

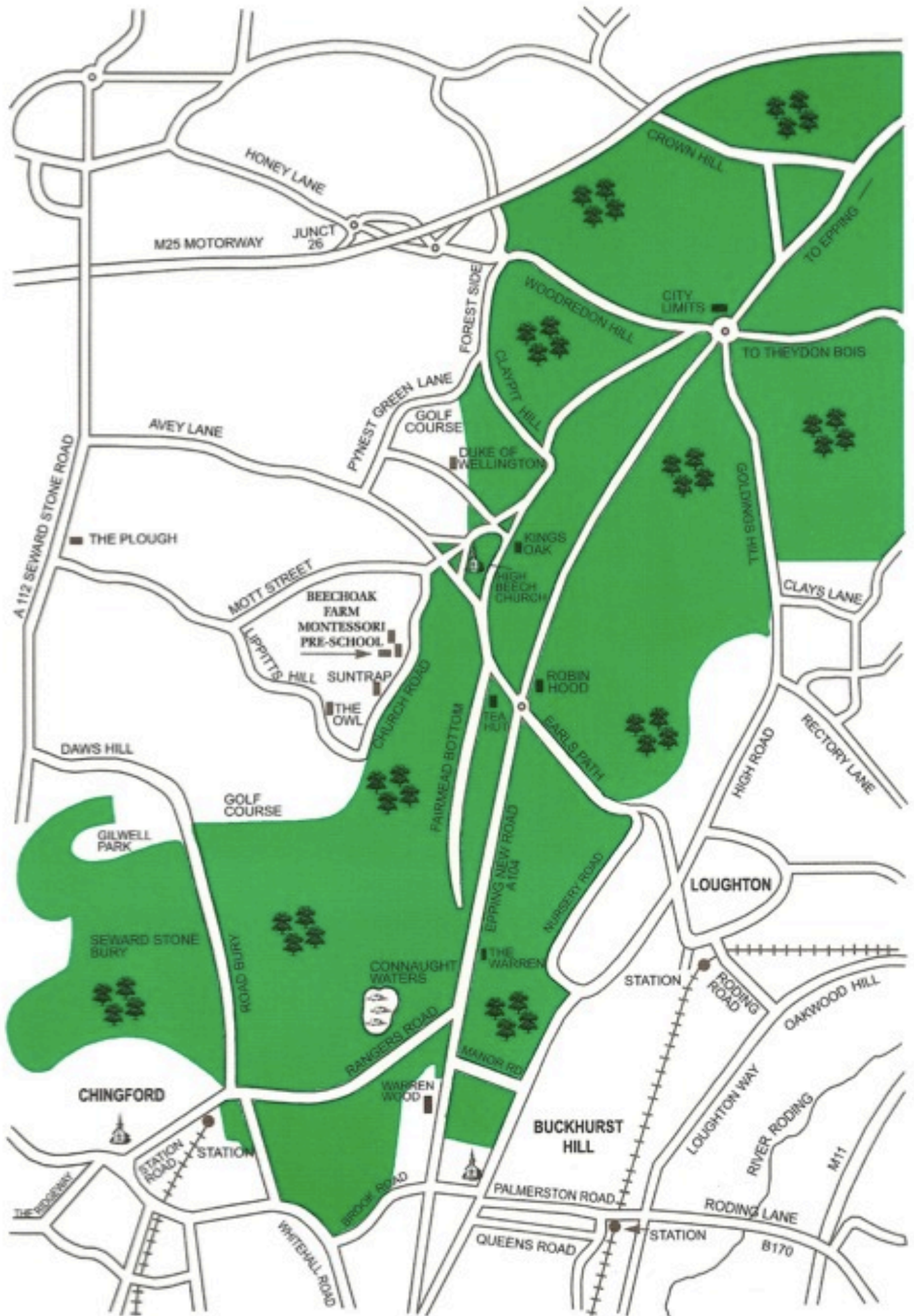
# PROSPECTUS



## BEECHOAK FARM MONTESSORI PRE-SCHOOL

Church Road  
High Beech  
Loughton  
Essex IG10 4AJ

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e-mail: [beechoakfarm@btconnect.com](mailto:beechoakfarm@btconnect.com)  
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## **BEECHOAK FARM MONTESSORI PRE-SCHOOL ( updated January 2011)**

Members of: PSLA (Pre-School Learning Alliance)

**Beechoak Farm Montessori Pre-School** offers first class Montessori teaching along with a caring, warm, safe and stimulating environment for every child attending, regardless of their colour, religion, culture or special need. We focus on providing a top quality service for all our parents, and strive to maintain a friendly yet professional atmosphere.

We provide part and full time day care for children from 2 to 5 years, all year round, Monday to Friday, except for Bank Holiday's when we close (Bank Holidays are chargeable). Each child is required to attend for a minimum of 2 school days. All applications will be treated on a first come, first served basis.

### **SCHOOL HISTORY AND LAYOUT**

**Beechoak Farm Montessori Pre-School** is situated in picturesque countryside in the middle of Epping Forest, and was originally a goat farm consisting of three barns set in ten acres. In October 1996 we converted the barns. One has been divided into four classrooms, each with a separate toilet area, one of which has a shower and nappy changing facilities. A second barn has also been converted to provide another two classrooms and separate kitchen and eating area for the children. The third barn provides two offices, one for the Officer-in-Charge and the accounts clerk.

We provide childcare for a total of 48 children at any one time, under the provisions of the Children's Act (1989), and as such the school is regularly monitored by OFSTED.

There is a large securely fenced outside playground divided between a hard surfaced area and a grassed area. Within these we have a large child sized activity climbing frame, play- houses, and children's garden.

Situated on the rest of the farm we have a collection of dwarf farm animals, including Shetland Ponies, donkeys, Pygmy goats, chickens and a rabbit.

### **STAFF**

Each member of staff has been carefully selected for their qualifications, experience, and caring attitude towards children, regardless of their sex, age, ethnicity, or religion. All staff are police checked.

Hayley Majeika and Sarah Norfolk are the Officers-in-Charge who share the responsibility for managing the Pre-School. All of our staff have relevant qualifications and the Senior staff hold full first aid certificates.

We currently employ one Montessori Teacher and all our other Nursery Nurses have an understanding of the Montessori methods, which allows the children to develop their skills at their own natural pace.

The children are divided into 6 small groups depending on their age. The classrooms are called: Fawns & Ducklings 2 yrs – rising 3's, Rabbits & Squirrels rising 3's – rising 4's, Hedgehogs and Badgers rising 4's plus. There is a staff ratio of 1:8 upstairs and a ratio of 1:4 downstairs. Each child is assigned to one member of staff who then becomes their 'key person' and is responsible for their welfare and development whilst at

**Beechoak Farm Montessori Pre-School.**

## **THE EARLY YEARS FOUNDATION STAGE**

We believe at Beechoak Farm that every child deserves the best possible start in life and we are here to support the children in every way we can. We use our Montessori methods alongside **The Early Years Foundation Stage**.

**There are four Themes in The Early Years Foundation Stage:**

- **Unique child** – every child is a competent learner from birth who can be resilient, capable, confident and self-assured
- **Positive relationships** – children learn to be strong and independent from a base of loving and secure relationships with parents and/or key person
- **Enabling Environments** – the environment plays a key role in supporting and extending children’s development and learning
- **Learning and Development** – children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected

*“When parents and practitioners work together in early years settings, the results have a positive impact on children’s development and learning.”* Quoted from the Early Years Foundation Stage (Positive Relationships 2.2 Parents as Partners)

We are still working towards the following areas of development:

- Personal, Social and Emotional
- Communication, Language and Literacy
- Problem solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Creative Development
- Physical Development

The Early Year’s Co-ordinator plans activities for our different topics. Evidence of the Children’s work is kept in their “Early Years Foundation Stage File”. These files are kept in the children’s individual drawers, and parents can look at them, at any time.

Parent’s evenings take place twice a year (May and November) at which we, discuss progress and look through the profiles.

Staff write reports about the children twice a year (March and August) and use observations and examples of work from the profiles to write their reports accurately. A newsletter is sent to all parents in the spring and autumn, detailing dates of: parent evenings, sports day, Christmas party, photo shoots and visits from the local fire brigade, police, nurse, guide dogs etc.

