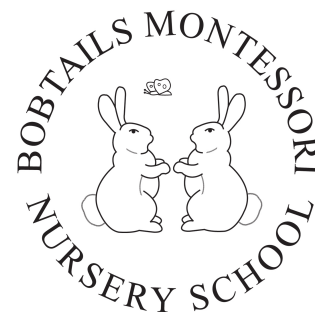


PARENT WELCOME PACK



Bobtails Montessori Nursery

Adversane Lane

RH14 9JN

Tel: 01403 786176, 210334, 01489 565368, 07561 110063

OFSTED REGISTERED NUMBER 113380

www.bobtailsmontessori.co.uk/ www.blog.bobtailsmontessori.co.uk

All Bobtails policies and procedures can be seen on our website, alternatively a paper copy is available in the nursery. The admission policy is distributed with registration paper work. Communications will be through face to face contact, email, text message, telephone, newsletters, questionnaires, letters home and notices posted in the nursery. Regular home/nursery link meetings will be offered to discuss children's progress. Staff and principals are also happy to discuss any issues at any time (see communications policy)

Concerns, compliments and complaints can be addressed to the session supervisor or the principals. There is a complaints procedure included in our policies. A record of all complaints is kept, investigated and acted upon. Ofsted's address is Piccadilly Gate, Store Street, Manchester, M12WD, Tel: 0300 1231231 Most concerns can be resolved through discussions or formal complaints can be made in writing or e mail.

Every child will be allocated a "key person" (home/nursery link) and meetings can be arranged as required. The "key person" helps your child settle and maintains a relationship with the child and your family. As Bobtails is a small, friendly setting every member of staff will be working with your child. The "key person" will be coordinating information. You will be notified of your home/nursery link.

When a child joins Bobtails we ask the parent to give us information about their child. This information is used to plan activities and to ensure that the child is achieving progress in the Early Years Foundation Stage. Some activities at Bobtails will be child led, others will be adult instigated. Every child has a learning journal which gives their progress and achievements. This will be discussed with you at regular intervals and you are welcome to take your child's journal home at any time. We welcome information and photographs of outside activities and achievements including children's special interests for inclusion in the child's learning journal. These can be e mailed to Yvonne at yvonnebradley56@yahoo.com





Listed below is the management structure of Bobtails nursery.

Montessori Principal Pat West
Manager
Behaviour Management
Health and Safety
First Aid

School Principal Yvonne Bradley
Manager
Behaviour Management
Designated Person
for Safeguarding
Health and Safety
First Aid

Lead practitioner Christina Young
Senior Montessori Practitioner
SENCO
First Aid

Montessori Practitioner/Supervisor
Janet Macleod
First Aid

Qualified Practitioners Level 3
Lucy Colborn Supervisor/First Aid
Emma Coulstock Supervisor/First Aid

Bobtails aims to maintain a staff child ratio of 1:4. Photos of staff members are displayed in the classroom and are on the Bobtails website.

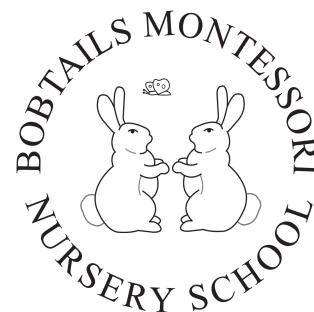
We will always let you know of any changes to our staff or management structure and we would ask you to let us know as soon as possible if there are any changes in yours or your child's personal circumstances. Please see admissions policy.

For opening times please see the admissions policy.

Parents are invited and welcomed at outings and some events in nursery and are invited to share their special interests and talents with the children.

Illness, medication and exclusion periods are itemised in our health and safety policy. Any accidents are recorded and you will be asked to sign the accident book.





Morning and afternoon snacks are provided by the nursery as part of your fees. Lunches are available at an additional cost. Please see the website for menus. Any changes in a child's dietary needs should be flagged up to us as soon as possible. Children can bring packed lunches. Please ensure they are suitably packed and kept in a cool bag as there is no room in the fridge.

For details of our child protection and safeguarding and SEN policies please refer to our policy and procedure manual or look on the website.

Mobile phones and cameras are not allowed in the nursery except for the official setting camera which has a daily use log. Any communication during the session should be made using the landline 01403 786176.

