



INFORMATION FOR PARENTS 2024

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Welcome to College Fields Montessori Nursery School.

This pack aims to give you all the information you need to start and settle your child into College Fields. If there is anything unclear or you would like more information about us, please don't hesitate to get in touch at any time.

A Day at College Fields Montessori Nursery.

If you have booked your child a place with us for a full day you should bring your child in at 0900.

Between 0900 and 1030 the children are encouraged to work from the shelves around the room. The younger ones to gain confidence from the practical life shelves, the older ones to refine their senses from the sensorial shelves. Children can paint or draw at leisure. As a small group we share the responsibilities of keyworker and will follow your child's lead.

During the morning we have circle time to talk about our theme and discuss any news within the group. Please let us know of any events or activities that we can encourage your child to talk about using our WOW slips which can be found on the entrance notice board. We encourage children to bring in one item from home to aid these discussions; this could be anything from leaves or shells or a favourite toy or photos of their siblings or holidays etc. After Circle time we wash our hands for snack time.

Our adult led activity, which could be craft based, cooking or involve music, movement and drama will be linked to the half termly theme and could take place inside or outside. We try to have as much outside play as possible in our lovely big garden and activities include growing flowers and vegetables or building tips and dens as well as sand, mud and water play.

Just before midday we move into story time and end with the Quiet Game so that we can listen and relax for a few moments to mark the end of the morning session. The children going home at the end of the morning session at 1200 will be packed and ready to go. Parents picking up will need to check their trays for work going home.

We then move into lunch time at 1215 which takes as long as it takes – there is no rush and children can sit wherever they like. During lunch we sit with the children to model good manners and aid conversation skills.

Some children will leave at 1300 and others arriving for the afternoon session.

The afternoon is often a quieter session and involves presentations of the practical or sensorial shelves to begin with and then a different themed activity inside or in the garden. Afternoon snack is a drink and biscuit at 1430 and stories to end the day. Our day ends at 1530 when all children should be picked up promptly unless extended timings are previously agreed.

Snack time.

This is a social occasion where we sit down at the tables for a snack. The tables are cleaned and set by the children. All hands are washed before snack. For snack we provide a selection of fresh apples, bananas, or vegetables. Children are encouraged to cut their own soft fruit. The knives are closely supervised. The children can have a drink whenever they want by pouring their own water at a table set out in the classroom.

Lunch time.

All children bring in their own packed lunches. Lunch is an important social occasion for the children so they can choose where they would like to sit. During fine weather we often have a picnic lunch in the garden in the shade. We encourage children to engage in conversation with friends and Teachers. The Teachers always sit and eat with the children, so help is at hand to open difficult lids or packets and they are able to use the opportunity to model good manners and healthy eating choices.

We encourage the children to eat the sandwiches and fruit first before something more exciting! A drink of milk or water is always available however you can pack your child's own water bottles. We sometimes have children with nut allergies so please try not to pack peanut butter sandwiches or nuts without checking first.

We also encourage the children to eat everything in their lunch boxes but the uneaten bits are put back in the lunch box so you can see how much your child has eaten. If your child wants to save something for the afternoon, the lunch box will be brought out at afternoon snack. Afternoon snack takes the same format as the morning and is often taken outside in warm weather.

The children can get down from the table to commence work when their table has finished, providing that they do not disturb those who are still eating.

Toilets.

We are on hand to help when necessary, but children are encouraged to try this on their own. When children are potty training, please dress your child in comfortable easy access clothing. Loose elastic trousers are often easiest (usually girls find this easier than lifting a skirt) and make sure that difficult buttons and dungarees are not worn which could slow the process down. In the early days of toilet training please provide 2 changes of clothes. If your child is still in nappies, please provide 2 for each session. We supply wet wipes and nappy sacks but if you have a brand preference or would like us to use rash creams, please provide them in your child's bag.

Illness.

If your child is ill and will not be coming to nursery, please call as soon as possible to let us know. If your child is sick or has diarrhoea at nursery you will be asked to come and collect your child. If this happens at home, please do not bring your child to nursery for 48 hours. Impetigo and conjunctivitis are very contagious; again please do not bring your child to nursery with these conditions as we will only have to send them home. If you think your child needs Calpol or is feeling under the weather in any way, we highly recommend they are kept at home to rest and recover.

Head lice.

If we get an outbreak we will let you know so that quick treatment can be given to all concerned. As a general guide it is good practice to wet comb hair with a conditioner every hair wash session to keep them at bay and also to tie long hair back wherever possible. We have information available for extra help and guidance if needed. If we do notice live head lice we will refer to our policy and request the child remain at home until the hair can be treated.

Extra sessions.

You are welcome to take extra sessions on a casual basis. These, like early drop offs or late pick ups, must always be paid for in advance.

Policies and procedures.

These are online, please feel free to spend some time reading these. In the book rack are the latest Early Years and Montessori magazines, If there is anything you wish to know or require more information please do not hesitate to ask. We endeavour to support our local community and are here to advise and inform when it comes to you and your child.

Child protection.

Our main concern is the welfare of your child. We will not hesitate to contact the relevant authorities in situations where we feel there is cause for concern. All our team have attended child protection and safeguarding courses and are aware of signs of abuse, mistreatment or neglect.

Early learning goals and 'Every Child Matters'.

Alongside our Montessori based curriculum and teaching ethos we also ensure that we follow the Early Years Foundation Stage (EYFS) curriculum by covering all areas of learning. In the EYFS there are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

These three areas, the prime areas, are:

- Communication and language
- Physical development
- Personal, social and emotional development.

The specific areas are: • Literacy • Mathematics • Understanding the world • Expressive arts and design

All records will be kept in your child's tray for you to see any time you like and it will be passed on to your child's chosen school when they leave College Fields. If you would like more information regarding the EYFS guidelines please come and ask us.

We also adhere to a legislative document called 'Every Child Matters'. We are committed to following these standards in our policies and procedures and every day planning:

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Achieving economic wellbeing.

These are national documents set out to provide guidelines to our daily activities that work alongside our ethos of Montessori learning.

Settling in.

Here are just a few points which will help you and your children settle into College Fields.

There is a big difference to the children's first day and subsequent weeks, if they are well rehearsed in what is going to be happening. Over the course of the weeks before your child starts nursery, point out the nursery as you go by and let them know what a fun time they will have. You can also explain that they will:

- ❖ Go into the nursery through the big blue door.
- ❖ Take off their coat and hang it on to their peg
- ❖ Go into the room and put their name card in the red post box
- ❖ Say 'goodbye' to you
- ❖ Reassure them that they will be picked up 'after story time'.

These few seeds of information will make all the difference to them settling confidently.

We would like our nursery to feel like a second home for your child and for you, please do not hesitate to spend time here, to read a story or sit quietly and observe your child at work.

You are always very welcome.

Kind Regards

Sophie Shepard

OWNER | EYT

ALL ABOUT ME

What is your name?

What do you like to be called?

Do you know how old you are?

What colour eyes do you have?

What colour hair do you have?

Is your hair short?

What is your Mummy called?

What is your Daddy called?

Do you have any brothers or sisters?

What are their names?

Do you have a favourite book and what is about?

Do you have a favourite song?

Do you have a favourite toy?

Do you have any animals and what are their names?

Please feel free to provide copies of family photos so we can make up a little 'Book of Me' to keep at nursery.

Date:

Age: