

Stepping Stones Montessori Nursery School

Core/Education Statement

Stepping Stones was founded in 1992 and is based on a method of education devised a hundred years ago by an Italian doctor called Maria Montessori.

The staff at Stepping Stones follow the principles of Dr Montessori and recognise that a child's intellectual capabilities develop more rapidly from birth to six years than any other period in their lives. This is the age at which they can absorb all information without inhibitions. Children learn spontaneously and with joy, making it a period of great importance in their education. Everything that occurs in their life has a profound effect, therefore the quality of early experiences are of fundamental importance to the development of their whole personality.

Since its foundation, the nursery school has expanded to offer continual care and education for children aged from 2 to 5 years. The nursery school provides a caring environment for the children, supervised by qualified and experienced staff. We believe in continual improvement and our nursery school is regularly acquiring new equipment, books and toys. The staff continue to develop their skills by attending workshops, seminars and courses.

The aim of the nursery school is to offer the very best for the children in our care and provide a happy and secure environment, full of rewarding and valuable learning experiences. Each child is positively encouraged to develop and explore at his/her own pace, ensuring that learning remains a fun and ever-evolving experience.

'The first duty of an educator, whether he/she is involved with the new born infant or an older child is to recognise the human personality of the young being and respect him/her.' Dr Maria Montessori

Policy Statement

Philosophy

Our practices are based on our vision of providing childcare that meets the individual needs of each child and the family and that this does not compromise at any stage.

Childcare is a cooperative task between the nursery school and the family and it is our aim to provide for the child's needs in an environment of comfort and trust.

Family Environment

Stepping Stones Montessori Nursery School aims to provide a secure, comfortable and stimulating environment for the child, complementing the home family environment as much as possible.

It is our policy to run family groupings for the majority of the time the children are in our care. We believe that children feel more secure and happy in a 'family-like' environment, especially when siblings attend the nursery. This arrangement of small class groups creates opportunities for children to understand the needs of others; older children learn responsibilities and care for those younger than themselves. This environment provides challenges and learning opportunities, both emotional and social.

This allows for siblings to have time together, ensures easier transitions from home to nursery and exposes the children to a range of room environments and adult carers.

It is however recognised that children of differing age groups do have specific and individual needs, so there are two classes:

Nursery Classroom	Children aged 2-3 years
Staff to children ratio	1:4
Pre-school Classroom	Children aged 3-5 years
Staff to children ratio	1:8

The children move between the Montessori Room and Early Years Room so they can experience a wide range of activities and experiences throughout the day. This enables staff at Stepping Stones to observe each child, assess his/her interests and plan topics accordingly.

Montessori Room

The Montessori equipment is divided into five areas:

Practical Life, Sensorial Activities, Language, Maths and Cultural Activities; each child is encouraged to work with the different materials with guidance from the Montessori teachers. The staff aim to challenge and extend a child's thinking, to inspire and encourage each child to explore in their own time, test new ideas and solve problems

The Montessori Method offers the children the freedom of choice in a controlled environment where observations are carried out by staff whilst the children are working and during playtime, so activities presented to them are suited to their individual development.

Early Years Room

Within the Early Years Room we provide a 'stepping stone' to pre-school education through play and carefully-planned yet flexible activities and opportunities for the children. This is achieved through providing an environment which is happy, relaxed and fun where children are invited and encouraged to explore and develop their skills.

The room is split into various areas including Wet/Sand play, Role play/Home corner, Art and Craft, Construction area and Book corner; the children are encouraged and guided by our dedicated staff to use their imagination to explore and expand their ever-growing skills and experiences of the world around them.

Ongoing observational assessment is carried out on each child, so staff can plan for each child's continuing development through play-based activities.

The Montessori activities and materials are cross-referenced with the Early Years Foundations Stage Goals; the linking of the two provides each child an individual profile recording all their learning experiences and achievements throughout their time at Stepping Stones, thus ensuring that they achieve the five 'Every Child Matters' outcomes of: Staying Safe, Being Healthy, Enjoying and Achieving, Making a Positive Contribution and Achieving Economic Wellbeing.

Montessori Curriculum

Dr Montessori felt that the goal of early childhood education should not be to fill the child with facts from a pre-selected course of studies, but to cultivate the child's natural desire to learn.

The use of Montessori materials is based upon the young child's unique aptitude for learning, which Dr Montessori identified as the 'absorbent mind'. Acquiring information in this way is a natural delightful activity for the young child, who employs all his/her senses to investigate his/her environment.

Since every child retains this ability to learn by absorbing until he/she is almost seven years old, we feel a classroom environment could enrich his/her experiences where the child can handle materials, which demonstrate basic educational information to him/her. In a Montessori classroom, the equipment invites the child to do just this at his/her own period of interest and readiness.

Aims and Objectives

At Stepping Stones Montessori Nursery School our objective is to help children to reach their own maximum learning potential, while becoming well balanced individuals who are able to cope with the emotional, social and practical pressures of modern day living. Montessori education provides a range of experiences, which will stimulate a child's love of learning and discovery.

With the right approach, children will learn willingly so the Montessori teacher is gentle, sympathetic and full of encouragement for the child. She is viewed more as a friendly helper, there to give guidance than as a teacher to be obeyed. Our role is to encourage positive attitudes, to help create strong individuals and to provide the stimulus an inspiration for the child to learn and progress.

The essence of Montessori education is that every child is treated with respect, given freedom within limits of a carefully structured environment and allowed to develop naturally at his or her own pace.

The Curriculum

We recognise that children develop at different rates and that all areas of their development are equally important- social, intellectual, physical and emotional. Children are not moved on to new skills and concepts until they have fully grasped the existing ones. Children choose from a wide range of self-educating activities and to assist this process, work at each for as long as his/her individual attention span allows.

From September 2008, the **Early Years Foundation Stage (EYFS)** framework has been introduced into all childcare settings and it is a statutory requirement for all providers registered with OFSTED, to comply with the requirements set out in this framework.

At Stepping Stones, the EYFS is interlinked with the Montessori approach which shares the underlying principles of the EYFS and supports the welfare, learning and development of each child.

Learning Skills

Practical Life Exercises

These activities are the foundation of the Montessori approach to education. The aim is to bridge the gap from home to nursery school and to aid the child in this transition.

The practical life exercises develop a child to:

- grow in self-knowledge
- grow in self-image and independence
- give a child an awareness of the environment and culture
- develop motor co-ordination and control of movement
- develop a spirit of helpfulness and responsibility
- develop a sense of order and build a child's concentration.

All the practical life exercises have a purpose, a point of interest and a great appeal for the children. The exercises are numerous and cater for children from two years onwards and become steadily more complicated.

The Sensorial Materials

The sensorial materials bring about a development where the child can compare, distinguish and discriminate, making intellectual assessments and increasing his/her sense of awareness. Subconsciously the child becomes aware of dimensions and many other mathematical concepts as

he/she works with the materials. The aim of the sensorial materials is to:

- isolate the sense being taught/refined
- be self-correcting
- lend itself to grading and pairing.

The teaching of Literacy

Language is an integral part of the Montessori environment and we view it as the most important key to future learning. We hope to provide all our children with a solid foundation in language development. Our aim is to assist the child to 'total reading' when the child understands a deep appreciation of the function, style and structure of his/her language. We teach our children reading via the phonic method, gradually learning the sounds within the English language. We teach the phonetic sound of each letter and then the child learns how to build words by putting two or three letters together. Once the child knows how the words are formed, he/she is gently led to reading through the Montessori reading scheme.

Mathematics

Our aim is to provide an environment rich in pre-number and early mathematics experiences so that the child can build a firm foundation upon which they can form their mathematical concepts. We provide active experiences with concrete materials with objects to hold, count and manipulate. The child acquires language with which to question, refine and express ideas e.g. size, weight, height and comparisons. The Montessori materials are used to:

- promote understanding of the underlying principles of mathematics
- encourage learning
- promote learning through activity
- teach one concept at a time
- gradually to introduce more complex and abstract activities.

