



Handbook for Parents

www.littleexplorersmontessorinursery.co.uk
office@littleexplorersmontessorinursery.co.uk

About Little Explorers Montessori Nursery

Little Explorers Montessori Nursery was created from our desire to have a cosy, safe and stimulating environment where children and families feel welcomed and happy.

We strongly believe that children are well supported in small groups, having more attention and space to explore, and when nursery and family work closely together.

We welcome in our room children from 1 to 5 years old. Mixed-age groups have unique developmental benefits for all children involved.

Our educational approach is based on Montessori philosophy. We know each child is unique and develops at their own pace. Our approach encourages each child's learning potential, without hurrying the child to move through the curriculum.

At Little Explorers, play is at the heart of our practice, and we provide an environment that supports your child to develop physically, intellectually, emotionally and socially, in an enjoyable way.

Our room and garden

Our room is welcoming, spacious, bright and beautifully organised to allow our little explorers to freely move, explore and enjoy the Montessori materials and activities provided.

The activities are organised on low shelving units making it easier for the child to reach them. The child uses it on mats on the floor or at tables, whatever is more enjoyable and comfortable. Each area of learning is separated and well equipped. They are:

- Activities of Everyday Living,
- Sensorial
- Knowledge and Understanding of the World
- Literacy
- Mathematics
- Creativity

Our garden has a great green area where children can run, play, and explore. They can play in the kids' wooden house, sand pit, mud kitchen, run around, play with ball, bubbles and do some gardening, among further planned activities.

Each child has a Key Person. Our staff are well qualified, DBS checked and have paediatric first aid training.

Opening hours and Location

Our opening times are from 8am – 3pm, Monday to Friday.

For our updated calendar and to confirm closure periods, please check our website at:

[Calendar | Little Explorers Montessori Nursery](#)

We are located at The Signal Box Community Centre at 82, Glenalmond Avenue, CB2 8DB. Our garden is a short walk from the Centre located at the Cambridge German Church at 4 Shaftesbury Rd, CB2 8BW.

Policies

All our updated policies are available in our website at:

[Policies | Little Explorers Montessori Nursery](#)

Admission

If you are interested in registering your child at Little Explorers Montessori Nursery, the following fees apply:

- Registration fee: £50.00 (non-refundable).

Please complete the registration form and return. Once received you will be sent an invoice for the registration fee. The registration form allows the nursery to use the information provided to check availability and offer places when available. Completion of a registration form and payment of the registration fee does not guarantee a nursery place. It will guarantee your child's waiting list position for the desired starting date.

- Deposit: £100 (refundable)

An invoice for the payment of the deposit fee will be sent once we are able to confirm your child's starting date. Payment is due to confirm your child's nursery place.

This deposit fee is refundable and will be offset from your last month's fee conditioned to the notice of withdrawal (see more on Notice of Withdrawal on page 4).

Attendance

We kindly request that parents inform the nursery by 10:00 am if their child will not be attending on any given day, or if they expect to arrive after 10:00 am.

If your child is absent due to illness, please provide details of the condition. For contagious illnesses, it is our responsibility to notify other parents to ensure the health and safety of all children and staff. Thank you for your cooperation.

Items to bring daily to the nursery

- **Water Bottle:** Please provide a water bottle clearly labelled with your child's name.
- **Extra Clothes:** A complete set of extra clothes, including socks, in case of any spills or accidents.
- **Indoor and Outdoor Shoes:** If your child arrives in their outdoor shoes, kindly provide a pair of indoor shoes for use in the room. This helps us keep our space clean for the children to play. Please avoid sandals as outdoor shoes for safety reasons.
- **Waterproof Outfit:** A waterproof outfit is essential, including trousers if possible (either an all-in-one suit or waterproof trousers and a jacket/coat) along with a hat.
- **Packed Lunch:** A packed lunch with your child's name clearly labelled.
- During potty training, please provide also an extra pair of indoor shoes and a few sets of extra clothes, including socks.

Meals

We provide healthy breakfasts and snacks, including whole milk, cereals, toast, fruit, and crackers.

Children are required to bring their own **packed lunch**. Please ensure all food is ready to be served to your child. For example, if your child eats an apple cut into wedges, kindly send it pre-cut in this way.

For safety reasons, grapes, blueberries, and cherry tomatoes must be cut in half lengthwise. If these are sent uncut, we regret that the nursery will not be able to serve them.

To promote healthy eating, we kindly discourage sending sweet puddings. We recommend providing fruit as a healthier dessert option.

Please note that we are a **nut-free** nursery.

