



Welcome to Wetherby House Montessori

Our core values

- We will work in close partnership with parents/carers, strive to deliver personalized learning, development and care to help children get the best possible start in life.
- Providing an open, welcoming environment where everyone's contribution is not only valued and respected but positively encouraged.
- Promoting positive attitudes to diversity and difference within all children, helping them to learn and to value different aspects of their own and other people's lives.
- Encouraging parents/carers to support and participate in the day to day activities that we provide for the children.
- Providing a safe and secure environment, in which children will thrive, staff will feel supported and valued, and parents will feel that their views and opinions are important.

Mission Statement

At Wetherby House Montessori we believe that each child deserves 'excellence from the beginning'.

We treat each child as an individual and ensure they are exposed to a curriculum that feeds their desire to learn and achieve their full potential.

We believe that education is a natural process carried out by the child and is not acquired solely listening to the words but the positive experiences in the environment.

Wetherby House Montessori Northwood was founded in 2012 and **Kensal Rise** opened in July 2017, with the vision to simply provide excellence for your child from the very beginning.

We offer quality care and education for children aged six months to five years, for fifty weeks of the year (forty nine weeks at Kensal Rise). Our aim is to bring out the best in each child and allow them to achieve their full potential. We aim to provide an outstanding early year's education through creative hands on experience in a stimulating, safe and relaxed environment.

At Wetherby House Montessori we follow the Montessori ethos and philosophies established by Dr Maria Montessori. The Montessori Method stimulates the senses of the child. It inspires a passion for excellence, nurtures children's creativity, curiosity, imagination and teaches timeless values.

Wetherby House Montessori also embraces the Early Years Foundation Stage (EYFS) set by the governing bodies. At Wetherby House Montessori we merge the core areas of development in both EYFS and Montessori curriculum giving your child an all-round education.

What is Montessori Education?

Montessori is not just an education method, it is a philosophy, a way of thinking that focuses on trust and respect for the child. A Montessori education provides an enabling environment that allows children to use all their senses to explore their natural environment. Including the use of special materials designed to foster practical skills and refined senses.

Dr Maria Montessori (1870 -1952)

Dr Maria Montessori was the first female physician in Italy and through her interest in paediatric psychiatry and educational theory she proposed her own philosophy of child development. This forms the basis of the Montessori Method.

The Montessori Method

The Montessori Method focuses on the child, the teacher and the prepared environment.

The Montessori approach is underpinned by the essential principle that learning is inseparable from development, so education centres on each child as a unique individual. The children of Wetherby House Montessori will become motivated and responsible for their own learning.

Dr Montessori observed that the prepared environment was an essential ingredient for the success for development of the child. She realised that children relied completely on the environment for sensorial impressions through which they gain sense of the world. At Wetherby House Montessori we pay great attention to the layout and resources available to the child ensuring that everything is easily accessible and meets the dynamic needs of each child.

Dr Montessori's series of observations established that education was not what the teacher gives but a natural process carried out by each individual child. It is acquired not by listening to words and dictations but experiences upon the environment. The task of the teacher is to maintain order of the environment and to reinforce positive behaviour. They will lead positive examples and provide opportunities for learning.

What is Montessori?

There are six areas of development in the Montessori prepared environment:

Practical Life

Practical life activities promote coordination, independence, and support the refinement of fine and gross motor skills. Within this area the child finds materials and exercises of their everyday life such as pouring, spooning, threading and folding. Repetition of practical life activities increases concentration span and develops dexterity.

Sensorial

Given the opportunity with the right materials children will sort things by size, shape, colour, touch, sound, temperature and weight. Children will grade from dark to light and from large to small. The sensorial materials allow the child to classify sensorial impressions in an organised, orderly and scientific manner.

Mathematics

The Montessori Method of teaching ensures that children enjoy activities such as matching, grading and pairing. Children use geometric solids to explore shape, position and size. When the child has developed an interest in numbers through activities such as sandpaper numbers, they are then progressed to more complex maths activities. These include recognising and writing numbers, sequencing, quantifying, addition and subtraction.

Language

Children have a boundless capacity to expand and enrich their language, this is a natural consequence and the desire to read and write will emerge. Children will be exposed to resources such as insets for design that directly strengthen the pincer grip and supports coordination of wrists movements. This will prepare a child for handwriting and will sensitively introduce children to sandpaper letters, encouraging their phonological awareness.