## **MONTESSORI EDUCATION**

Children at **Beechoak Farm Montessori Pre-school** start using the Montessori equipment from age 3 upwards. Records of their progress are updated regularly and available to parents.

Montessori Education was inspired by Doctor Maria Montessori, who believed that all children have a natural desire to learn, which can be encouraged through a variety of activities.

- ◆ **Practical life exercises** – to develop control and co-ordination of movement and encourage independence.
- ◆ **Sensorial exercises** – to enhance their five senses, laying the foundation for early reading, writing and mathematical skills.
- ◆ **Language** – to encourage pre-reading and writing skills.
- ◆ **Maths** – to develop an understanding of the concept of numbers.
- ◆ **Cultural** – to develop an awareness of the multi-cultural world in which we live.

### A TYPICAL DAY.....

8.00 – 9.00	Breakfast club and quiet activities.
9.00 – 9.15	Arrival with free play.
9.15 – 10.00	Planned activity relating to current theme / Montessori work.
10.00-10.10	Tidy up time
10.10-10.30	Circle time including registration and discussion about current theme. Weather chart, news, letter, number, and colour recognition. Story.
10.30 –10.45	Wash hands and have snack time.
10.45-11.00	Toilet/nappy change time
11.00 –11.30	Playtime / visiting animals.
11.30 –11.45	Singing and story time
11.45 – 12.30	Lunch in dining area
12.30 – 1.15	Playtime
1.15 – 2.00	Planned activity relating to current theme / Montessori work.
2.00-2.10	Tidy up time
2.10-2.30	Circle time including registration and discussion about current theme. Weather chart, news, letter, number, and colour recognition. Story
2.30 –2.45	Wash hands and have snack time
2.45 – 3.00	Toilet/nappy change time
.01 – 3.45	Play time / visiting animals
3.45 – 4.00	Singing and story time, at the end of the school day
4.00 – 5.00	Tea club and quiet activities

At **Beechoak Farm Montessori Pre-School** each child will also experience other learning opportunities throughout the day. These include music and movement, sand/water play, imaginative play areas and the book corner etc.

The last 10 minutes of each day is spent evaluating the day's goings on and finalising planning for the next day to meet the individual's needs.

## **SECURITY, ARRIVAL & DEPARTURE**

For the safety and security of all children attending Beechoak Farm Montessori Pre-school, we have a total of 14, 24-hour surveillance cameras in operation in the classrooms and around the premises.

To maintain a safe environment at all times, it is important that the Officer-in-Charge or senior member of staff is familiar with all adults arriving to collect a child from school. To ensure this, parents are asked to provide photographs, with names and addresses, of all adults authorised to collect your child. No child will be released into the care of a person unknown to the Officer-in-Charge/Deputy. Parents are asked to collect their children on time at the end of each session to avoid unnecessary distress to their child, and a late collection charge. Please let the Officer-in-Charge know if your child is unable to attend school, due to sickness or holidays.

## **HEALTH AND MEDICATION**

Please do not bring your child to school if you suspect they are ill or suffering from any contagious ailment. There is a 48-hour exclusion period for diarrhoea and/or sickness, for the health and safety of all other children and our staff. Please see our notice board for all other exclusion periods.

If any child becomes ill whilst at school, the Officer-in-Charge will contact the parent/guardian who will be asked to collect their child and seek medical advice. Please be assured that any child waiting for their parent will be removed from the other children and kept comfortable in the office until their parent/carer arrives. If the Officer-in-Charge feels it necessary to call for an ambulance if a parent is un-contactable, this will be done to ensure your child receives the necessary treatment. Please see terms and conditions form.

If your child has been prescribed medication for any acute or chronic conditions, please hand to the Officer-in-Charge on arrival who will require you to complete a medication form. Please ensure that any medication (with the exception of 'Calpol') is prescribed by a Doctor.

Please let the officer-in-charge know if your child has taken any medication, including Calpol the morning they attend school. If you choose to bring a beaker into school, please ensure that medication is never mixed in with the juice.

If your child suffers from asthma, please ensure their pump is new and "in date" and left on the premises at all times.

All accidents/incidents are entered into the 'Accident Book', which will be reported to the parent/guardian when they arrive later that day to read and sign.