Additionally, we do not reheat food on our premises. Reheating poses potential health risks, such as uneven heating or bacterial growth, which could compromise food safety.

We also do not send uneaten food back home. Any leftover food will be disposed of at the end of lunchtime to prevent spoilage and ensure the health and safety of all children.

Here are a few suggestions for packed lunches:

- **Pack Cold Lunches:** Consider sending meals that can be enjoyed cold or at room temperature, such as sandwiches, salads, fruits, and vegetables.
- **Thermal Containers:** Use insulated lunch containers to keep food warm until lunchtime without the need for reheating.

Fees

Please find our current fees in our website at:

[Fees | Little Explorers Montessori Nursery](#)

<https://www.littleexplorersmontessorinursery.co.uk/fees>

Please note:

1. Our fees include breakfast, snacks, nappies, wipes and nappy cream.
2. A minimum booking of 2 full days per week is required to register.
3. We offer a proportional discounted rate for children attending 4 or 5 full days per week.
4. Invoices are issued monthly and in advance and must be paid on the 01st of each month.
5. Unpaid overdue invoices will be subject to a 10% administration fee on the total amount, applied from the 3rd day of the month.
6. We are a cashless nursery; invoices should be paid by bank transfer.
7. Fees are not adjustable due to absence, illness, family holidays or bank holidays.
8. Fees for bank holidays are fully chargeable, even if they occur within planned nursery closure periods.
9. Late pick-up fee: £12.00 for collection up to 10 minutes after the nursery closes. For every additional minute late, there will be a charge of £1.00 per minute.
10. A nursery Fee Annual Increase is applied every September. An email with details will be sent to registered parents/carers and our fees will be annually updated in our website.
11. Fees decrease when a child moves from under 2s to over 2s. This adjustment will be reflected in the invoice for the month following their 2nd birthday.
12. To book additional ad-hoc days, please contact us. We will be happy to accommodate your request if we have availability on your desired date(s).

Change of Pattern Requests

Change of pattern requests must be done in writing sending an e-mail to:

office@littleexplorersmontessorinursery.co.uk.

To **increase** your current pattern please contact the nursery by email and as soon as we have availability we will be happy to increase the attendance as per your request.

To **reduce** the number of days currently attended, please note that a one-month notice period will be required in order for the new pattern to be effective. Please note that fees for the notice period will be charged regardless of attendance.

Notice of withdrawal

Notice of withdrawal of your child from Little Explorers Montessori Nursery Ltd must be given in writing (e-mail is acceptable) at least one month in advance.

You may need or decide to withdraw with less than one month's notice; however we won't be able to refund your deposit fees and the fees for the notice period (1 month) will be charged regardless of attendance.

Swaps (for children not attending full time)

Little Explorers offers up to three complimentary swap days per year (1st January to 31st December) free of charge, subject to availability, for children not attending a full-time pattern.

Parents are kindly asked to provide at least 48 hours' notice for the day their child will be absent when requesting a swap. Swap days must be booked within two weeks before or after the day the child was absent, provided notice was given and a swap was requested. These days are not banked or carried forward for future use.

Please note that swap days can only be booked for days outside a child's regular attendance pattern.

Early Years Funding

Little Explorers Montessori Nursery accepts government funding and childcare vouchers. For childcare vouchers please contact us directly by email and inform us of the voucher scheme you are registered with.

Regarding the government Early Years Funding please check your entitlement at:

<https://www.gov.uk/help-with-childcare-costs>

<https://www.gov.uk/free-childcare-if-working>

"15 hours EYF": Stretched Funding:

570 hours means 15 hours a week in a childcare provider that works term-time only, which is 38 weeks/year.

The 570 hours can be stretched over the number of weeks a childcare provider is open. Little Explorers Montessori Nursery is open 50 weeks per year, which means **11.4 hours of free childcare per week**.

"30 hours EYF": Stretched Funding:

1140 hours means 30 hours a week in a childcare provider that works term-time only, which is 38 weeks/year.

The 1140 hours can be stretched over the number of weeks a childcare provider is open. Little Explorers Montessori Nursery is open 50 weeks per year, which means **22.8 hours of free childcare per week**.

Please note that since Little Explorers Montessori Nursery accepts Early Years funded hours exclusively in the afternoons (12noon to 3pm), offering primarily a partially funded scheme.

Once your child is registered with us, we will provide you the forms to be completed to use your Early Years Funding entitlement in our setting.

We are happy to help if you require any further information.

Please contact us at:

office@littleexplorersmontessorinursery.co.uk

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