Culture

In this area of the curriculum children will be supported in developing their knowledge that help them to make sense of the world. They are presented with opportunities to explore geography, history and science. Children will encounter creatures, plants, festivals and music from around the world.

Creativity

Cultivating creativity supports a child's curiosity and exploration through play. Your child will be provided with opportunities to share thoughts, ideas and feelings through art, music, movement dance, imaginative role-play and design and technology.

There are four classrooms at Wetherby House Montessori Northwood:

The Daisy Room for babies aged 10 to 18 months

The Sunflower Room for children aged 18 months to 2 ½ years.

The Dandelion Room for pre-schoolers aged 2 ½ and over

There are four classrooms at Wetherby House Montessori Kensal Rise:

The Poppy Room for babies aged 10 to 22/24 months

The Tulip Room for children aged 22/24 months and over

All rooms are bright, spacious, well planned and fitted with quality furniture and equipment to enhance your child's learning and development.

Outdoor play is an integral part of the curriculum and it enhances the child's learning. At Wetherby House Montessori Northwood we have a beautiful secure outdoor play area, which will allow the children freedom to explore, use their senses, and be physically active and exuberant. At Kensal Rise we do have a small outdoor area but we also make use of the local park.

We work closely in partnership with parents and seek to involve you in all aspects of your child's learning and development.

We understand that your child's safety and well-being is our paramount concern, and it's vital that parents feel confident that they can leave your children in our care, knowing they are safe. Our staff are all registered and are recruited with particular care and attention: references are fully investigated and every member of staff undergoes criminal record bureau checks.

Our Northwood Nursery is fitted with all the latest technology and a CCTV system which covers internal and external areas of the nursery grounds. CCTV is not accessible via the internet.

Healthy eating

At Wetherby House Montessori we believe that every child deserves a healthy start in life. Getting the balance right in the early years can have a positive impact on a child's long-term health and development. This is the time when food preferences are being formed and children are becoming more active in developing likes and dislikes.

We believe that mealtimes should be social, learning times when we can sit down with our friends quietly to enjoy our food. Good examples of table manners and behaviour are given by a member of staff sitting with small groups of children. Children are encouraged to try new things and learn about healthy eating.

Our menus are nutritionally balanced and designed in conjunction with the Caroline Walker Trust "Eating well for the Under 5's". All our meals are prepared and cooked on the premises by our own cook. We include high quality ingredients in our dishes, including seasonal organic fruit and vegetables wherever possible. We will endeavour to cater for all dietary and cultural requirements.

We encourage children to drink water throughout the day. Our weaning programs are followed in line with parent's wishes and Health Authority Guidelines.

We want to offer you the best possible support, and will work closely with each parent when it comes to your children's eating and nutritional development.

Starting Nursery

Starting nursery is both unsettling and upsetting for some children and a lot of parents. This phase is usually brief and before you know it, your child will be settled in and enjoying their time at nursery.

There are a few guidelines to follow to make this time a little easier for you and your child:

- Make sure that your child is in good health, had a sleep and is not hungry when they attend their settling in sessions
- Be happy and full of excitement about nursery – even if you feel anxious!

- Be consistent
- Try and follow the nursery routine at home
- Don't give up!

Remember that we have settled hundreds of children and we can help you if you have concerns. Please feel free to talk to either the Manager or the Deputy Manager.

First Settling in session: Usually one hour in the room – please bring a completed 'All about me' form, or fill it out online. Please look out for an email regarding our My Montessori Child system.

Second Settling in session: Usually between one and three hours depending on how the child was in the first session

Third Settling in session: Usually a couple of hours over a meal time – could be an entire morning/afternoon.

Notes:

- We find that three sessions are usually enough, but we can do more if we feel that they are needed. They are charged at an hourly rate.
- Younger children may take longer to settle in, as will children who have not previously spent time away from home.
- Children who have had a period of absence may also need their parent to be on hand to re-settle them.
- We judge a child to be settled when they have formed a relationship with staff members and is also familiar with where things are, and is pleased to see other children and participate in activities.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not ready to be left.
- We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from the setting.
- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left.