N.B. All senior staff are qualified First Aiders

## **MEAL ARRANGEMENTS**

Julie our cook plans the 8 week menu for the children's lunch. We have a variety of dishes from all over the world! All our meals are cooked here on the premises. Breakfast consists of a selection of cereals, toast, fruit and yoghurt and tea club consists of sandwiches, bagels, pitta bread and dips with fruit/vegetables and home made cakes.

Special diets can be catered for e.g. vegetarian, dairy intolerance etc.

## **CHILD PROTECTION STATEMENT**

The child's protection and safety is paramount. A confidential record of any concern is kept on file and if deemed necessary, Social Services will be contacted for advice. If a report is to be made to the authorities, we act within the area child protection team. In the unlikely event that a member of staff is accused of abuse, the matter will be investigated, and if necessary the member of staff will be suspended until the matter is resolved.

If a parent or member of staff does not feel the Officer-in-Charge has acted appropriately, then they can contact Social Services or the local police station themselves.  
(Loughton Police Station 0208 502 3881)

## **BEHAVIOUR MANAGEMENT**

All staff are aware that no child in our care can be physically punished in any way. Any occasion where physical intervention is used to manage a child's behaviour is recorded and parents are informed about it the same day. Physical intervention will only be used to prevent personal injury to the child, another child or member of staff.

Staff are good role models for all the children in their care and lead by example.

Discipline is positive, giving praise and approval, which encourages children to co-operate. Distraction is also a good technique. Where possible, bad behaviour is ignored. Consistency is essential in treating all behavioural problems. Parental support is essential.

## **UNIFORM**

There is a compulsory uniform, available from the office.

### What you will need to bring to school:

Photos of authorised adults for collection  
Full change of clothing (labelled)  
Nappies and wipes (if relevant)  
Wellington boots  
Hat, scarf and mittens (easier for children to manage)  
Sensible closed in shoes (no UGG boots/ Crocs)

Please ensure all items are clearly labelled.

N.B. During the summer months all children must wear a school 'legionnaire' style sun hat and sun block.

## **SETTLING IN PERIOD**

Parent/guardians are encouraged to bring their child along to the school prior to their start date for settling 3 visits (1 hr long) to meet their appointed key person and spend time in their new surroundings. This allows the child to become familiar with the routine and get to know the staff and children in their appointed class.

## **COMPLAINTS PROCEDURE**

Please bring any concern about your child, or any of our child-care practices to the attention of the Officer-in-Charge, who will endeavour to rectify the problem immediately.

There is a formal complaint procedure displayed in the main school hallway.

## **PAYMENT OF FEES**

If you would like to add your child's name to the waiting list there is a £30 joining fee. This is non-returnable if you do not take up the place. However if we are unable to offer you a place a £20 refund is available. £10 is kept as an administration charge.

Once a place is available, a 2-week deposit will be required to secure your place. This is then offset against your notice period when your child leaves.

Thereafter you will be invoiced on a 4 weekly basis. Fees are payable in advance by cash, cheque or credit/ debit cards. Fees should be paid on receipt of invoice, if they are not received by us within 2 weeks your child will be excluded from the nursery until the account is settled.

We are registered with OFSTED to accept the Free Early Educational Entitlement (FEEE) the term after your child turns 3. Each child can claim up to 570 'free educational' hours per annum. This is organised by us and you will receive a form to complete as and when your child is eligible. Please speak to the Officer-in-Charge to see our pricing policy.

## **LEAVING NOTICE**

Beechoak Farm Montessori Pre-School require 4 weeks written notice of your intention to change sessions or remove your child from the register.

## **FEE STRUCTURE** – effective from 14<sup>th</sup> March 2011

<b>Session</b>	<b>Hours</b>	<b>Fee</b>
Breakfast club	8.00am-9.00am	£6.50
Teatime club	4.00pm-5.00pm	£6.50
School Day <i>(inclusive of lunch)</i>	9.00am – 4.00pm	£42
Full Day <i>(inclusive of breakfast, lunch and tea)</i>	8.00am – 5.00pm	£55

\*All fees are subject to annual review

\* Please see terms and conditions for late collection charge

\* 5% sibling discount-whilest both siblings attend.