Cultural Activities/Understanding of the World

A young child makes sense of his/her environment through sensory exploration, developing an understanding of people, places and the world. We provide children with opportunities to explore their world through investigating living things and life processes, simple experiments, collecting and examining natural and man made materials. Through these activities, the children's understanding and appreciation of their

environment is extended. Our aim is to provide an appropriate range of concrete experiences within the learning environment to aid the adaptation of the children to their particular time, place and situation.

Information Technology

The use of computers within education as an aid to the learning process has long been recognised. The software now available provides children with a wide range of activities which reinforce their learning experiences. We provide information technology as an integral part of the curriculum encouraging children to maximise the use of computers as an aid to learning.

Creative Development

Art, craft, music and movement, drama and story telling are all creative activities that are a means through which the children express and enhance their self identity. Through stimulating the children's interests in all areas of creativity, we are providing them with opportunities to experiment and express feelings, to listen, to observe and communicate ideas, as well as developing imagination, social skills, vocabulary and co-ordination. We aim to provide opportunities, the materials, the skill and understanding that are necessary for experiencing and developing creativity.

Art and Craft

We provide a wide variety of materials and mediums to give opportunities to explore art and craft, providing skills and techniques such as painting, drawing, modelling and construction.

Music and Movement

Our music teacher comes into nursery twice a week and encourages the children to sing a variety of songs and play simple pieces of music. The children are encouraged to listen to and recognise the various musical elements and are provided with the correct language associated with their observations e.g. pitch: high/low, tempo: fast/slow, etc. The children listen to music and respond through dance; singing and dancing in a group encourages a sense of belonging and achievement as well as providing opportunities for self-expression and imagination.

Drama and story telling

We encourage the children to verbalise and play their own made up stories as well as acting out traditional stories and rhymes either spontaneously or within an adult-directed group.

Dance

A range of activities are used to help children develop their co-ordination, balance and control of movement. The children explore different positions and exercises inspired by music; classes are fun, multi-sensory and easy for all ages of children to join.

Stretch-n-Grow classes

These classes are held weekly at a small extra charge to parents; children are taught the importance of staying fit and healthy. In the weekly programme the children follow a theme and improve co-ordination, balance and movement through music and story telling.

French

A weekly French class is held at Stepping Stones, the children learn a new language in a fun and interesting way through songs, games and rhymes.

Religion

Stepping Stones is not associated with any particular religious persuasion: we hope to encourage the children to develop positive attitudes towards themselves and others. Children are taught to understand and gain knowledge of the diverse religions practised worldwide through multi-faith topic work and the celebration of festivals throughout the year.

Social Development

At Stepping Stones the children learn social skills, graces and self-discipline as an integral part of their school life.

Grace and courtesy exercises: through the grace and courtesy exercises and using adults and the older children as role models, the children learn the manners of their culture and develop a caring attitude towards their environment and establish caring and respectful relationships with other children and adults.