Details of fees can be requested from the principals. These are payable before the beginning of term or through child care vouchers and may be increased annually. We are registered for both 2, 3 and 4 year old funding up to 15 hours per week. Cheque payments to P A West online banking and child care vouchers sort code: 20-42-58 bank details 50913596. OFSTED REGISTERED NUMBER 113380

Any queries please refer to the principals.

LEARNING AND DEVELOPMENT REQUIREMENTS

Curriculum

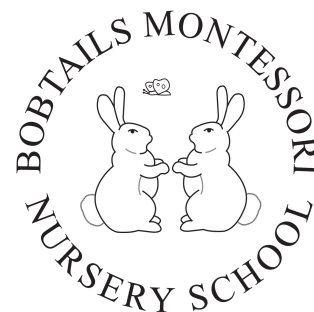
Bobtails is registered by OfSTED and with West Sussex County Council for "The Free Entitlement" through West Sussex Early Years Development and Childcare Partnership.

◇ In order to qualify for funding, playgroups and nursery schools are inspected by OfSTED at regular intervals by a registered Inspector. The purpose of the inspection is to ensure that the group is providing a development programme that incorporates the Early Years Foundation Stage Principles for children from birth to the end of reception year in school.

◇ Within a planned programme, we will provide activities, which use equipment appropriate to the age and stage of development of each child, to stimulate their interest, encourage investigation and enable children to practice existing skills and to extend and acquire new skills.

◇ All children will be given particular planned learning activities targeted to their individual level of development. Montessori teaching at all ages and stages takes account of the individual child's needs interests and developmental level when determining appropriate activities and lessons. (by reference to observation record for each individual)





◇ Individual records are already kept for each child in the group for all ages and stages in development.

◇ Within the Foundation Stage there are now three prime areas of learning and four specific areas of learning.

AREA OF LEARNING AND DEVELOPMENT	ASPECT
PRIME AREAS	
PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT	Making relationships Self- confidence and self -awareness Managing feelings and behaviour
PHYSICAL	Moving and handling Health and self -care
COMMUNICATION AND LANGUAGE	Listening and attention Understanding speaking
SPECIFIC AREAS	
LITERACY	Reading Writing
MATHEMATICS	Numbers Shape, space and measure
UNDERSTANDING THE WORLD	People and communities The world Technology
EXPRESSIVE ARTS AND DESIGN	Exploring and using media and materials Being imaginative

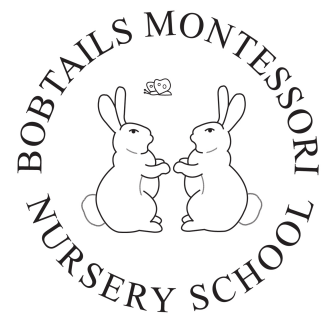
Mathematics

◇ We will provide opportunities for number work and introduce mathematical concepts in a tangible and sensorial way using both Montessori equipment and practical applications of numbers such as adding, subtracting and dividing.

◇ We will encourage the children to work with practical applications of quantity and size.

◇ Learning will be reinforced by the use of songs, games, finger and action rhymes and counting exercises.





Communication and Language

- ◇ The Montessori classroom encourages the child to interact at every available opportunity with both adults and other children. This encourages the use of language and the expansion of vocabulary and comprehension.

- ◇ We will provide opportunities for children to express themselves and communicate with adults and other children during every part of the Montessori day.

- ◇ We encourage respect and love of books and an understanding of the importance of language and communication in our lives.

- ◇ We promote opportunities for the children to tell stories using picture story cards on a one to one basis with an adult, and encourage the children to relate events from their everyday lives with confidence.

- ◇ Exercises in the formation of the phonetic alphabet begin early in the Montessori classroom through working with the sandpaper letters. Children are encouraged to do this at their own pace and not to any time or age consideration.

- ◇ We encourage each child to recognise their own names and those of others in the group using name cards. The name cards have photographs of each child on the back to aid recognition.

- ◇ Pencil control begins with the use of the sensorial materials and continues through Montessori work using insets for design.

- ◇ Children will be encouraged to practice writing in sand and later to trace and copy words and phrases using work sheets and games.

- ◇ They will learn about the usefulness of writing through role-play when they might write a menu or prescription for the doctor.





Personal, Social and Emotional Development

- ◇ Before children can begin to learn they need to feel secure and confident. We aim to give children the confidence to separate from parents and carers.
- ◇ We give them the freedom to make choices for themselves within a safe, attractive and welcoming environment.
- ◇ Children will be encouraged to take responsibility for the classroom environment and for each other.
- ◇ They will be given the confidence to offer and ask for help from both the adults in the group and other children and to be considerate and caring.
- ◇ We value social skills and good manners.
- ◇ Children will be encouraged to complete whatever task they start and to tidy away the materials afterwards.

