



**If the environment is stimulating  
the Montessori child will flourish.**

*Principal - Natasha Taylor Mont .Dip*





## Introduction

---

Buttercup Montessori Kindergarten has been established since 2001 providing high quality childcare from our Galleywood setting. Autumn 2016 welcomed the opening of our kindergarten located in Cuton Hall Lane, Springfield, just 5 minutes from Chelmsford City Centre.

The kindergarten's welcome babies from birth to 4 years of age, offering full and sessional day care, with our fully qualified Early Years Practitioners and Montessori Directresses. We are open from 7.30am to 6pm, 52 weeks of the year, with the exception of Bank Holidays.

Buttercup incorporates the Montessori philosophy alongside traditional play and learning activities giving an independent education and start in life for each child. In addition to our daily curriculum Buttercup offers extra activities which includes Spanish, Movement and Dance and Cookery.

Our Montessori teaching methods are structured for all children from birth to 4 years of age and we recognise and address the different learning styles and the pace of learning for each child. We encourage children not to be afraid of making mistakes but to see them as natural steps in the learning process.

Our aim is to provide a stimulating, happy, caring and structured environment where your child will be free to learn and play enabling them to discover and grow. We aim to provide a smooth and happy transition for children and parents from home to nursery and then on to their first days at Primary School





## So what is Montessori?

---

The Montessori method of teaching was created by Maria Montessori (1870 – 1952). Maria Montessori was a Doctor of medicine and developed her teaching strategies to allow the child the freedom to learn within a structured environment. Due to her success, her teaching principles are widely used today worldwide. Her teaching methods are based around approaching an 'educational' task in a manner that appeals to children so that the child is not conscious of the fact that they are 'learning'.

Maria Montessori's philosophy enables children to become independent, confident and socially aware by taking the child through a progression of social and practical skills within a prepared environment. The exercises are carried out in an ordered sequence. These sequences develop concentration leading to independence and self-esteem. Your child will be encouraged to work at their own pace, to enhance their full potential and develop, making a happy and confident child.

## Why Choose Montessori

---

A Montessori education offers a unique approach to learning which promotes independence, curiosity, and well-rounded development. From hands-on experiences to personalised learning, Montessori nurtures the whole child in an environment designed for exploration and growth.





## Areas of Montessori

---

Child-Centred Learning: Montessori respects each child's individual pace, allowing them to learn and grow naturally at their own speed.

- Hands-On Learning: Activities that engage all senses help children develop practical life skills and deepen their understanding of the world.
- Freedom with Responsibility: Children are guided to make choices, encouraging independence whilst teaching valuable life skills.
- Thoughtfully Prepared Environment: Montessori classrooms are intentionally designed with materials that invite curiosity and critical thinking.
- Personalised Learning: Each child follows a learning path tailored to their own individual developmental stage, boosting confidence and creating a love of learning.

## The Absorbent Mind

---

Maria Montessori observed how the children learned the language without anyone teaching them. This sparked her idea for 'The Absorbent Mind'. For children under the age of 3, they do not need to have lessons in order to learn, they simply absorb everything in the environment by experiencing it, being part of it. It is therefore important that the environment set up is of a high standard, nice and positive since this is what the child will absorb whether he/she chooses to or not.





## Three Period Lesson

---

Maria Montessori had a method to teach vocabulary to children, she called it the Three Period Lesson. This is best done with real objects, for example, have three types of fruit in season, vegetables, clothing or utensils. Others can be realistic objects (miniature animals) that can be found in any toy shop. Have a mat on the floor to lay out the objects or sit with the child at the table.

First period is the introduction of the object. Show the object to the child and say 'this is a (name of the object)'. Then lay it on the mat or let the child touch and hold it, then repeat the name of the object. Repeat the process with the other objects. By allowing the child to feel the objects it makes a more concrete memory for them.

Second period is to ask the child to point to the object that you have named. 'Can you point to me the (name of the object)'. Then move the object to another place so you know the child remembers the name and not the placement of the object. This period makes the lesson more alive and interesting. You may also ask the child to move the object to different spots on the mat.

Third period is to ask the child to name the object as you point to it. This is mostly done with older children who can fluently talk. The Three Period Lesson is an important part of learning and is used throughout the child's stay, learning sounds, colours, numbers, continents, shapes etc.