Daily Time Table

	Monday	Tuesday	Wednesday	Thursday	Friday
8.00-9.00	Free Choice	Free Choice	Free Choice	Free Choice	Free Choice
9.00-9.15	Register/ Circle time	Register/ Circle time	Register/ Circle time	Register/ Circle time	Register/ Circle time
9.15-10.45	Montessori Room/Early Years Room (French 9.30)	Montessori Room/Early Years Room	Montessori Room/Early Years Room (Music 9.30 - 10.30)	Montessori Room/Early Years Room	Montessori Room/Early Years Room
9.45-10.45	Rolling Snack	Rolling Snack	Rolling Snack	Rolling Snack	Rolling Snack
10.45-11.00	Story Time	Story Time	Story Time	Story Time (Stretch-n- Grow 10.45)	Story Time
11.00-11.45	Free/Outdoor Play	Free/Outdoor Play	Free/Outdoor Play	Free/Outdoor Play	Free/Outdoor Play (Music 11-12)
11.45-12.00	Children help set up for lunch/story time	Children help set up for lunch/story time	Children help set up for lunch/story time	Children help set up for lunch/story time	Children help set up for lunch/story time
12.00	Lunch/Home time	Lunch/Home time	Lunch/Home time	Lunch/Home time	Lunch/Home time
1.00-1.15	Register/Circle Time	Register/Circle Time	Register/Circle Time	Register/Circle Time	Register/Circle Time
1.15-2.45	Montessori Room/Early Years Room	Montessori Room/Early Years Room	Montessori Room/Early Years Room	Montessori Room/Early Years Room	Montessori Room/Early Years Room
2.45-3.30	Story/Outdoor Play	Story/Outdoor Play	Story/Outdoor Play	Story/Outdoor Play	Story/Outdoor Play
3.30-4.00	Afternoon Tea	Afternoon Tea	Afternoon Tea	Afternoon Tea	Afternoon Tea
4.00-4.45	Montessori/ Early Years Room	Montessori/ Early Years Room	Montessori/ Early Years Room	Montessori/ Early Years Room	Montessori/ Early Years Room
4.45-5.00	Stories/Songs	Stories/Songs	Stories/Songs	Stories/Songs	Stories/Songs
5.00-6.00	Free Choice	Free Choice	Free Choice	Free Choice	Free Choice

Progress

The assessment and careful monitoring of the children's progress on all levels of development play an important role in the school curriculum. Progress is shared with parents at every opportunity and reported to parents formally on a termly basis through pre arranged parent/teacher meetings.

Each child is sent home a written report at the end of each academic year, giving details of the Montessori activities, the topics the children have looked at, along with areas of learning covered throughout the year. The teachers and the Principal are available throughout the year if parents wish to discuss any matter relating to their child's welfare.

Clothing and valuables

We recommend that children wear clothes and shoes with simple fastenings so they remain as independent as possible. School uniform is not compulsory although we do hold a stock of polo shirts and sweat shirts which can be purchased.

Please ensure that all clothing is labelled with your child's name and spare sets of clothes are kept in a bag on your child's peg.

Stepping Stones will not be responsible for loss or damage to clothing or property.

Children are requested not to bring to nursery any money, valuables or toys (except comfort toys) that could get lost.

We also encourage healthy snacks and ask that children bring in sugar-free, healthy snacks to share with their friends.

Registration

Stepping Stones Montessori Nursery School is a registered childcare provider with OFSTED Early Years, our registration number is **EY357734**.

Insurance

We carry full public liability insurance and require parental permission before children are taken off the premises on trips and outings.

Nominated Charity

Wateraid is our nominated charity and the children help with fundraising on a regular basis for this and other charities. We have a Wateraid affinity credit card, so all purchases for the nursery help raise money for our charity.

Practices

The nursery school aims to operate in partnership with parents who are the primary carers of the child. All decisions relating to the care of each child will only be made after consultation with the parents. We aim to provide a relationship of trust with parents, who feel secure in leaving their child in our care. This is achieved by establishing open and honest communication channels on an ongoing basis.

It is recognised that the British community is diverse and made up of many cultural groups, the value and uniqueness of all cultures is recognised and incorporated into the school programme.

Programme

All staff contribute to the development of our written programmes provided for the children in each class, these are based on individual child records comprising of observations, developmental checklists and more formal tasks. The programme we provide ensures all aspects of a child's development are covered on a daily basis and a range of challenging, varied and stimulating activities are presented. Written records are maintained for each child and these are shared with parents on a regular basis through parent/teacher meetings. The step by step foundation stage profiles for each child are completed whilst the child is at Stepping Stones and then sent onto their primary school with them.

Evaluation

Stepping Stones Montessori Nursery School is committed in all aspects of its operation as a childcare provider to constantly evaluate the level of service provided. Staff and parents are requested to play a key role in this process and parents' feedback is encouraged verbally and on a formal basis through six monthly questionnaires.

Customer Service

In setting the nursery goals, staff and management have identified the following in relation to our dealings with our parents, we will:

- meet the needs of families in a flexible and responsive manner
- acknowledge the comments of others and give honest feedback
- be professional and ensure regular provision of information, resources and support to our parents
- acknowledge that parents are always right about their child and celebrate differences
- aim to be recognised as the leader of innovative, quality childcare services in Macclesfield.

