



PROSPECTUS

Head Teacher: Shehama Russell

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Ofsted Rated Good

Brent Quality Rated Good

Winner of Healthy Setting Award

Welcome to Happy Hands Montessori Nursery

“Once children learn how to learn, nothing is going to narrow their mind. The essence of teaching is to make learning contagious, to have one idea spark another.” - Marva Collins

Principal – Shehama Russell

Introduction

Happy Hands Montessori Nursery is situated down a residential street in Willesden, London. Housed in a newly refurbished purpose-built nursery building, with a beautifully decorated main hall, modern facilities and a spacious fun garden, we provide for the care and education of children aged between 2 and 5 years old.

We aim to provide a carefully prepared program of education, in a happy, relaxed and caring environment where your child can grow and learn through a positive, creative and progressive experience.

Happy Hands Montessori Nursery follows the highly acclaimed Montessori teaching method as well as the seven areas of the National Curriculum.

In the classroom, our approach creates a safe, inspiring setting, encouraging each child to develop at their own pace and feel excited about learning.

Using the recommendations of OFSTED, Happy Hands Montessori Nursery provides you with all you need to bring out the best in your child’s early years of learning needs, talents, creativity and individuality.

Staff

We are very proud and lucky to have such an excellent team in the Nursery. All staff are employed by virtue of their nurturing approach, as well as their professionalism, experience and qualifications. All staff also undergoes DBS

checks and holds Paediatric First Aid certificates in compliance with OFSTED recommendations.

Parents

We encourage parents and staff at all times to ensure the best possible environment for the children. Regular invitations are given to the parents to observe their children during performances, events and special occasions. We enjoy working in partnership with parents, inviting and encouraging parents to teach their skills and participate in children's activities. Staff are happy to discuss children informally during drop off and pick up times. More formal meetings are arranged throughout each term. Any information provided by parents about their children, will be kept confidential and treated on a strict need-to-know basis.

Meals

We are proud to say we achieved the HEY award in 2017. We are strong believers that children deserve to eat fresh, natural and homemade food and thrive in providing two servings of fresh organic fruit during the day, to accommodate individual dietary needs. We ask that parents take great care in preparing pre-packed lunches for their children.

Clothing

All children must wear Happy Hands uniform and comfortable shoes i.e. trainers.

Diversity and Culture

As part of our program we encourage children to learn about different cultures, celebrate global festivals, taste different foods and share different traditions from around the world. We provide children an opportunity to experience the values, knowledge, attitudes, language, taste and abilities especially for children of the working-class families.

Sleepy Time

When requested or indicated to their keypersons, children are given an opportunity to rest or sleep. Staff members constantly supervising and monitoring the sleeping children every 15 minutes.

Nappy Changing & Potty Training

The children's nappies will be changed every 2 hours and when necessary by a keyperson. We support children with potty training and take them every so often. The keyperson will complete a nappy/ potty training chart stating the date, time and key persons initials for each child. Parents to read and sign the nappy/ potty training chart every week.

Accident / Incident / Home Injury Forms

Accident Form - This form is completed by a keyperson, whereby has witnessed a child having an accident at the setting.

Incident Form - Individual forms to be completed by a keyperson, whereby has witnessed a dispute between two or more children, stating the incidents and the resolutions.

Home Injury Form - This form is completed by a parent or carer of an accident that has occurred outside the nursery setting.

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 must be brought in the morning and taken home with the parents at closing time. No medication is to be left over night at the Nursery. The required dosage must be written in the medical book and explained in detail by the parents before the beginning of each day.

If it's an ongoing illness such as Asthma, Allergies, diabetes and Epilepsy and are taking the appropriate medication on a regular basis such as an Inhaler, EpiPen, Insulin and any oral medication, and ongoing medication form needs to be completed and signed by parents at registration. Medication should be named, dated and left in the setting. When the medicine has been administered, the keyperson will present the medication form to parents at the end of the day for their signature.

Activities and Projects

We at Happy Hands offer exciting and challenging projects each term, to make these projects interesting and give children the ultimate knowledge and abilities we do activities such as; role playing the term's topic, creating characters, objects,

replicas and miniatures relating to the project, through arts and crafts and junk modelling.

