Green Gables Montessori Nursery holds a certificate of Employers Liability Insurance and public liability insurance which is displayed in the entrance hall.

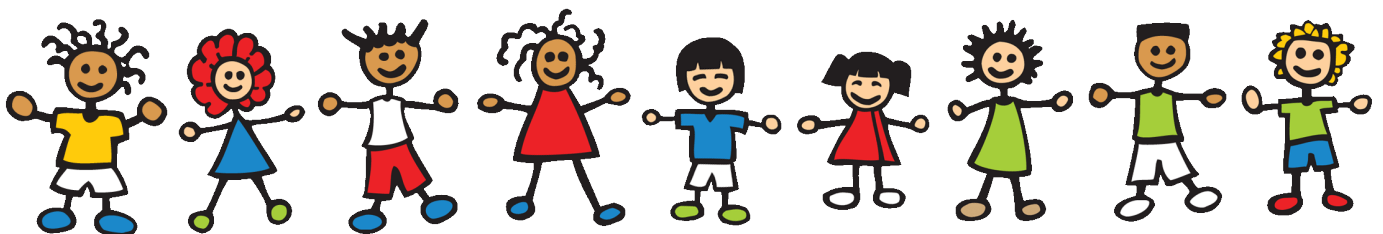
### **Accident Procedure**

As the welfare and wellbeing of your child is paramount, we require the right to administer emergency first aid treatment. Parents will be informed of all accidents and will be required to sign the accident book.

For accidents involving hospital treatment all attempts will be made to contact the parents, or emergency contact person, failing this the nursery requires consent to act on behalf of parents and authorise any necessary treatment.

**Should there be any changes in your child's contact details please inform the nursery immediately.**

Parents are required to check every 6 months.



### **Child Health Records**

Parents are required to complete health details on their child, this includes emergency contact numbers, names and telephone numbers, medical information and any other relevant information which helps us to care for your child and to check it every 6 months.

### **Medicines**

We can administer medication on completion of a medication form. If a child requires Calpol during the day, you will be contacted to give your verbal agreement and we will advise you if we think is in the child's interests to be at home.

### **Illness**

Children will not be admitted into the nursery if they are suffering from an infectious illness. Should your child fall ill during the day we reserve the right to contact you and ask you to collect your child. Parents are required to inform the nursery of any childhood ailments or illness, which may prove dangerous to other children, the staff, or other parents.

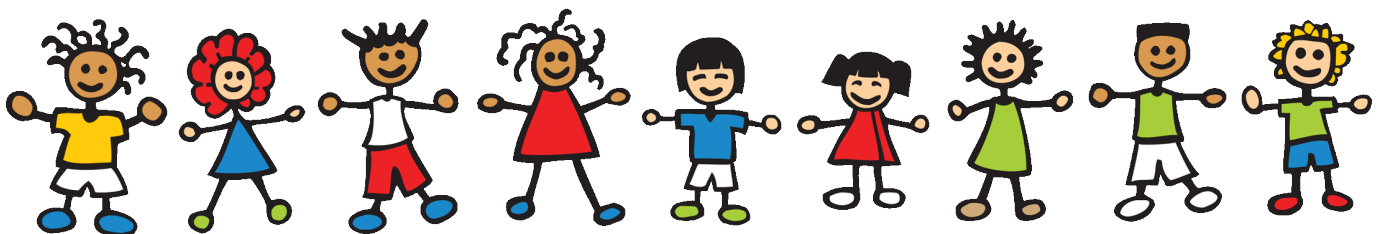
**Whilst we appreciate the responsibilities parents have whilst at work, it is essential that we follow strict guidelines to safeguard other children and staff from the risk of infection.**

Should your child have any of the following: diarrhoea, vomiting, a high temperature of 101f or 38c, chicken pox, measles, mumps, rubella, meningitis, or hepatitis your child will be excluded from nursery and will not be able to return until further advice is sought from the appropriate medical authority. It is vital that parents inform staff if their child has been unwell whilst out of nursery, the nursery manager/deputy manager will decide whether to admit the child into nursery.

It is the responsibility of the nursery manager to inform environmental health of any unexplained sickness/diarrhoea. Again, can we stress how important it is that parents keep the nursery updated of any changes in contact numbers or changes in the workplace even if only for a day. Current advice from public health is displayed in every room and in the entrance hall.

### **Educational opportunities**

We are always looking for exciting ways to increase children's learning through a variety of experiences. We invite companies such as Zoolab, mini kicks for all the children. The older children also can-do French and forest schooling each week. We plan local outings to Hookstone woods, the stray in line with the children's interests and planned activities. If we are able, we try to plan activities to further afield however these do incur an extra cost and



may need parents to assist us. We also like to invite parents into the nursery to share their work skills and encourage the children to have trust in appropriate adults.

### **Security**

Once your child starts nursery, the manager will enrol you on to the fingerprint system to allow you to have full access to the nursery during opening hours.

Under no circumstances would a child be allowed to leave the nursery with anyone unknown to the nursery staff. The nursery requires name address and brief description of any person not on the security form collecting a nursery child as specified by the parent. We would also require them to provide us with the agreed security password.