Parent communication

- Stepping Stones is committed to ensure that ongoing formal and informal communication occurs between the Principal, staff and parents
- Parents and children will always be greeted by staff upon arrival
- A monthly newsletter will be circulated to parents
- Parent feedback and suggestions will be encouraged on all issues related to the operation of the nursery school.
- A six-monthly parental survey will be conducted to assess how well the school is meeting the needs of the children and parents.

Childcare at Stepping Stones is a partnership between the nursery and families, it is vital that parents keep us informed of anything that may have an impact on your child in our care.

Please ensure that accurate and up to date information is made available relating to telephone numbers, access/custody details, emergency contact numbers etc.

Immunisations

We believe that the immunisation of children is an important element in the reduction of preventable childhood diseases. All families using the nursery school must ensure that their child is up to date with immunisations or have obtained an exemption from the doctor.

Stepping Stones has an obligation to follow directives from the Government in relation to childhood immunisations.

Medication

Stepping Stones is bound to follow the OFSTED regulation requirements in relation to the administration of medication.

When children are ill

We believe it is not in the best interests of other children or staff for sick children to attend nursery. It is at the discretion of the Principal to request exclusion of a child if it is believed he/she is sick. The Principal has the right to request a medical certificate from the doctor, prior to the child returning to nursery school.

Should a child become sick at nursery, he/she will be isolated with a member of staff to comfort him/her whilst the parents are contacted to come and collect the child.

Sun care

To enjoy plenty of outdoor activities whilst observing sun protection, we ask that parents provide sun hats and sun cream which are clearly labelled with your child's name.

Admissions Procedure

- On an initial enquiry, parents are sent out a prospectus
- A visit is arranged for the Principal to show around prospective parents around the nursery school and answer any questions.
- Parents are encouraged to bring the child along to the visit.
- During the visit, an important feature will be to discuss how a child can be settled in to the nursery environment.
- The registration fee covers the cost of three introductory visits
- The completed enrolment form needs to be returned to Stepping Stones, along with the signed terms and conditions form and the £55 registration fee.

The terms and conditions form is a legal document stating that parents agree to comply with the policies and procedures developed for Stepping Stones Montessori Nursery School.

Registration Fee

The £55 registration fee is payable for full time and part time places; it is payable on application of a place.

For this fee, Stepping Stones will provide three orientation sessions for the child.

Sessions - The sessions booked are permanent and one month's notice is required to any regular session changes. Extra sessions can be booked so long as there is availability on the day requested.

Please note the acceptance of a child at Stepping Stones is at the sole discretion of the Principal.

Notice of Leaving

Notice of a child's removal from Stepping Stones must be received in writing two months prior to the date of leaving.

Whatever the reason for leaving, there will be complete liability on the part of the parents for providing the said notice, or alternatively for immediate payment of all fees due for the said period.

Delivery and collection of children

Parents and guardians can enter the nursery school at any time during the hours of opening to exchange information about their child.

No child will be given into the care of anyone other than the parent/guardian or an authorised person to collect the child, as indicated on the enrolment form.

In situations where an unknown person is to collect the child, the parent is responsible for notifying us and informing the staff of the person's name and relationship to the child; this can be done by letter, personally or by telephone. Parents must also ensure that the concerned person must provide identification and if this is not done, the person will not be

allowed to leave with the child until the parent has been contacted and permission given. If the parent is not contactable, then the child will remain in our care and not be allowed to leave the building.

No child will be taken outside the nursery school by staff unless parents have given written authorisation on the enrolment form.

Please note:

- Parents are requested to adhere to booked times/sessions so that staff/child ratios are maintained at all times.
- If a regular session needs to be changed, parents must give one month's notice to the Principal
- If a child is absent, parents must notify the nursery by 9am of that morning.
- Stepping Stones opens at 8am and children cannot be accepted by staff before this time as our insurance is not valid until this time.
- Stepping Stones closes at 6pm and if a child is not collected by this time and parents are not contactable, staff will contact the emergency contact.