**BEECHOAK FARM –WAITING LIST FORM (21.01.11)**  
**Church road, High Beech, Loughton Essex**  
**IG10 4AJ**

**Tel: 020 8502 0006**

[\*\*beechoakfarm@btconnect.com\*\*](mailto:beechoakfarm@btconnect.com)

Child's full name	
Date of birth	
Spoken language/s	

	<u>Contact 1 (*Child's main residence)</u> (person with parental responsibility)	<u>Contact 2</u> (person with parental responsibility)	<u>Contact 3</u>
First Name			
Surname			
Address			
Postcode			
Home Tel. No.			
Work Tel. No.			
Mobile no.			
Email			
occupation			
Relation to child			

Requested sessions

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club (8-9)					
School day (9-4pm)					
Teatime club (4-5)					

Any known medical condition/allergies/ special needs the school should be aware of regarding your child?
How did you hear about Beechoak Farm?
What is you requested start date

To join the waiting list, please send this waiting list form, the terms and conditions (please read and sign) and a £30 cheque to Beechoak farm Montessori Pre-school. We will notify you when a place becomes available.

**Beechoak Farm Montessori Pre-School terms and conditions**  
**( 21.1.11)**

All fees are subject to an annual review.

All fees are payable every 4 weeks, in advance by cash, cheque or chip and pin in the office. Fees should be paid on receipt of invoice, if they are not received by us within 2 weeks your child will be excluded from the nursery until the account is settled. You will still incur charges during this withdrawal period.

There will be a charge of £3 for any cheque returned by the bank.

Late collection will be charged at £20 for every 15 minutes of lateness and will be added to your next invoice.

Each child is required to attend a minimum of 2 school days.

There is a 5% sibling discount- whilst both children attend.

We are open all year round, and closed only for bank holidays.

**Fees are payable inclusive of your child not attending due to sickness, family holidays and bank holidays.**

We will try to give extra sessions back due to bank holidays however we can not guarantee that this will always be possible due to availability of spaces.

We do not swap days.

We require 4 weeks written notice to withdraw your child from the nursery or reduce sessions. If this is not given you will be liable for 4 weeks fees.

Please supply photos of all authorised adults able to collect your child.

Uniform is compulsory.

Please label all clothing.

Please do not bring toys into pre-school. We can not be held responsible for any lost/damaged toys, clothing or jewellery.

All children have an ongoing developmental scrap book. We start this the day they join and you may take it when they leave.

The child's protection and safety is paramount. A confidential record of any concern is kept on file and if deemed necessary, Social Services will be contacted for advice. If a report is to be made to the authorities, we act within the area child protection team.

Please do not bring your child to school if you suspect they are ill or suffering from any contagious ailment. There is a 48-hour exclusion period for diarrhoea and/or sickness, for the health and safety of all other children and our staff. Please see our notice board for all other exclusion periods.

If your child has been prescribed medication for any acute or chronic conditions, please hand to the Officer-in-Charge on arrival who will require you to complete a medication form. Please ensure that any medication (with the exception of 'Calpol') is prescribed by a Doctor.

**Calpol (5ml) will be given to any child if they develop a high temperature.**

Please let the officer-in-charge know if your child has taken any medication, including Calpol the morning they attend school. If you choose to bring a beaker into school, please ensure that medication is never mixed in with the juice.

Please do not bring nuts, chocolate or sweets into the pre-school. The children have healthy snack time mid morning and afternoon and a home made lunch cooked on the premises every day. They do not require food from home.

Please ensure you have a regular supply of nappies/wipes in your child's bag.

All children have supervised visits to our farm animals

All children have a high factor sun cream applied during hot weather.

Children will be photographed by staff during activities and these photos will be put in children's scrap books or displayed in the classroom/hall or on our website.

External agencies e.g health visitor, speech therapist will be contacted if we feel it benefits the child.

In the event of an emergency, a member of staff will seek any necessary medical advice/treatment and accompany your child to hospital.

Please notify the Pre-school if any contact details/ registration details change.

These terms and conditions together with the prospectus and Free Early Education Entitlement Policy form your agreement with Beechoak Farm Montessori Pre-School. By signing this agreement you are agreeing to comply with these terms and conditions and with the Pre-school policies and procedures as set out in the prospectus.