Understanding the World

- ◇ Montessori materials teach the child about their world. We will use sensorial materials and pictures to explain about life, nature and planet earth. Children are encouraged to explore their world investigating and experimenting within a safe and stimulating environment.
- ◇ We will learn about other cultures, customs and beliefs recognising and appreciating their own communities and place in the world.
- ◇ Old and new customs and celebrations will be enjoyed from different religions and cultures and children are encouraged to question and explore the passage of time and the world around them.

Physical Development

- ◇ Our outside play area gives the opportunity for children to extend their knowledge in all six areas of learning, through outdoor activities and imaginative play.
- ◇ Children will be encouraged to take part in activities that will improve and refine their gross and fine motor skills.





- ◊ We promote an awareness of health and personal hygiene

Expressive Arts and Design

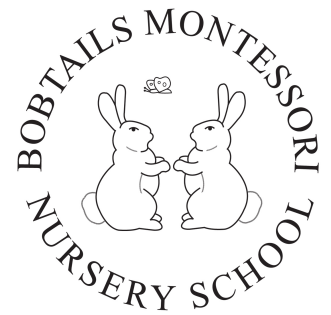
- ◊ Children are encouraged to express themselves in a variety of ways... These include dressing up, role play, small world activities music and singing art and craft.

- ◊ Montessori exercises include the identification of different textures, colours, sounds, shapes and tastes.

Outdoor activities will be used to reinforce learning in all areas of the Curriculum



SPECIAL EDUCATIONAL NEEDS AND DISABILITY PROVISION



At Bobtails we observe, evaluate and compare children's progress against developmental norms and the Early Years Foundation Stage (Every Child Matters).

We never compare one child's development against another's but we do complete a termly overview for all the children to ensure that they are making steady progress towards early learning goals. This enables early identification of developmental delays and allows timely interventions in collaboration with parents or carers and the FIRST team (West Sussex Advisory Unit that signposts children to relevant additional support). Parent concerns are always recognised and acted on.

Each child is allocated a key worker who will monitor their progress and pass any concerns on to our Special Educational Needs lead practitioner (SENCO). Play plans and individual educational plans (IEPs) are prepared for each individual child and reviewed on a regular basis. Parents are encouraged to contribute to these plans in conjunction with the key worker and SENCO.

We have an open door policy where parents can talk through concerns with both the key worker, lead practitioner and school principals who will explain how assessment of additional needs is made and what action can then be taken.

At Bobtails we have successfully supported children with a variety of additional needs including children with Downs Syndrome, Cerebral Palsy, language and educational delays. We have experience in gaining Educational Health and Care Plans (previously known as Educational Statementing).

Montessori equipment and learning materials allow for different levels of ability and achievement and are therefore suitable for most children. Where additional support equipment is needed this will be sourced and funded by the nursery with the support of the Educational Authority.

Every child's progress is recorded both as narrative and as photographic evidence in individual learning journals. These journals are shared periodically with the children and photo albums of specific events and activities are available for the children to remember and comment on past events.

In addition to our open door policy Bobtails offers termly parent visits giving the opportunity for parents and key workers to update each other on the child's progress. Parents are encouraged to read and contribute to future planning for their child's development.

Advice on out of school activities to help a child's progress will be given at these visits. Annual parent evenings include expert guest speakers to discuss and explain information relating to a child's learning journey.

There is a very strong relationship between staff and parents at Bobtails and many parents form friendships outside the nursery. This provides a support network for parents who might need help. Children are encouraged to manage their own personal hygiene and to learn to dress and undress themselves with





appropriate help from an adult. Children who have not got the independence to manage their own personal needs are supervised and helped by a sympathetic member of staff. Children who are not yet toilet trained will have nappies or pull ups changed at appropriate times.

Oral medication can be administered at nursery if necessary; however, parents are encouraged to time the medication to fit in with nursery hours. Parents must sign an authority for any medication to be administered and give full details of that medication, side effects and times and quantities of the last and next dose.

Unacceptable behaviour is addressed immediately and resolved within the setting wherever possible. Only in extreme cases will behaviour be reported to parents and parental involvement requested. Bobtails has comprehensive policies and procedures for the safety of all children and adults at the setting. Details of these policies are available on the web site www.bobtailsmontessori.co.uk and as a paper copy in the nursery.

