

Cardiff Montessori Nursery Statement of Purpose September 2017-2018

Cardiff Montessori Nursery provides quality childcare for the local community and parents from further afield wishing to give their child a Montessori education. At Cardiff Montessori we recognise that our children are the future. The early years of a child's life shape the way they view themselves and the world around them. We want parents to feel that when they leave their child in our care, we are not simply keeping them safe until they are collected. Rather, we view their time with us as an integral part of the child's journey to self-determination and discovery.

Being part of your child's journey is a great honour and we respect the trust you have in leaving your child with us. Montessori recognises that each child develops at their own pace and when given the freedom and respect they deserve children follow their own interests and flourish as confident & happy individuals.

Great emphasis is placed on observing your child and catering for their needs and interests; challenging them and setting them up for success. We want nursery to be an extension of the loving environment you create at home.

This statement of purpose provides information to help parents make an informed decision about our provision to help you decide if our setting is right for your child.

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- **Aims and objectives**

We aim to provide children aged 2-5 years from all backgrounds and of all abilities with a pre-school education and care service using the Montessori philosophy and methodology, which fully embraces the Early Years Foundation Phase. Our Nido room is predominantly set-up to meet the needs of children aged 2 and 3 years until they are ready to move into the Casa room in the school. However, children may be admitted into the Nido until the age of 5 years if the nursery manager feels their developmental needs are best met in that environment.

The Montessori curriculum is carefully planned with children's stages and areas of development (physical, language, cognitive, social and emotional) in mind.

As is the case with the Foundation Phase, the children are provided with a favourable environment, rich in carefully planned activities to meet their individual development needs, where they are given time and space to learn by doing.

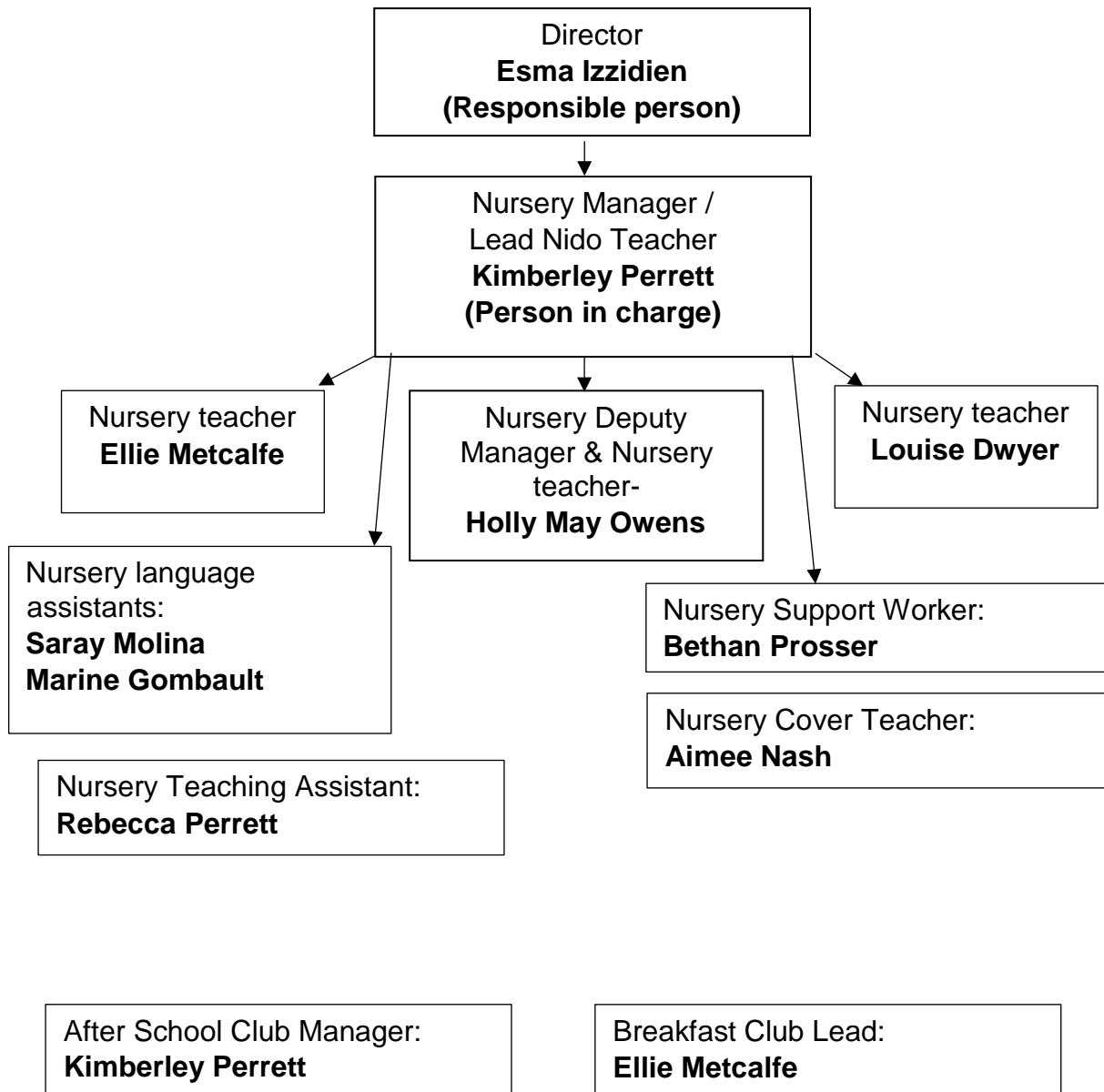
Throughout the sessions, our staff will carefully observe and assess each child in order to plan individual activities to continuously aid their progression. We will make records and share these with the parent(s)/ guardian(s), so that together we can actively help each child reach their full potential.