The children at Happy Hands enjoy cooking and baking activities, that helps them to develop their 7 areas of learning goals.

We also offer children a range of books for story time. In order to value a child's individual interest, children are offered story books and is chosen the book of month to share their choice of reading to their peers.

We celebrate cultural festivals and important calendar days to provide children the knowledge and respect of other cultures of the world.

Throughout the day, we provide opportunities for children to participate in music and movement. Children immensely enjoy and thrive through developing their skills and abilities.

Curriculum

We provide a diverse curriculum based on the Montessori Method and the six areas or the National Curriculum, a programme of learning as approved by the governing bodies, designed for children from 2-5 years old.

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

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.

Typical Daily Routine of Children

	Monday	Tuesday	Wednesday	Thursday	Friday
08:00 – 09:15	Fine-Motor Skills	Communication & Language	Understanding The World	Fine-Motor / Gross Motor Skills	Mathematics
09:15 – 09:30	Tidy up Time and washing hands				
09:30 – 10:00	Breakfast Time				
10:00 – 10:30	Garden Time / Gross Motor Skills	Cooking / Messy Play / Garden (SEN)	Cooking / Messy Play/ Garden (Pre-School)	Cooking / Messy Play/ Garden (2 Year Olds)	Garden/Gross-Motor Skills
10:00 – 10:30	Sensory Circuit	Sensory Circuit	Sensory Circuit	Sensory Circuit	Sensory Circuit
10:30 – 10:45	Morning Circle Time				
10:45 – 11:30	Focussed Activity	Focussed Activity	Focussed Activity	Focussed Activity	Focussed Activity
11:30 – 11:40	Tidy up Time				
11:40 – 11:55	Letters & Sounds (Phonics)				
11:55 – 12:00	Washing Hands				
12:00 – 12:40	Lunch Time				
12:40 – 12:50	Storytime / Talks on Festivals & Celebrations				
12:50 – 13:00	Music & Movement	Music & Movement	Music & Movement	Music & Movement	Music & Movement
13:00 – 13:10	"Chill Time"				
13:00 – 13:35	Free Play / Garden				
13:00 – 13:35	Sensory Circuit	Sensory Circuit	Sensory Circuit	Sensory Circuit	Sensory Circuit
13:35 – 14:00	Focussed Activity	Focussed Activity	Focussed Activity	Focussed Activity	Focussed Activity
14:00 – 14:10	Tidy up time				
14:10 – 14:25	Wash Hands				
14:25 – 14:30	Snack Time				
14:30 – 14:50	Afternoon Circle Time				
14:50 – 15:00	Storytime / Educational Videos				
15:00 – 15:45	Free Play / Garden				
15:45 – 16:05	Tidy up Time and Wash Hands				
16:05 – 16:35	Dinner Time				
16:35 – 17:00	Structured Messy Play				
17:00 – 17:30	Tidy up Time and Wash Hands				
17:30 – 18:00	Storytime / Educational Videos				

Terms and Conditions

CONDITIONS OF ADMISSION

1. Upon application to Happy Hands Montessori Nursery (“**the Nursery**”) you will be required to complete the Application Form and return this to the Nursery along with a £20.00 non-refundable application fee. Your child’s name will then be entered on to the Nursery’s waiting list. No application fee is required for children eligible for the Free Entitlement Funding (previously known as the Nursery Education Grant).
2. Places will be operated on a first come, first served basis. However, the Nursery reserves the right to give priority to applicants for full time places.
3. Entry is at the Nursery’s absolute discretion.
4. The Nursery welcomes children from 2 to 5 years into the Nursery.
5. When a start date is agreed between you and the Nursery then a contract between the parties will come into effect upon the Terms and Conditions contained herein and you will be liable to pay the Nursery the Deposit.

DEPOSIT

6. With the exception of those paying by way of Free Entitlement Funding only, you agree, no less than 5 working days before the Start Date, to deposit with the Nursery (depending upon the payment schedule you wish to subscribe to) either one month’s fees or one terms fees in cleared funds (“**the Deposit**”). A place will only be guaranteed at the Nursery once we are in receipt of the Deposit, in cleared funds.
7. When a child leaves the Nursery pursuant to the provisions of clause 10 then, provided there are no arrears of payment or any other costs, expenses, fees or fines owing to the Nursery (“**Liabilities**”), the Deposit will be released back to you as quickly as possible. In the event that arrears or any Liabilities whatsoever are outstanding, then the Nursery shall be entitled to deduct such arrears and/or Liabilities from the Deposit.