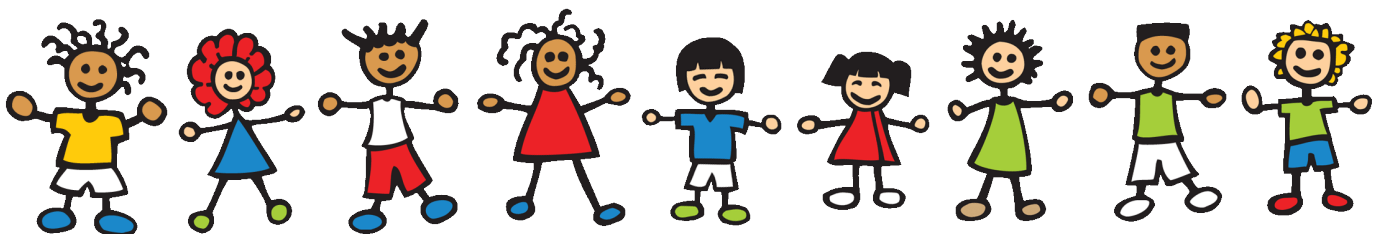
No one under the age of sixteen would be allowed to collect from nursery, should we feel unsure of the person who attempts to collect a child, we will contact the parents, it is therefore essential that we always have up to date contact details.

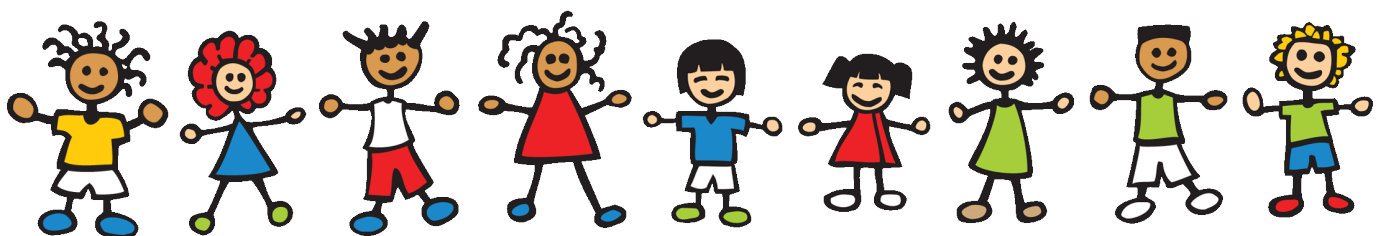
### **Absences**

It is important that nursery staff are notified if your child is to be absent from nursery for any reason. We regret that no reduction can be made for short absences, as nursery costs will still have to be met and your child's place will be reserved. However, long periods of absence will be viewed sympathetically.

### **Parking**

Please exercise great care when using either the car park in front of the nursery or the drive and respect the safety of our neighbours at Just B and at the end of the drive. To ensure the safety of all the children in our care we request that you drive slowly within the vicinity of the nursery.





## Enrolment Form/Contract

Child's current full name \_\_\_\_\_

Also known as \_\_\_\_\_

Any previous names \_\_\_\_\_

Date of birth/ expected due date \_\_\_\_\_

Child's current full address \_\_\_\_\_

Post code \_\_\_\_\_

### Details of parents/carers

| Parent or person whom the child lives with |           | Parent or person whom the child lives with |           |
|--------------------------------------------|-----------|--------------------------------------------|-----------|
| Name: <i>Mr / Mrs / Miss / Ms</i>          |           | Name: <i>Mr / Mrs / Miss / Ms</i>          |           |
| Relationship:                              |           | Relationship:                              |           |
| Occupation & Company Name:                 |           | Occupation & Company Name:                 |           |
| Address (If different from above):         |           | Address (if different from above):         |           |
| Home Tel:                                  | Work Tel: | Home Tel:                                  | Work Tel: |
| Mobile:                                    |           | Mobile:                                    |           |
| Email:                                     |           | Email:                                     |           |

| Emergency contact details | Emergency contact details |
|---------------------------|---------------------------|
| Name:                     | Name:                     |
| Relationship:             | Relationship:             |
| Home Tel:                 | Home Tel:                 |
| Mobile:                   | Mobile:                   |

Please confirm below who you authorise to collect your child and in addition supply a password for if an unauthorised person is required to collect your child.