- **Inspection report**

Once we have had our inspection we will provide details of the report in this section.

SECTION FOUR: Organisation structure and staff contact details.

- **Nursery organisation structure chart**



Esma Izzidien- Position: Founder and Director.

Esma is a medical doctor and works part-time as a GP. During medical school and while working in Paediatrics she developed an interest in child development. Her passion for Montessori Education began when she had her own 2 children and starting researching various educational approaches. Esma lived in London for a few years and was able to see the benefits of sending her own child to a Montessori. When she decided to move back home to Cardiff she searched for a fully Montessori Nursery that her children could attend. Realising there was no such nursery available she set about working with Montessori trained teachers in the area who shared her vision and passion to establish a Montessori in Cardiff. She is a member of the Montessori Schools Association. Esma works at the nursery Monday mornings and Wednesday to Friday.

Kimberley Perret- Position: Nursery Manager (Lead Nido Teacher) / Montessori teacher

Working days: Full time.

Kimberley holds a CACHE level 3 certificate in childcare. She has always believed that children should be given the freedom to explore and be guided to achieve their independence. She has completed and passed her Montessori apparatus workshop assessments and is currently completing her Integrated Montessori Practice course with the Montessori Centre International. She is a member of the Montessori Schools Association.

Holly-May Owens – Position: Nursery teacher and Deputy Manager

Working days: Full time.

Holly holds a CACHE level 3 in childcare. She has an excellent understanding of the Montessori approach and is currently training with the Montessori Centre international to achieve her certificate in Integrating Montessori Practice. Holly is highly organised, dedicated and passionate about Montessori education. She is a member of the Montessori Schools Association.

Ellie Metcalfe – Position: Level 3 nursery teacher. Breakfast club lead

Working days: Part-time, Monday-Fridays until 1:45pm.

Ellie holds a cache level 3 certificate. She feels the Montessori approach is perfectly aligned to child development and was immediately fond of it. Ellie has a lovely calm manner and aspires to ensure each child always gets the best possible start in life. Ellie is also the breakfast club lead.