Things to note:

- If you arrive by car, please park on Rickmansworth Road. Visibility is sometimes obscured, so please be vigilant on exiting or entering your car.
- The driveway is for the use of staff only.
- Please label all your child's belongings.
- Please address any concerns you may have with the Room Leader, Manager or Deputy Manager.
- Please collect your child on time!
- Inform us of any changes to your personal details.
- Inform us if someone else will be collecting your child. We will not release your child unless you have told us.
- Kindly inform us about any change of circumstances at home that may affect your child.

What to bring:

Please bring the following items with you:

1. Sun hat with wide brim, not baseball cap style (Summer)
2. Sun cream (Summer)
3. Appropriate coat
4. Barrier cream
5. 2 x change of clothes, including socks, pants, tops and bottoms.
6. Wellies for rainy weather
7. Indoor socks
8. Formula milk and bottles (for babies)
9. Dummy or comforter if required

Please do not send your child to nursery in their best clothes – they WILL get dirty and we cannot take responsibility for them if they do.

Uniform The nursery uniform is compulsory for all children over the age of two. The uniform consists of the white or purple polo shirt with the WHM logo and the turquoise sweater/ grey fleece. The children can wear blue, black or grey leggings, trackpants or trousers. Please speak to management about ordering uniform.

Keyworkers

Policy statement

We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and dedicated place to attend or work in.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the setting.

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The procedures set out a model for developing a keyworker approach that promotes effective and positive relationships for children who are in settings.

Procedures

- We allocate a keyworker for each child within the first two weeks of starting nursery. Until this point, the Room Leader will be your child's keyworker.
- The keyworker is responsible for the induction of the family and for settling the child into our setting.
- The keyworker offers unconditional regard for the child and is non-judgemental.
- The keyworker works with the parent to plan and deliver a personalised plan for the child's well-being, care and learning.
- The keyworker acts as the key contact for the parents and has links with other carers involved with the child, such as a childminder, and co-ordinates the sharing of appropriate information about the child's development with those carers.

- A keyworker is responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.
- The keyworker encourages positive relationships between children in her/his key group, spending time with them as a group.
- We promote the role of the keyworker as the child's primary carer in our setting, and as the basis for establishing relationships with other staff and children.

Sickness and Illness Policy

Children should not be left at nursery if they are unwell. If a child is unwell then they will prefer to be at home with their parent(s) rather than at nursery with their peers. We will follow these procedures to ensure the welfare of all children within the nursery:

- If a child becomes ill during the nursery day, their parent(s) will be contacted and asked to pick their child up as soon as possible. During this time the child will be cared for as best as possible.
- Should a child have an infectious disease, such as an eye infection or sickness and diarrhoea, they should not return to nursery until they have been clear for at least 48 hours.
- It is vital that we follow the advice given to us by our registering authority and exclude specific contagious conditions in order to protect the other children in the nursery. Illnesses of this nature are very contagious and it is exceedingly unfair to expose other children (and staff) to the risk of an infection.
- If a contagious infection is identified in the nursery, parents will be informed to enable them to spot the early signs of this illness. All equipment and resources that may have come into contact with a contagious child will be cleaned and sterilised thoroughly to reduce the spread of infection.
- It is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics. Our policy, therefore, is to exclude children on antibiotics for the first 48 hours of the course.
- The nursery has the right to refuse admission to a child who is unwell. This decision will be taken by the member of management on duty and is non-negotiable.

- Information/posters about head lice are readily available and all parents are requested to regularly check their children's hair. If a parent finds that their child has head lice we would be grateful if they could inform the nursery so that other parents can be alerted to check their child's hair.

Illness Exclusion period

Chicken pox	Until every spot has completely scabbed over usually 5-8 days
Antibiotics	48 hours after first dose
Sickness and or/diarrhoea	Not to return to nursery until 48 hours after the last episode
Conjunctivitis	After signs and symptoms disappear, usually 24-48 hours after treatment.
Slapped cheek	Until rash has cleared and child is well
Hand, foot and mouth	36 hours after antibiotics started
Impetigo	Until treated
Head lice	Until treated
Measles	5 days after rash appears and child is well
Mumps	7 days after onset of swelling and child is well
Rubella	5 days after rash appears and child is well

Accident and First Aid Unfortunately, accidents do sometimes happen at nursery, even though we try to prevent them. All accidents that require treatment are recorded on an accident form that tells you what has happened, where it had happened and how the child was. You will be asked to sign this form when you collect your child as well as the person who dealt with the accident. In the event of a serious accident taking place we will contact you immediately to advise you of the event and what action has been taken. Please request a copy of the accident form should you want one.