Payment of Fees

Stepping Stones is open for 49 weeks of the year and the payment of fees is compulsory for the 49 weeks.

The fees are payable on the 1st of each month or if paid termly, on the first day of the term. The fees list is attached and the fees are revised annually. One month's written notice will be given to parents of any change in the fees.

Terms and conditions

- The payment of fees can be made by cash, cheque, standing order or childcare vouchers.
- Fees paid by cheque can be posted in the red post box in the hall.
- Cash payments must be handed to a member of staff who will count the cash in your presence.
- Additional costs for holiday play scheme attendance, extra sessions, trips, sweat shirts etc. are payable on request.
- All bank holidays must be paid for as part of the fees.
- No remission of fees can be made to cover absences due to illness or holidays.

- Each person named on the enrolment form as having legal responsibility for the child is jointly responsible for the payment of fees or any extra costs due.
- A 10% sibling discount is given on fees of the second or third child attending from the same family.
- There is a late charge which will apply if a child is collected later than the booking time and the nursery has not been informed by telephone of the delay; the charge rate is £5 per 5 minutes.
- All cheques to be made payable to 'Stepping Stones Montessori'

Arrears

Three letters of demand will be sent to the home address, if no response is received, the matter will be referred to our solicitors to take action. All costs and interest will be added to the amounts owing and an ongoing failure to meet fee payments will result in the termination of an entitlement of a place at Stepping Stones.

The right is reserved for interest of 5% per month to be charged on unpaid fees from the date the fees were due to be paid.

Safety and Service Policy

To avoid the possibility of children being able to leave the building without the protection of their parent/guardian it is important that everyone ensures that:

- all the main doors leading to and from the building are closed behind them at all times, including the two gates.
- other children do not leave the building when opening the door to enter or leave the building.
- you sign your child in and out of the nursery school everyday/ when he or she attends, stating the drop off and pick up times.

Please do not let anyone into the building that you do not recognise. Parents who let the door close on a person they do not know are being cautious and not rude.

Please note that once your child has been handed over to you by a member of staff, the parent is then fully responsible for their child. Stepping Stones is not responsible for the safety of your child when using the outdoor play equipment after they have been released into your care.

Inability to maintain the service

We would make every effort to maintain the services of the nursery, but due to certain circumstances where we would not be able to comply with the regulations of our registration this may not always be possible. We require firm commitment from parents that they will collect their children within one hour of notification.

These circumstances would include;

- Heating failure
- Lighting failure
- No mains water supply
- Gas leaks
- Staff levels being too low due to health epidemic, extreme weather conditions etc.

Child Protection

Child abuse is an act by parents or caregivers which endangers a child's physical, emotional health or development. Staff are mandated to report any incidents to the Principal. Stepping Stones supports staff that identify suspected abuse and places the needs of the child first.

If a parent has any concerns regarding the care of their child, this must be brought to the attention of the Principal immediately, OFSTED and Social Services Child Protection Unit will be informed and they will carry out the investigation.

For the safety and protection of the other children at the setting, depending on the nature of the complaint and allegation, the Principal will consider whether the childcare worker should/should not be suspended from work pending the investigation.

Contact details for OFSTED and Social Services:

OFSTED Early Years
National Business Unit,
Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA
08456 404040

Children's Safe Guarding Unit
Social Services
Dean Row Centre
Dean Row Road
Wilmslow
Cheshire
SK9 2HA

Macclesfield Police 01625 610000

Complaints Policy

Stepping Stones is committed to provide childcare provision of the highest quality of service possible.

It is acknowledged however, that there may be occasions when either a member of staff or parents have a concern relating to the operation of the service. Parents have a right to express valid concerns relating to the service provided and to be assured at all times their concerns will be treated in a confidential and professional manner. Every effort will be made to deal with all issues raised in a fair and informed manner without prejudice and within 28 days of receiving the written complaint.

It is the expectation that concerns will be resolved in an informal and co-operative manner without the need to institute formal processes through OFSTED. Management will at all times act in accordance with the requirements of OFSTED which requires that written complaints to be recorded and available at every childcare setting.