Louise Dwyer – Position: Level 3 nursery teacher

Working days: Full time

Louise has over 9 years' experience working in childcare. She has a Cache level 3 in childcare and brings a wealth of experience with her. She has done training in '*Positive Language*', '*Montessori Ethos*' and '*Montessori Activities of Everyday Living*'.

Saray Molina – position: Spanish Language Teacher

Working days: Part time: Afternoons, Monday – Wednesday inclusive

Saray is a native Spanish speaker. She completed her degree in Primary School Teaching at Seville University in Spain. She is a certified 0-3 AMI Montessori Assistant. She is also a certified Yoga Leader and enjoys dance and travel. Saray works with children in the Nido speaking only in Spanish to help children learn language through immersion. She is currently completing her level 3 in childcare.

Marine Gombault– position: French Language Assistant

Working days: Part time: Afternoons, Thursdays and Fridays

Marine's is a Native French speaker and has completed her certificate in the Introduction to the Montessori approach. Her role will be to talk to and assist the children through only speaking French to them. She is currently completing her level 3 in childcare.

Bethan Prosser – Position: Support worker & Cache level 3 in childcare

Working days: Part time-

Bethan holds a CACHE level 3 in childcare. She has experience working as a teaching assistant and a breakfast club supervisor. She works as a support worker in the nursery class, in particular over the lunch period.

Rebecca Perrett – Position: Nursery assistant, Cache level 3 trainee.

Working days: Part time

Rebecca has done work experience in a school and nursery and did a placement at CMS. She thoroughly enjoyed her time with us and the Montessori approach came instinctively to her. She is passionate about continuing to develop her career in childcare and joins our team as an assistant in the classroom while embarking on her Cache level 3 in childcare. She also assists with the running of afterschool club.

Aimee Nash – Position: Casa Teaching assistant, cover worker for nido class. After school club worker

Working days: COVER ONLY WHEN NEEDED

Aimee Nash holds a CACHE level 3 in childcare and a Level 2 Forest School Assistants Award. She is hard working and reliable and has done training in the '*Montessori Knowledge and understanding of the world*' in addition to '*Positive language*'. She is based in the School in the Casa class but may at times come into the Nido if cover is needed. Aimee is also works in after school club part time.

- **Nursery contact information**

Tel. 02920 567311

Email for general enquiries: admin@cms.cardiff.sch.uk

Email for finance and accounts: accounts@cms.cardiff.sch.uk

Email of Director: Elzzidien@cms.cardiff.sch.uk

Website: www.cms.cardiff.sch.uk

Parents are very welcome to approach any of our staff at drop-off and collection to discuss any matters they wish. If you require an in depth discussion regarding something our staff will be happy to arrange a private meeting for you.

- **Children for whom care is to be provided**

We aim to provide care for up to 16 children- male and female aged 2 to 5 in the nursery between 08:45 and 3:30pm, and for children aged 2 to 10 years in breakfast (8am- 8:45am) and afterschool (3:30pm-5:30pm) clubs.

The ratio of staff to children will at all times be no less than 1:4 for children aged 2-3 years and 1:8 for children aged 3-5 yrs.

The Montessori method recognises each child as a unique individual and strives to help each child reach their full potential, be they gifted and talented or children with additional needs. We aim to cater to the needs every child.

- **Opening hours**

We will open Monday to Friday broadly following Cardiff School Term dates (our term dates are posted on our website and also available from the office). Our hours of opening are 8:00am to 05:30pm. With final collection at 05:30pm. Please note that 8am to 8:45 am and 3:30pm to 5:30pm are the hours of our breakfast club and after-school club and this club is joined by a small number of children from our primary age 4-11 years classes.