CONDITIONS OF TERMINATION

8. Notwithstanding clauses 10 and 11 herein, a full term's notice, in writing, is required from you if you wish to reduce your child's hours or remove them from the Nursery. Notice is deemed served upon written confirmation of receipt by the Nursery of such notice. Such notice is required in order to effectively manage our staffing and resourcing.
9. If you decide prior to the Start Date that your child will not accept the place at the Nursery, then the Deposit will be forfeited to the Nursery.
10. The Nursery reserves the right to terminate this contract with immediate effect if in its absolute discretion it considers the behaviour of children, carers or parents to be unsatisfactory. In the event of termination pursuant to this clause then you will not be entitled to a refund of any payments made to the Nursery, including but not limited to the Deposit or any fees paid with respect to food or extra-curricular activities.
11. If the Fees are not paid on the due date then the Nursery reserves the unfettered right to suspend your child from the Nursery with immediate effect until all arrears have been paid, or to terminate this contract with immediate effect. In the event of suspension from the Nursery then Fees will continue to accrue until settlement in full or, if earlier, termination pursuant to these Terms and Conditions. In the event of termination pursuant to this clause then you will not be entitled to a refund of any payments made to the Nursery, including but not limited to the Deposit, any fees paid with respect to food and/or extra-curricular activities.

FEES AND INVOICES

12. Fees are based on the full year, calculated on a termly basis and divided into twelve monthly payments. For the avoidance of any doubt whatsoever, fees are payable every month of the year, including months when your child does not attend the Nursery (e.g. during the 'Summer Shutdown'). Such closure times are already factored into the Fees payable by you to the Nursery.
13. The fees payable by you are as published in the Prospectus provided to you and on the Nursery's website from time to time.
14. Fees are calculated on a termly basis and are payable in advance on the first working day of each term by standing order, cheque, cash or bank transfer.

Where express written agreement is reached between yourself and the Nursery, fees may be payable monthly, such monthly fees payable in advance on the first working day of each month by standing order, cheque, cash or bank transfer.

15. The Fees are subject to annual increase at the absolute discretion of the Nursery.
16. Your child's Fees are payable whether or not your child attends the Nursery.
17. Cheques must be made payable to Happy Hands Montessori Nursery Limited. In the event of a cheque being represented then or returned by your bank then an additional fee of £25 will be due from you to cover any charges and administration incurred.
18. A 10% discount, for one child only, will be applied to the Fees if you have more than one child attending the Nursery. This discount only applies to children who attend the Nursery 5 days a week and the discount does not apply once one of the children leaves the Nursery.
19. If you are late collecting your Child, then the Nursery reserves the right to charge an extra fee of £5.00 for every 10 minutes that you are overdue. Such charges are at the complete discretion of the Nursery.
20. If the Nursery is forced to close because of a force majeure event or training, the school term will not be extended nor will any part of the Fees be refundable to you.
21. If any Fees remain outstanding after the due date then you shall be liable to pay interest at the rate of 8% on the outstanding Fees until settlement in cleared funds and you agree to indemnify the Nursery against all costs proceedings, claims and enforcement action incurred by the Nursery or its legal advisers whether directly or indirectly arising from your failure to pay the Fees on the due date.
22. Where applicable, any charges relating for meals must be paid monthly in advance. You will not be entitled to any refund (in whole or part) in respect of any days on which your child does not attend the Nursery.
23. Where applicable, any charges in respect of extra-curricular activities must be paid monthly in advance. You will not be entitled to any refund (in whole or part) in respect of any days on which your child does not attend the Nursery.