Signed.....

Name.....

Date.....

Start date.....

**BEECHOAK FARM -REGISTRATION FORM**  
**(21.01.11)**  
**Church road, High Beech, Loughton Essex**  
**IG10 4AJ**  
**Tel: 020 8502 0006**  
[beechoakfarm@btconnect.com](mailto:beechoakfarm@btconnect.com)

Child's full name	
Date of birth	
Spoken language/s	
Religion	
Ethnicity (optional)	

	<u>Contact 1 (*Child's main residence)</u> (person with parental responsibility)	<u>Contact 2</u> (person with parental responsibility)	<u>Contact 3</u>
First Name			
Surname			
Address			
Postcode			
Home Tel. No.			
Work Tel. No.			
Mobile no.			
Email			
Occupation			
Relation to child			

Is there anyone who does not have legal access to the child ?
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Any known medical condition/allergies the school should be aware of regarding your child ?
Any past hospitalisation?
Any known special educational needs?
Any special dietary requirements?
Any comforter?
Any Siblings?
Emergency Password?

Actual sessions \_\_\_\_\_ Start date .....

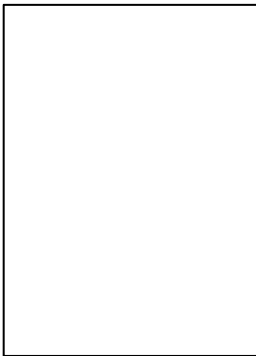
Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club (8-9)					
School day (9-4pm)					
Teatime club (4-5)					

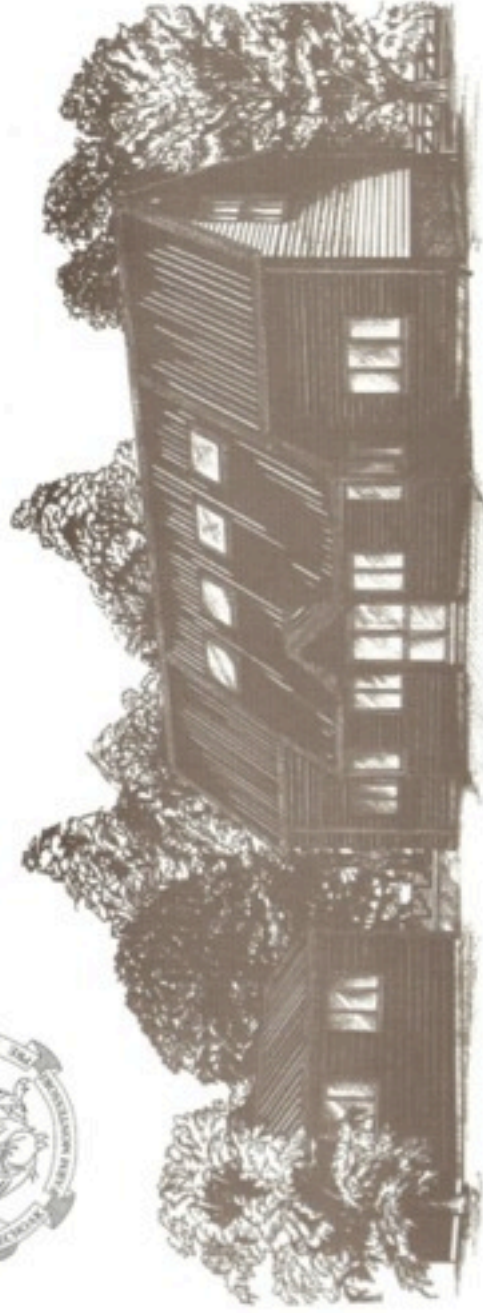
Doctors name/address	
Health visitors name	
BCG	
DIPHTHERIA	
TETANUS	
POLIO	
WHOOPING COUGH	
HIB	
MMR	

**For office use only**

Waiting list fee/ 2 week deposit	
Uniform/labels	
Visits	
Confirm billing address	
Read & sign terms & conditions	
Photos of authorised adults	

Photos of authorised adults





# BEECHOAK FARM