- **Routine:**

The structure of our sessions is as follows:

The Nido (Nursery)

| | | | |
|--|--|--|--|
| Breakfast Club 08:00am – 08:45am | Morning Session 8:45am – 12:30pm | Afternoon Session 12:30pm – 3:30pm | Afternoon Care 3:30pm – 5:30pm |
|--|--|--|--|

8:45am to 12:30pm: Morning session:

8:45am to 11:15am: 2.5 hr Montessori work cycle. (includes approx. 45min in the outdoor classroom)

11:15am to 11:40am: Circle time & lunch preparation

11:40 to 12:15pm: 45mins lunch (includes setting table and washing up)

12:15 to 12:30: Singing and story time. Children doing morning only session get ready for home.

12:30 12:45: afternoon session drop off / morning collection- from the class

12:30pm to 3:30pm: Afternoon session

12:30pm- 1:45pm: Montessori work / Nap time* (Children are able to nap at other times if needed).

1:45-2:45: Outdoor Classroom

2:45- 3:15 Activity time

3:15 – 3:30: Story time / getting ready for home.

3:30 collection from nursery door

- **Facilities, services and activities**

Facilities available

The Nursery comprises of 2 class rooms and an activity room (the activity room is shared with other classes in the school but when in use by the Nido is theirs exclusively). There is access to a secure garden right next to the entrance for outdoor activities. There are 5 toilets off the main hall and 5 hand basins with hot and cold water. Four of the toilets and hand basins are child-sized. CMS also offers a breakfast club and after school club for children aged 2-11 years.

Services available

- Food – We will provide healthy snacks and drinking water. We ask parents to provide a healthy packed lunch.
- Montessori sessions - planned and structured Montessori session for 2-5 year olds.
- Extra-curricular activities in the afternoon: This are liable to change from term to term. At present these include Music, Drama, Yoga, Cookery an Art.
- Languages: Emphasis is placed on French and Spanish- with these languages taught following an immersion approach in afternoons. Children are also exposed to incidental Welsh.

- Breakfast club- operates at 8am to 8:45am
- Afternoon club- operates from 3:30pm to 5:30pm

Activities

During the session, a range of Montessori based activities will be offered to the children to learn through play, as follows:

Montessori curriculum areas:

Activities of Everyday Living - a range of activities to help the children to develop and refine life skills and become more independent, improve concentration, gain social aspects and skills and a sense of order, e.g. pouring liquid from container to container, transferring materials using tools such as tongs, learning to fasten shoes and coats, polishing silver, etc.

Sensorial Activities - a range of Montessori apparatus to help the children develop and refine all their senses, at the same time developing a concrete mathematical and language and literacy foundation, e.g. working with solids, colour tablets, touch boards, smelling jars, music notes and shakers, etc.

Numeracy Activities - a range of early years Montessori apparatus to help the children acquire early years mathematical skills in a concrete way, e.g. learning how to form numbers, counting activities, measurement activities, etc.

Literacy Activities - a range of Montessori apparatus to help the children acquire early years literacy skills, e.g. learning how to form letters and make their sounds, putting sounds together to make words, mark making, reading sessions, etc.

Knowledge and Understanding of the World Activities - a range of Montessori based activities to help the children learn about their world, from the Solar System right down to their community, e.g. activities to introduce them to the Sun and its importance to life, animal kingdoms, the planets, the continents, etc.

Creativity - a range of arts and crafts resources and music sessions will be available to help the children express themselves through their creations. Some guidance will be given, but the children will be free to express themselves through painting, drawing, creating, singing and dancing.

Outdoor Activities - provided in the enclosed garden to aid the children's physical development and encourage them to explore their immediate outdoors.

The above Montessori curriculum covers the Foundation Phase curriculum: Creative Development, Physical Development, Knowledge and Understanding of the World, Language, Literacy and Communication Skills, Personal and Social Development, Well-Being and Cultural Diversity and Mathematical Development. Welsh Language Development will be covered in conjunction with Knowledge and Understanding of the World, Language, Literacy and Communication Skills and circle times. In addition, children from Welsh speaking homes will be welcomed to communicate in Welsh.