Children are supervised at all times during both inside and outside play; and the outside area is secure. All activities take place within one room in a community hall and all children are within sight of more than one adult at all times.

Staff are experienced with dealing children with specific needs and have undertaken relevant training wherever necessary. Further training will be offered for specific children's needs.

The nominated SENCO practitioner has been trained in the procedures and form filling required to access additional help. Bobtails has already had experience of the Portage service, Speech and Language Therapists, Educational Psychologists and has in the past provided reports to progress the statementing of children at the nursery. We have also had contact with the FIRST team, Social Services and Child Protection Services. Bobtails staff are confident and competent to make referrals where necessary.

Some staff have had formal training in manual handling and others have had in house training. All staff have undertaken training in speech and language development and courses such as 'early talkers', 'talk, talk talk', 'fun with letters and sounds' and the Hanen programme. Both principals are qualified Penn Green practitioners. Disability awareness and Equal opportunities training is planned for the coming year.

Staff have received manual handling training and there is a designated member of staff who attends regular meetings for SENCO staff.

Bobtails policy is 1:1 for outings and we have a 1:4 ratio within the setting regardless of the age of the children. We expect all parents to join us for outings and additional help is always available. Most outings are to accessible attractions. Every child is invited with a parent or additional helper and staff are prepared to give additional help to families that need it.





Adversane Hall is an extremely old building and cannot be fully wheelchair accessible. A ramp has been installed at the front door but toilets are down a couple of steps. The main classroom is at one level but there are no toilet facilities that are independently accessible.

Staff have some experience of say it and sign it and Makaton and additional training will be given if necessary. There is a pictorial timetable displayed on the wall to help children anticipate the routine of the day.

At Bobtails we offer extended familiarisation visits and trial sessions. Parents are offered several opportunities to join the children over a period of several weeks, usually the half term before they start with us. Only once the parent is happy and confident that their child will settle do we suggest that they leave them. Parents are asked to complete 'all about me' forms so that we can help the child to feel comfortable.

We have a good relationship and communicate well with local state and private schools. Visits for all the children moving on to school are arranged and teachers from the new school will visit Bobtails as well as representatives from Bobtails taking the children to their new school. Where a child needs extra help with the transition from nursery to school.

We arrange meetings and establish a transition plan in cooperation with the parent, any outside agencies and the new school. Additional visits and contacts including a member of Bobtails staff staying with the child for a few weeks after they start school are organised if necessary. In addition we issue parents with a 'skills matrix' to help them prepare their child for school. This identifies key skills such as dressing and undressing, putting on shoes, toileting, feeding themselves, sitting quietly, answering to their name etc.

Practitioners take opportunities to discuss 'going to school' with the children and at circle and story times we focus on moving on, making new friends and the adventure of 'big school'. We have several sets of school uniform for the local Primary schools and the children love to use them in the role play area.

If children are leaving the area we talk to them about their new house and the new school and new friends they will soon have.

At Bobtails our budget for equipment and resources is fairly flexible. We allocate funds according to immediate needs of the children and would never avoid a purchase due to budget constraints. We would seek assistance with any necessary large purchases such as 'star chair' and toilet training chairs for children with limited mobility.

We already have a small range of equipment that we have used in the past but additional items can be purchased as needed. Montessori activities can be adapted to suit a variety of children needs.

Wherever there is a perceived additional need, practitioners will start to make specific observations in order to build a picture of what the child might need by way of extra time, equipment and specific help





from other agencies. A meeting with the parents will be arranged to establish whether or not any action has already been taken.

For instance a visit to the optician, physiotherapist or audiologist. With parental agreement we will contact the FIRST team and ask them to observe and assess the child at nursery. As a result of this advice an Individual Education Plan (IEP) will be developed with input from the FIRST team, all members of staff, the parent, SENCO and the child. IEPs are reviewed every half term and developed as the child progresses. Visits from additional outside agencies such as speech and language are welcomed and used to develop the IEP.

At Bobtails we recognise that parents are the prime educators of their child and that they are best placed to assess their child's needs. We do our best to get to know our parents before the child starts at Bobtails. The 'all about me form' and the extended trial sessions give us the opportunity to find out about the family, pets, grandparents etc.