## The Baby Nursery

0-18 Months Approximately

---

Our baby nursery cares for babies from birth by our fully qualified Early Years Practitioners. Each Early Years Practitioner has been carefully chosen for their experience, qualifications and specialised interest in baby care. Each baby will be assigned a Key Person, our ratio is 1 to 3. Each practitioner provides unlimited hugs, cuddles and chats. Our Baby Room will be a home from home helping both Mother and baby to feel safe and secure throughout this important time. We provide beautiful fresh linen and bibs for every child and these are changed and washed after every use.

Your baby will have their own Baby Diary for you to view each day via our Family app platform which will contain sleeping, feeding and nappy changing information. The Baby Room is divided so that your child can enjoy a soft play/sensory area, using their senses to help them move safely around their home area.

Parents are asked to supply formula milk or breast milk in named bottles which will be kept safe in our nursery fridge. Parents are also asked to provide nappies, cream, wet wipes and teething gel.

Your baby will be taken out daily to play within our fully enclosed garden. All of our changing mats, toys, cots and highchairs are sterilized and disinfected throughout the day. All members of staff wear soft indoor shoes (slippers) as no outdoor shoes are permitted within the Baby Room.

With your help and by working together we will slowly introduce solids. All our food is cooked on the premises using fresh ingredients covering the 5 a day essential fruit and vegetables.

All the play equipment found within our Baby Room has been carefully selected to provide a stimulating environment. Our curriculum is rich in sensory exploration through Treasure Baskets, puzzles, through to wall mirrors and a pull up bar to encourage their first few steps, baby walkers will not be used as this has been proved to slow the child's development and can also be a hazard. Lots of soft play mats are stored within the baby room to encourage tummy time and movement.





## Tweenie Room

Under Two's

---

At approximately 14-18 months of age your child will be slowly introduced into our Tweenie Room. This is a gradual process and once your child has gained enough confidence to stay in the room full-time, they will then begin their next stage of learning.

Your child will continue to blossom in our warm and caring environment making new friends and exploring new toys and Montessori equipment. Your child will be introduced to circle time giving each child the opportunity to develop their social skills, along with fun sing-along songs and lots of messy play. At this important stage of your child's development, curiosity and the need to learn will be fulfilled by a whole range of exciting fun activities.

Your child will remain in the Tweenie Room until they reach approximately 2 years of age and when a space has become available within our 2-3-year room.





## Curriculum

From Two years on

---

### Practical Life

The Montessori method follows a structure, which begins with Practical Life. In this stage your child learns about their environment, being shown how to look after themselves; for example, by cleaning their teeth, learning how to pour, polish, sweep, thread and weave. Working with Dressing Frames your child will also learn how to undo buttons, hooks, zips, bows and Velcro. This will develop their fine motor skills and eye-hand co-ordination vital for a confident pencil control.

### Sensorial

Once your child has mastered these tasks, he/she are then introduced to the Sensorial material. These apparatus enables your child to explore and heighten their senses independently.

### The five senses are:

- Tactile** – Touch
- Visual** – Sight
- Auditory** – Sound
- Gustatory** – Taste
- Olfactory** – Smell

With these senses strengthened your child can be then introduced to the didactic apparatus and phonic language along with the mathematical materials.

### Language

Our children are taught the phonetic alphabet along with specialist reading schemes. These are.

**Pink Series** – Three letter phonetical words e.g. c a t and d o g

**Blue Series** – Four or more letter phonetical words e.g. t r u c k and l o c k

**Green Series** – Phonograms e.g. sh op and l oo k





## Curriculum

From Two years on continued...

---

### Mathematics

The Practical Life and Sensorial material encourage logical thinking within your child. Your child learns through the specialist Montessori equipment from numbers 0 to 10,000, this is carried through to the decimalised system and Pythagoras.

### The Arts and Crafts

Your child will have great fun enjoying:

- Expressive painting
- Clay modelling
- Play dough sculpting
- Sticking, textiles and sensory crafts
- Music & rhythm
- Story telling & literature
- Dance & creative movement
- Interactive circle time

### Spanish & Dance Lessons

On set days during the week, the children participate in Spanish and Dance lessons. These exciting activities introduce the children to the largest spoken language achieved through interactive songs, counting, games and simple conversations. Movement & Dance is a great way to exercise and this fun activity is enjoyed using scarfs, bubbles and colourful ribbons.

### Toilet training

We encourage potty training when your child is ready from the age of 2 years on, pull ups are encouraged and low-level child size toilets and sinks are used to help this transition.

