



PROSPECTUS

Head Teacher: KAMARIAH KAZMI

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Welcome to Happy Hands Montessori Nursery

"The environment must be rich in motives which lend interest to activity and invite the child to conduct his own experiences."

Maria Montessori

"I sincerely believe that Happy Hands Montessori Nursery will give the ideal start in life for your child as we take pride in the way we care and nurture your precious child who will, through the experiences gained whilst being here, will one day leave the nursery as an independent and confident young individual who holds the key to the world."

Kamariah Kazmi, Head Teacher

INTRODUCTION

Happy Hands Montessori Nursery is situated in the South Hampstead Cricket Club, Milverton Road, Brondesbury Park, NW6 7AR. Housed in a newly refurbished purpose built building adjoining the South Hampstead Cricket Club; with a beautifully decorated main hall, modern facilities, gardens and spacious grounds, we provide for the care and education of children aged between 2- 5 years old.

We aim to provide a carefully prepared Montessori program of education, in a happy, relaxed and caring environment, where your children can grow and learn within the Montessori prepared environment which will help realise their potentials.

Happy Hands Montessori Nursery follows the highly acclaimed Montessori teaching method that highlights and supports the EYFS curriculum. We provide a learning environment that is safe and well equipped with didactic resources thus encouraging children to be inspired about, engaging in activities that support their learning and help them to develop at their own pace.

Happy Hands Montessori Nursery takes pride in providing an environment that is safe and well equipped with resources that stimulate and encourage children to be excited about learning.

STAFF

Our Montessori Directresses are caring and sensitive to the needs of each individual child and will support and allow them to develop at their own pace through positive, creative and progressive experiences.

Children are supported to develop holistically to meet their learning needs, talents, creativity and individuality.

Our staff team are employed by virtue of their nurturing approach, professionalism, experience and qualifications. All staff members undergo CRB checks and hold Paediatric First Aid Certificates in compliance with Ofsted recommendations.

PARENTS

Parents are encouraged to be involved in the children's learning by sharing observations of their children's developments and collaborating with staff members in planning and taking appropriate strategies to support and follow the children's interests.

Parents are encouraged to observe their children during performances, events and special occasions. Staff are happy to discuss about the children informally during the drop off and pick up times. Formal meetings are arranged throughout each term. Any information provided by parents about their children, will be kept confidential and treated as a strict need-to-know basis.

MEALS

We strongly believe that children deserve to eat fresh, natural and homemade food and thrive in providing two servings of fresh organic fruits during the day. We also cater for children's individual dietary needs. We ask that parents take care in preparing pre packed lunches for their children.

CLOTHING

All children must wear the Happy Hands uniform which consists of sweatshirts for the winter months and t-shirts for the summer. Orders can be placed with one of our staff members. Please ensure your child's name is labelled on each item of clothing to avoid mix up.

DIVERSITY AND CULTURE

Children learn about different cultures through the use of multicultural resources, celebrations of global festivals, food tasting and sharing experiences of different traditions from around the world.

NAPS

If children should feel tired or sleepy they can rest or nap for a short period if they so choose.

TOILET TRAINING / NAPPY CHANGING

Children are encouraged to use the toilets and are supervised during toileting at all times. Young children wearing trainer nappies get support from staff members during the training process. Children are encouraged and supported whilst learning about self-care through hygiene routines.

ACCIDENT BOOK

The Accident book is designed to enable all details of any accidents to be recorded.

HEALTH REQUIREMENTS

Parents must notify the nursery immediately if their child has been in contact with an infectious disease. Teachers reserve the right, if they feel a child has contracted an infectious disease, to prohibit them from attending the school until such time as they have fully recovered. If children become ill at school parents will be notified immediately and asked to arrange for their child to be taken home.

MEDICATION

Medication consent form must be signed by parents. Only prescribed medication may be administered to sick children. Our policy does not permit over-the-counter medication to be given to the children.

CURRICULUM ACTIVITIES

Curriculum Activities as approved by the governing bodies for children age 2 – 5.

The children have the opportunity to experience a wide range and varied activities to expand their development in all the areas of learning which are:

Prime Areas:

- Physical Development
- Personal, Social and Emotional Development
- Communications and Language

Specific Areas:

- Literacy
- Mathematics
- Expressive Art & Design
- Understanding the World

Play Activities include the use of Montessori Materials:

- Practical Life
- Mathematics
- Language
- Sensorial
- Cultural

Other activities include the use of:

- Climbing frame
- Constructions
- Puzzles
- Painting
- Drawing
- Gluing
- Water play
- Sand play
- Gardening
- Cookery
- Exploring science etc.

Group Activities include

- Storytelling, story sacks, puppets, CDs
- Memory games
- Singing & dancing
- Music - making music, listening to, multicultural music
- Role play/drama/imaginative play
- Care of environment – tidying up
- Care of pets
- Care of plants

MONTESSORI METHOD

The Montessori Method is a method of educating children, based on the research and developments of Italian educator Maria Montessori (1870 - 1952). She dedicated her life to studying child development and spent a greater part of her life writing, lecturing and teaching about these practices.

The Montessori Method believes that a teacher's role is merely one to aid and support the child's exploration and creativity, while the child learns from their environment and other children; at their own pace. This method has shown to help foster independence, confidence, a sense of pride in their achievements and positive self-esteem from an early age.