Parents' opinions are sought through questionnaires and their involvement in the day to day activities is welcomed during the settling in process. Parents are asked to contribute to policies and procedures and are invited to join any outings that are off site. Some parental help is requested for special events at nursery but we have rota of regular helpers.

Parents are asked to contribute to the child's learning journal and to comment on their child's termly check. We have regular contact at dropping off and picking up times and often in addition through emails and text messages to the principals. Information is forwarded to parents when requested on a variety of subjects relating to child development (such as toilet training and sleep problems).

Initial contact when considering the suitability of our nursery is through the principals, Pat West (01489 565268, patriciaannewest@yahoo.co.uk) and Yvonne Bradley (01403 210334, yvonnebradley56@yahoo.com).

Once the child has settled the initial point of contact becomes the home nursery link (key worker) who will act in conjunction with the SENCO (Christina Young). Christina is contactable on 01403 786176 as is the home nursery link. The SENCO and home nursery link will make the principals aware of the situation and seek guidance if necessary. A list of home nursery links is available on the notice board and all practitioners are involved in every child's education.

The Family Information Service provides details of childcare facilities in West Sussex and there is a register of all local providers. Help and advice can be sought from local Children's Centres and Health visitors. The West Sussex Local Offer is accessed through their website www.westsussex.gov.uk.





GENERAL INFORMATION

Times and Duration of Sessions

Sessions are three and a half hours long. The morning session is from 8.45/9.00 am to 12.30 pm and the afternoon session from 12.30 pm to 4.00/4.15pm.

Lunches will be eaten between 12 pm and 1 pm. Monday to Thursday and 12.00 to 12.30pm on Friday. If a parent or carer is more than fifteen minutes late in collecting their child, we will contact the first emergency phone number.

We retain the right to charge for late collection. We will let you know start and finish dates and half term dates during the previous term. On Friday we close at 12.30 pm.

The Bobtails Day

Children arrive between 8.45 am and 9.00 am. The routine of the session is as follows:

- Group story time
- Short exercise session (ring games, activity rhymes or the 'brain gym')
- Circle time (a group activity session including news, greetings, registration, songs and rhymes, Montessori demonstrations and group number and letter work)
- Personal hygiene
- Snack time includes opportunities for conversation and social interactions between children and staff
- Quiet time when the children listen to music and/or look at books
- Children choose and access activities from the Montessori shelves (with or without an adult)
- Children wishing to change activities are encouraged to choose role play, construction and small world play
- Outside play where we try to cover all six areas of learning or educational videos or favourite video stories
- Story time
- Lunch between 12.00pm and 1.00pm
- Quiet time may be television or dressing up or role play
- The afternoon routine is much the same as the morning





Activities, Resources and Grouping of Children

At Bobtails we provide a wide variety of activities both Montessori and non-Montessori. Activities are adaptable to suit a wide range of ages and abilities. Children will have the opportunity to select and employ the materials and equipment, and will be guided by adults to ensure these are appropriate for their stage of development.

The classroom is organised into workshop areas linked to areas of learning and to steps leading to the Early Learning Goals.

Children are encouraged to work individually or in large or small groups according to the activity. Montessori believes in vertical age grouping, i.e. children of all ages working together and learning from each other.

Record Keeping

The children's progress will be recorded. Parents are free to discuss any problems with staff after any session; however specific times will be set aside for this purpose. The times will be notified to you in advance but please keep a watch on the notice board for any announcements.

A written record of achievement is given to the parents annually. A written 2 year old review will take place sometime between the child's 2nd and 3rd birthday summarising the child's achievements so far and any areas of concern.

Additional Needs

It is important that any development concerns are identified as early as possible. If we have any concerns regarding a child's progress we will discuss them with you and decide together if any action is needed.

Complaints

Complaints can be dealt with over the phone or by making an appointment to meet with staff out of school hours. If we are unable to resolve a problem in house you are free to consult the registration and inspection unit (OfSTED). Telephone numbers are available in the complaints booklet and on the notice board at the entrance of the nursery.

Clothing

A Bobtails fleece or sweatshirt, whichever is available at the time, is included within the welcome pack. Additional sweatshirts, fleeces, tee-shirts and sun hats are available at an additional cost.





It is important that children have the opportunity to practice the skills that enable them to become independent. Ideally, your child should be dressed in simple clothing that they can manage themselves when using the toilet or dressing and undressing.

Clothes should be comfortable and suitable for physical activity. Ideally, shoes should have Velcro or buckle fastenings that the children can manage on their own and a pair of Wellington boots may be needed for outside play.