A little about our main policies and procedures

Equality and Diversity Policy This policy shows how we value all children, parents and staff in our nursery regardless of race, gender, religion or disability. Our nursery is open to all members of the community, and we ensure that the nursery promotes this in our practice and information provided.

Risk Assessment Policy We ensure the nursery is a safe environment for your child, we risk assess all furniture, rooms and resource to ensure the Nursery is safe for children at all times. We ensure all activities are safe for the children and that the indoor and outdoor environments are checked for risks before opening and closing the nursery.

Special Medical Needs We make sure all medicines are kept in a locked cabinet or the fridge in the kitchen, should we have them at nursery, we only give children **PRESCRIBED** medicines and parents need to sign a permission slip to allow us to give it to your child. Every dosage is accounted for, dated and signed with a witness on a medicine sheet. We feel that if a child needs Calpol they need to be kept at home. Please do not request us to give your child Calpol when you drop them off. We will only administer Calpol in the event of high temperature at nursery and the child will then need to be collected.

Managing Allergies in the Nursery The nursery has no nuts or nut food related groups in the Nursery, and we do not allow visitors, parents or children to bring any into the building. When serving food we ensure that constant vigilance is observed at all times to ensure a child with an allergy does not share another child's food. There are special dietary lists in all rooms and the kitchen so all staff are aware of children's particular dietary needs. If you bring in Birthday cake to celebrate you child's birthday please ensure it is from a shop so we can check the ingredients.

Behaviour Policy We believe in promoting positive behaviour at Wetherby House and we encourage this through various ways depending on the child and his/her age. We ensure our staff are role models to the children and value each child as an individual. Please feel free to discuss any issues you may be having at home with your key worker or a member of management.

Health and Safety Policy Our nursery cook has a food hygiene certificate and is fully trained in food handling and health and safety. We ensure all rooms are cleaned throughout the day and at the end of the nursery day and children's toys are cleaned daily, staff wear gloves and aprons to change nappies, we encourage children to wash their hands before eating or being outside. The nursery has a secure door entry system in place with the use of key fob, and a fire safety procedure all fire equipment is checked and replaced regularly

Safeguarding Policy We take safeguarding extremely seriously here at Wetherby House and if you have any concerns please talk to someone in Management.

Fees

Non payment of fees and Notice Period

Invoices are sent out on or about the 22nd of the month and are due on the 26th of the month prior to the month for which they are due. **If you do not pay your fees on time and have not spoken to the Manager, we will charge a late fee payment fee of £30.00 per week.**

All changes of hours or sessions must be made in writing to the Manager. If you wish to withdraw your child from Nursery we require two month's written notice. If you fail to give the required notice we will write to request two month's fees in lieu of notice, and you will lose your deposit. If then we do not receive these fees we will take court action.

Late Collection of Children If you arrive late to collect your child after their session has ended you will be asked to pay a late fee of £1.00 for every minute you are late.

We do understand that occasionally there are circumstances beyond your control that will prevent you from picking up your child on time, however we would ask that should this occur please telephone the nursery to let us know what is happening. It can be very distressing for some children if their parents/carers are late.

Dropping off times Staff are allocated according to the session times and the number of children. If you drop your child off early, we risk going over ratio. Please ensure that you drop your child off at the correct time and not earlier. Please do not hesitate to contact a member of management should you have any queries.

The WHM Team:

Shamyka Douglas is the owner of Wetherby House Montessori and her duties include invoicing, childcare vouchers and all issues related to finance.

Andrea Goodwin is the Regional Manager of Wetherby House Montessori supporting both Northwood and Kensal Rise Nurseries

Michael Ray-Howett is the Manager of Wetherby House and his duties cover the day to day running of the nursery. He would be your point of call for any issues related to your child's day at nursery.

Please do not hesitate to contact any of the above should you have any queries.

We hope you enjoy your stay at Wetherby House Montessori!