All complaints and concerns are recorded in a complaints book, the action taken is recorded and the Principal, parent and member of staff sign the book. If no satisfactory conclusion is achieved at this juncture, a complaint can be made to OFSTED at the address below:

OFSTED Early Years Inspection Team
3rd Floor
Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA
08456 404040

Equal Opportunities Policy

We seek to promote attitudes and behaviour appropriate to living in a multicultural society.

All adults and children are respected and treated as individuals and our policy is that our procedures and practices will not discriminate against or disadvantage anyone on the grounds of ethnic origin, gender, disability, religion, marital status or sexual preferences.

Copies of all of the Policies and Procedures are available for parents who wish to read them.

Stepping Stones Montessori Nursery School

Fees: September 2010

Full Day	8am to 6pm	£42.50
(including morning snack, lunch and afternoon tea)		
School Day	9am to 4pm	£36.50
(includes morning snack, lunch and afternoon tea)		
Morning Session	8am to 12pm	£20.50
(includes morning snack)		
Afternoon Session	1pm to 5pm	£20.50
(includes afternoon tea)		
Extra hours at		£5.20 per hour
Lunch	12 pm to 1pm	£7.20

10% discount given for:

- Full time attendance - 5 full or school days
- 5 afternoon sessions
- Second child's fees

Stepping Stones Montessori Nursery School

Term Dates 2010/2011

Autumn Term 2010	Monday 6 September to Wednesday 22 December
Spring Term 2011	Tuesday 4 January to Thursday 21 April
Closed for Easter Holiday	Friday 22 April and Monday 25 April
Closed for May Day Bank Holiday	Monday 2 May
Closed for Spring Bank Holiday	Monday 30 May
Summer Term 2011	Tuesday 3 May to Monday 15 August

Stepping Stones will be closed for summer holidays from Friday 19 August to Friday 2 September 2011.

Stepping Stones re-opens Monday 5 September 2011

Stepping Stones Montessori Nursery School

Enrolment Form

Name of Child.....

Home Address (inc postcode)

.....

Telephone Email

Child's date of birth

Mother's name Mobile

Work address.....

Work telephone number

Father's name Mobile

Work address

Work telephone number

Emergency contact name and number

(other than parents) relationship to child

Emergency contact name and number

(other than parents) relationship to child

Doctor's address and telephone number

.....

Immunisations to date

First language Religion (if applicable)

Known allergies or special dietary requirements

Details of any medical condition or special needs your child has.....

.....

Details of any regular medication your child is on

Name of school your child is on the waiting list for

Date of entry into Stepping Stones Montessori Nursery

Please indicate which sessions you require:

	8am- 6pm	9am - 4pm	8am - 12pm	8am - 1pm	1pm - 5 pm	1pm - 6pm	Extras: lunch etc
Mon							
Tues							
Wed							
Thur							
Fri							

continued/...

Payment of fees is due on the first of each month or term, please indicate method of payment:

Fees will be paid:	Fees will be paid by:
a. Monthly in advance	a. Standing order
b. Termly	b. Cheque
c. Half-termly	c. Childcare vouchers

Please sign the following if you wish to register your child at Stepping Stones and return both copies.

I/we understand and accept the terms of registration as laid out in the policy document and agree to be legally bound by the contents.

I/We give permission for my/our child to go on short walks within the local area e.g. to the library, West Park, etc.

I/We will be notified of any arranged outings where transport is involved.

I/We give permission for my/our child to be given emergency first aid and to be taken to hospital if deemed necessary.

I/We enclose the registration fee of £55 which is not refundable unless the nursery is unable to offer my/our child a place.

I/We give permission for my/our child to appear on photographs/videos which may be taken at Stepping Stones.

I/We certify that the details on this form are complete and accurate as of today's date and I/we will inform you in writing of any alterations or additions to the details provided.

Signed Date

Signed Date

Signed by Principal Date

Both parents should sign unless only one parent has legal custody, in which case please write 'sole responsibility' after your signature.

Each party will receive a copy of this agreement.