24. All invoices will be sent out at least three days prior to the 1st of the following month. If invoices have not been received by such time, it is your responsibility to inform the Nursery of the same.
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OPENING TIMES

25. The Nursery is open Monday to Friday 8am to 6pm, 43 weeks of the year. Planned closure days will be notified to you in advance. We are closed for 2 weeks in Easter, 4 weeks in summer and 3 weeks during Christmas.
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SAFETY AND WELLBEING

26. The Nursery should be informed before 8.30am if your child will not be attending.
27. Please do not send your child to Nursery if they are unwell.
28. You hereby agree that the Nursery may administer basic first aid treatment where necessary.
29. The Nursery cannot administer medicines without your written request and only if such medicines have been prescribed by a Doctor and are clearly labelled as such.
30. You will be advised of all accidents and will be required to sign the Accident Book.
31. The Nursery reserves the right to contact you and request that your child is collected from the Nursery in the event that, in the Nursery's absolute discretion, it considers that your child is not well enough to attend.
32. The Nursery will work with you to cater for specific dietary and medical requirements of individual children. You have a duty of care to notify the Nursery in writing if there are any changes to a special diet or medical condition so that we can ensure all paperwork is updated in line with the changes. Any information held by a third party in relation to a child's medical condition or dietary requirements must also be shared with the Nursery at the earliest possible opportunity.

33. The Nursery has a duty of care to ensure that any significant concerns about the children in our care are reported to the Local Authority Designated Officer (LADO) and where appropriate OFSTED. In exceptional cases, this may be done without your prior knowledge.
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CHILD COLLECTION

34. The Nursery will only allow your child to leave with an appointed person unless you have informed the Nursery otherwise.
35. It is important that your child is collected promptly at the agreed collection time. Please contact the Nursery if you know that you are going to be late.
36. If you are late collecting your child, then the Nursery reserves the right to charge an extra fee of £5.00 for every 10 minutes that you are overdue.
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CONDUCT

37. The staff at the Nursery will at all times behave in a professional and courteous manner to you. In the unlikely event that this does not occur for any reason then please immediately notify Shehama Russell, Headteacher.
38. The Nursery will not tolerate its staff being spoken to in an aggressive or abusive manner by parents, children or carers. Such conduct may lead to immediate termination of this contract.
39. The Nursery will support children who demonstrate inappropriate behaviour but at the Nursery's absolute discretion it reserves the right to terminate this contract should it deem this necessary.
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LIABILITY

40. The Nursery does not accept any liability for children who are in your or your appointed person's care whilst on the Nursery premises.
41. The Nursery hereby excludes all liability in respect of loss or damage to property of you or your child.

DATA PROTECTION

42. The Nursery is committed to ensuring that all data held by it is processed in accordance with the Data Protection Act 1998 (“DPA”).
43. The Nursery is a data controller for the purposes of the DPA and is obliged to keep you and your child’s personal data secure and process it fairly and lawfully.
44. By signing the Nursery’s Application Form, you hereby consent to the Nursery’s use of your personal data in accordance with this policy.
45. During this contract the Nursery will collect, retain and use details about you and your child which it may store electronically or as part of a paper filing system.
46. The Nursery takes all reasonable steps to keep your and your child’s information confidential and will not disclose your personal information to anyone outside of the Nursery. However, the Nursery may do so if it is required for the administration of this contract or as required by the local authority. The Nursery may also need to make your personal information available to its professional advisers or legal and regulatory authorities.
47. You are entitled to request access to any personal data concerning you or your child which is held by the Nursery. If you wish to do so, then you must make a written request to the Manager. The Nursery is entitled to charge a fee for processing this request and will aim to provide you with the information within 40 days of the request. There may be circumstances in which the Nursery cannot release information to you, for example where it contains personal data about a third party.
48. You are required to promptly notify the Nursery of any changes in any of the information held on the Application Form.
49. The Nursery’s Data Protection Officer is Shehama Russell. If you have any queries about the way in which the Nursery uses, you or your child’s personal data please contact the data protection officer.

RESTRICTIONS ON EMPLOYING NURSERY STAFF

50. Where a member of staff, within 6 months of their employment having terminated (however arising), is engaged by you in any capacity (including but not invited as agent, consultant, director, employee, owner, shareholder or any other capacity), directly or indirectly, either during the subsistence of this agreement or up to 6 months following termination of the same (however arising), you acknowledge that you will be liable to pay to the Nursery a sum equivalent to 20% of that staff member's annual salary as at the date their employment terminated and that which sum will be recoverable from you as a debt.

Contact

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