Outings into the grounds of Insole Court will be planned throughout the year to further explore the seasons, support their acquisition of the Welsh culture, literacy and general knowledge and understanding of the world.

- **Language(s) used within the provision**

English will be the primary language used. Our staff will also use incidental Welsh, Spanish and French within the class room. We will also promote the Welsh language throughout sessions for example, through nursery rhymes and by having Welsh books in our story corner.

Where children speak an additional language we will encourage them to share this knowledge with children and staff in the classroom and plan activities where children can learn about other cultures and languages as part of knowledge and understanding of the world and in circle time.

- **Terms and conditions**

Please see our “Cardiff Montessori Nursery Contract with Parent /Guardian”. The contract must be agreed and signed before the child starts at the nursery.

- **Admissions policy**

A child registration form “All about Me” will be completed by the parents and studied by the staff to make sure we are fully prepared to meet the child’s needs. Parents will be invited to visit the setting with their child before the start date. A parental contract must be signed before any child can start. Parents are made aware of all policies and procedures. There will be a settling in period for each child. A copy of our admission policy is available.

- **Complaints and concerns procedures**

We encourage parents to approach any member of our staff if they have any concerns. Complaints are to be brought to the attention of the Nursery manager, Kimberley Perrett who will ensure that our complaints procedure is adhered to.

We will always try to resolve any concerns / complaints directly with parents as soon as possible. Where parents are not happy with the outcome they will be referred to CSSIW. Please see our complaints procedure.

CSSIW are not a complaints agency but are interested in receiving information regarding registered settings. They can be contacted at:

National Office

Welsh Government
Rhydycar Business Park
Merthyr Tydfil

CF48 1UZ

Telephone: 0300 062 8800

Email: cssiw@wales.gsi.gov.uk

Welsh Government (South East)

Rhydycar Business Park

Merthyr Tydfil

CF48 1UZ

Telephone: 0300 062 8888 **Fax:** 0300

062 8548

Email: cssiw.southeast@wales.gsi.gov.uk

- **Emergency procedures**

The welfare of the children is our number one priority. If a child is taken ill, the parent will be contacted. In the event of serious illness or accident an ambulance will be called and staff will immediately inform the parents/guardians. A member of staff will accompany the child in the ambulance if possible and stay at the hospital until the parents arrive. In the case of a fire or gas leak, we will immediately evacuate the children to the front of the Nursery, call the fire brigade or gas emergency service and contact the parents. Please see our Accidents, emergencies and illness policy for details.

- **Details of pets or animals on the premises**

There are no pets currently in the Nido.

This statement will be reviewed annually and any changes notified to CSSIW. Whenever practicable we will notify the appropriate office of any such revision at least 28 days before it is to take effect.

| This policy was adopted / revised on | Signed on behalf of the nursery | Date for review |
|---|--|------------------------|
| <i>01/08/2016</i> | <i>Esma Izzidien</i> | <i>01/08/17</i> |
| <i>27/11/2016</i> | <i>Esma Izzidien</i> | <i>21/11/17</i> |
| <i>01/01/2017</i> | <i>Esma Izzidien</i> | <i>01/01/2018</i> |
| <i>3/3/17</i> | <i>Esma Izzidien</i> | <i>1/1/2018</i> |
| <i>22/04/2017</i> | <i>Esma Izzidien</i> | <i>1/1/2018</i> |
| <i>05/06/2017</i> | <i>Esma Izzidien</i> | <i>01/08/2017</i> |
| <i>28/07/2017</i> | <i>Esma Izzidien</i> | <i>28/07/2018</i> |
| <i>21/09/17</i> | <i>Esma Izzidien</i> | <i>21/09/2018</i> |
| <i>22/09/17</i> | <i>Esma Izzidien</i> | <i>22/09/2018</i> |

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|-----------------|----------------------|-----------------|
| <i>30/11/17</i> | <i>Esmā Izzidien</i> | <i>30/11/18</i> |
|-----------------|----------------------|-----------------|