Authorised names \_\_\_\_\_

Password \_\_\_\_\_



**Session Details**

Please tick requested place requirements ✓

Requested start date: \_\_\_\_\_

| Session      | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------|--------|---------|-----------|----------|--------|
| Am(8am-1pm)  |        |         |           |          |        |
| Pm (1pm-6pm) |        |         |           |          |        |

|                                 |                              |                             |
|---------------------------------|------------------------------|-----------------------------|
| Term time only? (Please select) | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|---------------------------------|------------------------------|-----------------------------|

*Please note that we require 4 weeks' notice or fees in lieu of any changes or cancellations. Additional sessions may be booked on a casual basis, subject to availability.*

**Additional Information**

Child's Doctor name address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Vaccinations with dates:

|                                         |          |           |
|-----------------------------------------|----------|-----------|
| Whooping Cough/Polio/Tetanus/Diphtheria | YES / NO | Date_____ |
| M.M.R                                   | YES / NO | Date_____ |
| HIB                                     | YES / NO | Date_____ |
| Meningitis                              | YES / NO | Date_____ |

Any known allergies/illness? YES / NO \_\_\_\_\_

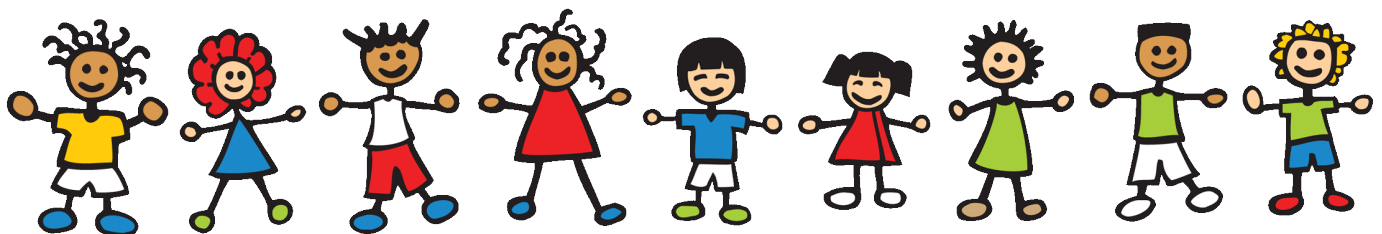
Is your child on long-term medication? YES / NO \_\_\_\_\_

Any additional needs/cultural or dietary requirements: \_\_\_\_\_

1st &amp; 2nd Languages: \_\_\_\_\_

Faith (If applicable): \_\_\_\_\_

Please give details of any previous or current childcare settings: \_\_\_\_\_



**Please give details below of any of the following factors that may be relevant to your child:**

1. Names, roles, and contact details of any professionals who have contact with your child or family.
2. Any relevant court orders in place including those which affect any person's access to the child (e.g., residence order, contact order, care order, injunction etc.....) is there any information from these orders that our setting needs to be aware of which will help us to care for the child?
3. Any child protection plan which your child is subject to?
4. Any other factors which may impact on the safety and welfare of the child?

*Please continue over the page if necessary*

**Please delete any permissions not acceptable to you:**

1. First aid: We occasionally have to administer first aid to the children; please delete any preparations you do not wish us to use on your child: plasters/ Sudocrem/sunblock cream/ antiseptic wipe/ micropore tape/ cold compress/ baby wipes.
2. Emergency medical permission: I confirm that in the case of an emergency, nursery staff may involve Emergency services i.e., Ambulance, A & E Department (we always contact you first, but should we have trouble contacting you, this would allow us to start treatment immediately).
3. Photographs: I confirm that photos may be taken of the child, for the sole use of the nursery. All photos will remain on nursery premises and will not be published without further consent.
4. Outing and excursions: I confirm that the child may participate in outing and excursions by foot on and on-going basis.
5. Information policy: I agree that the above information may be held electronically for the sole use of the nursery administration and that I will always keep the nursery informed of our most up-to-date information.
6. Sharing information with other professional: I give permission for the nursery to seek or share any relevant information pertaining to the child with any other previous or current setting (e.g., development progress, evidence of any order, changes of name, records, or financial information).
7. I give permission for early years providers assessments of my child's progress towards the early learning goals to be shared with our local children's centre on the following occasions \*on entry/starting assessment, \*vulnerability conversations, \*Two-year-old assessment check and \*Last assessment. I understand by giving this permission the children's centre will automatically register my family's details to give us membership and access to the children's centre as part of the new Children and Families Service.
8. I give permission for my early year's provider to upload information and images of my child to the online learning journals. Green Gables uses the online platform Tapestry, an email will be sent once a child's profile has been set up regarding accepting Tapestry updates.

I confirm that the above information is correct, and I agree to comply with the terms and conditions set out therein.

I enclose a registration fee of £35.00 together with a bond of £100 per child. (the bond is refundable at the end of your child's time with us at the nursery.)

Signed \_\_\_\_\_ (Parent/Carer)      Date \_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Carer)      Date \_\_\_\_\_

*For office use only* -----

Copy sent to parent/Carer [ ]  
Further allergy information requested [ ]

Registration Fee received (£) [ ]  
Bond Received [ ]



## Acceptance Form

**Green Gables Montessori Nursery accepts your child/children.**

Name of child/children: \_\_\_\_\_

Date(s) of birth: \_\_\_\_\_

Days of attendance: \_\_\_\_\_

Approximate times for dropping off and collection: \_\_\_\_\_

Start date: \_\_\_\_\_

**I understand that I will be invoiced for fees at the beginning of each month, and I agree to pay said fees by the 5<sup>th</sup> of each month.**

**I have read and agreed to the nursery terms and conditions and enclose the registration fee of £35.00 and deposit of £100.**



Signed Parents/Guardians: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_. Postcode: \_\_\_\_\_