Aprons are provided for 'messy' activities but it is advisable for school clothes to be easily washable in case of accidents. All clothing including footwear should be marked with the child's name.

School clothes are available in case of 'accidents'. Please return these as soon as possible. Alternatively you may prefer to send spare clothes to school each day with your child. These should be in a named bag.

Possessions

We would prefer that children leave toys at home except during early days when it is comforting for them to bring a favourite toy or object from home. On special occasions children will be invited to bring something in for specific activities. We regret that we cannot accept responsibility for loss or damage to any item brought into school.

Healthy Eating and Tooth-Friendly Snacks

A healthy snack and drink will be provided at both morning and afternoon sessions. If your child has any special dietary needs please let us know when registering. For birthday celebrations we are happy for the children to bring cakes for their friends. Please ensure that these are free from traces of nuts or nut products. We would prefer that children do not bring sweets to school.

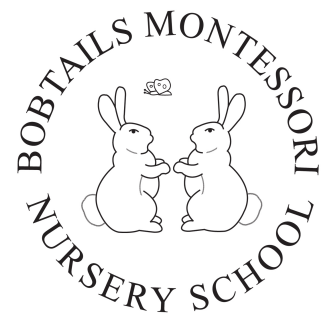
Hot School Meals

Bobtails provides healthy balanced mid- day meals for those children whose parents require them. There is an additional charge for these meals.

Packed Lunches

Parents are encouraged to provide healthy foods in their child's lunch box. Anything not eaten will be sent home with the child so the parent knows exactly what the child has had. Please ensure that your child has food that they enjoy. In preparation for mainstream school where there will be very little help during lunch periods, please make sure that food provided can be easily opened and consumed.





Absence

Please let the school know if your child is unable to attend for any reason. Details of notifiable disease are included in the School's Policies, which are available for you to read. Should your child become ill at school we will contact you.

Jewellery

For the safety of children we would prefer that no jewellery is worn, however stud earrings will be allowed.

Outside Play

During the summer months your child will need sun protection. We are happy to apply sun cream provided by the parent. We recommend that children bring sun hats and Bobtails hats are available for a reasonable charge. There is now a UV proof canopy over the back garden but protection may still be needed for the front and side gardens.

Visitors

Prospective pupils and their parents will be invited for a familiarisation visit to the school in the term prior to starting. Other visitors should make an appointment so as not to disturb the children's activities. Opportunities for parents to discuss their child's progress will be offered. However, if you have any concerns staff will be pleased to discuss them with you at the end of any session, after the other children have left.

Donations and Volunteers

From time to time we may ask parents to provide materials for model making or art and craft. Suitable paper for writing, drawing or painting will always be very welcome as will items for our dressing up box.

On occasions we may ask for help from parents for specific activities such as outings.

Preparing for your child's first day at nursery

Please label all your child's belongings. If you think it may be necessary, please send your child to school with a spare set of clothes in a small named bag. Please ensure that your child has appropriate outdoor clothing for outside play.

It is important that you talk to your child about starting school. He/she needs to understand that although you will be leaving them with us you will return to collect them at the end of the morning/afternoon. At the





start of their time with us it is important that children are collected promptly as this avoids unnecessary upset for your child.

We strongly encourage you to visit the school before your child starts. This familiarisation visit can be arranged towards the end of the previous term and should ease the transition from home to school. Home visits can be arranged after 4.30 pm if you prefer.

Nursery Staff

The principal teachers at the school are Pat West and Yvonne Bradley. There is a team of assistants who work closely with Pat and Yvonne throughout the sessions during the week. All staff, including temporary bank staff, will be subject to OfSTED legal requirements, will be DBS "enhanced and ISA checked and will follow Bobtail's policies and procedures.

Working in Partnership with Parents

The child's personal experience forms the basis of learning and home life is of fundamental importance. In order to achieve the fullest understanding of the child it is necessary that information between home and nursery is shared. We will encourage parents to take an active part in the child's development. Parents' suggestions and opinions will always be welcomed.

It is the responsibility of all members of staff to work in partnership with parents to meet the needs of children both individually and as a group. Information on children's development is shared with parents and carers.

Contact Telephone Numbers

Yvonne can be reached at home before 8.00 am and after 6.00 pm: 01403 210334

Pat can be reached at home before 8.00 am and after 6.00 pm: 01489 565368

The contact number at the hall between 8.30 am and 4.15 pm: 01403 786176