MONTESSORI CURRICULUM

1) Practical Life

Practical life lessons involve Children carrying out exercises such as polishing, transferring, pouring and threading. Through these simple tasks children learn to concentrate, self-motivate, be confident and become independent.

2) Sensorial

Sensorial lessons take the children through tasks about textures, smells, weight, sounds, comparisons and sequencing. These tasks help children develop awareness, sensitivity and observation and prepares them for the theories of Mathematics.

3) Mathematics

Practical life and sensorial methods introduce the basics of mathematics into the child's learning, therefore, here they learn to count, combine, share, compare and really learn to understand mathematical concepts.

4) Language and Literacy

These lessons introduce phonetic sounds of the alphabet to lead the child towards writing reading, developing their vocabulary and self-expression.

5) Cultural

Books and role play are used for children to learn new and different cultures. We also educate the child on history, geography, biology, science, cookery and animal care; along with the celebrations of global festivals, help the child understand and appreciate all diversities.

6) Creativity

Children will be encouraged throughout their journey within the Montessori to participate in creative activities. Here lessons are packed with Arts and Crafts, role-play, music and dance activities.

DAILY ROUTINE OF CHILDREN

Morning		Afternoon	
8.00 am	Free Play	12.30 pm	Lunch
8.40 am	Tidy Up	13.15 pm	Garden Time / Sleep Time
9.00 am	Breakfast Time	14.00 pm	Montessori Activities
9.30 am	Circle Time		incorporating Arts & Crafts
10.00 am	Montessori Activities incorporating Arts & Crafts & role play	16.30 pm	& role play
		16.45 pm	Tidy Up
12.00 pm	Tidy Up	17.15 pm	Snack
12.15 pm	Story Time / Home Time	18.00 pm	Garden Time
			Close

Afternoon Teacher Directed Activities

Tuesday: Music with Harin

OPENING TIMES

Monday to Friday 8am to 6pm, 43 weeks of the year.

We are closed:

- two weeks in Easter
- four weeks in Summer
- three weeks during Christmas

TERMS AND CONDITIONS

Conditions of Admission

1. All fees are payable by direct debit or standing order by the 25th of each month. Payment by any other method will not be accepted. A child will have their place withdrawn if fees are not paid on time.
2. A full terms notice in writing is required before the removal of a child from the setting. Notice must be acknowledged in writing. No reductions are made for temporary absence, illnesses or holidays.
3. Entry is at the nursery's discretion. The nursery reserves the right to request the removal of a pupil whose behaviour is unsatisfactory without a term's notice. In such case no refunds will be given.
4. Children must be collected promptly. A fee will be incurred if a child is left for more than ten minutes at the end of the child's session.
5. Fees are reviewed annually on the 1st of September.
6. If the school has to close because of an emergency the school term will not be extended nor will any part of the term fee be refunded.
7. The information given on the registration form will be given to the relevant borough when application is made for nursery grants.

ADMISSION

- A child's name will be entered on the waiting list when a completed registration form is received, together with a registration fee of £20.00 {non-refundable}.
- Places will be offered on a first come first serve basis upon a payment of deposit; however we reserve the right to give priority to applicants for full time places.
- One month deposit will be requested before the child's start date.

FEES AND DEPOSIT

- Fees are calculated on a monthly basis and are payable in full on the first working day by standing order or in the event that fees will be paid weekly, they are to be paid on the first day of attendance of the week.
- One month deposit is required and must be paid before a place is taken, the deposit will be refunded when the child leaves the nursery, but any outstanding fees will be deducted.
- Fees must be paid regardless of absences due to illness, holidays, bank holidays and training days. Fees must be paid during this time of closure.
- Refunds cannot be arranged for non attendance for whatever reason.
- If you fall behind on payment of fees you will be asked to withdraw your child until fees are settled.
- A 10% discount, for one child only, will be given to parents who have more than one child attending the nursery; this only applies to children who are on a full time basis, i.e. 5 days per week.
- Once one of the children leave the 10% discount no longer applies.
- Nursery fees are subject to annual increases.

FEES TABLE

We provide a diverse curriculum based on the Montessori Method and the seven areas of learning and development educational programmes of the Early Years Foundation Stage, as approved by the governing bodies, designed for children aged 2 - 5 years old.

Days per week	Times	Total Hours/day	Fees (per month)
5 mornings	8am – 12:30pm	4.5 hrs	£680.00
4 mornings	8am – 12:30pm	4.5 hrs	£575.00
3 mornings	8am – 12:30pm	4.5 hrs	£470.00
2 mornings	8am – 12:30pm	4.5 hrs	£433.25
5 afternoons	1:00pm – 5:30pm	4.5 hrs	£630.00
4 afternoons	1:00pm – 5:30pm	4.5 hrs	£525.00
3 afternoons	1:00pm – 5:30pm	4.5 hrs	£420.00
2 afternoons	1:00pm – 5:30pm	4.5 hrs	£385.00
5 full days	8am – 6pm	10 hrs	£1,008.00
4 full days	8am – 6pm	10 hrs	£903.00
3 full days	8am – 6pm	10 hrs	£798.00
2 full days	8am – 6pm	10 hrs	£693.00

CONTACT

Our Address:

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