### Principles & Aims

Our aim at Buttercup is to help your child to find his or her own true potential not only academically but also socially, physically and emotionally. Through a nurtured and stimulating environment your child will become confident with his or her own environment. This achieved, your child will be more than able to move onto their Primary School with confidence.





## Catering

---

We provide a variety of nutritious meals and snacks throughout the day, following a three-week rotating menu. Breakfast is provided for our early starters and includes a selection of toast and cereals. Mid-morning snack consists of toast, fruit, and milk, offering a balanced and healthy start to the day. Mealtimes are a social experience where children can develop independence and enjoy eating together in a relaxed environment.

<b>Breakfast</b>	7:30 am – 8:45 am
<b>Mid-morning snack</b>	9:00 am – 9:30 am
<b>Lunch</b>	11:45am
<b>Afternoon snack</b>	2:00 pm
<b>Afternoon tea- Over 2's</b>	3:30 pm
<b>Afternoon tea- Under 2's</b>	4:00 pm

## Opening Times

---

- Monday to Friday
- 7:30 AM to 6:00 PM
- Closed on all Bank Holidays only
- Open 52 weeks a year

To register your child, please visit

[www.mychilds-nursery.co.uk](http://www.mychilds-nursery.co.uk)

or scan the QR code:





## Kindergarten Fees – January 2026 to March 2026

---

### Government Funded Hours

Eligible working parents of children aged between 9 months and 3 years can claim Government funded hours for up to 30 hours per week. Funding commences the term after your child's 9-month or 2nd birthday and is available 38 weeks per year (term time only). For more information, please speak with your kindergarten Manager. Parents must work at least 16 hours per week at the National Living Wage, with an income below £100,000 annually per parent.



All 3-4-year-old children are entitled to 15 hours per week of Universal Free Early Education Entitlement Funding (FEEE). Funding is available 38 weeks per year (term time only). Funding will begin the term after your child's 3rd birthday. Parents may be eligible to claim the extended 30 hours of funding the term after their child's 3rd birthday. Please visit [www.beststartinlife.gov.uk](http://www.beststartinlife.gov.uk).



We organise our sessions to ensure children make the most of their Government Funded hours, offering up to 10 hours of funding for full-day sessions and up to 5 hours for half-day sessions.

Funding must be approved prior to the term commencing, and your details must be reconfirmed every 3 months. Support is available for disadvantaged families and those who need help. Please contact the kindergarten.

---

### Funding Commences...

Your child can start accessing funded hours from the beginning of the school term after their qualifying birthday

If your child's birthday falls between	I can access the working parent entitlement from...	Term	Total Maximum Funded Hours Available Per Year
1 January – 31 March	April	Summer Term – 13 Weeks	15 Hours Per Week – 570 Hours 30 Hours Per Week – 1140 Hours
1 April – 31 August	September	Autumn Term – 14 Weeks	
1 September – 31 December	January	Spring Term – 11 Weeks	

Government funded hours cover the funded hours of attendance only, term time (38 weeks). Separate charges are made for meals, snacks, and additional provisions that are outside the funded entitlement. These charges are not a requirement to start your funded place at the kindergarten. These prices are included in our annualised fees.

Charges outside the funded hours per day	Food, Snacks & Catering Provisions	Additional Provisions
Half Day (after tax free childcare)	£6.94 (£5.55)	£2.27 (£1.82)
Full Day (after tax free childcare)	£10.98 (£8.78)	£4.50 (£3.60)





## Terms and Conditions

---

The following Terms and Conditions form the contract between Buttercup Montessori Kindergarten Ltd and the Parent/Carer. To enable us to provide and maintain the highest standard of care, we require all parents to be aware of and abide by the following conditions. Upon signing this form, you have agreed to be bound by our Terms and Conditions.

To register your child for a place at the kindergarten a non-refundable registration fee of £70.00 is required along with your completed Registration Forms when registering your child (a registration fee is not required for siblings), this does not guarantee a place. Places are allocated in date order of application; the kindergarten will contact you and write to you confirming a start date once a space becomes available.

## Fees

---

Fees are due by the 1st of each month in advance of attendance. Fees are paid through BACS or via Direct Debit through our Family App. Tax Free Childcare payments are to be paid via our Family app. Attendance less than a full month will be invoiced with actual sessions scheduled.

Late payment of fees will incur an administration charge of £15.00 per week which will be added to your balance. Should fees remain outstanding for more than 21 days, your child may be refused entry and their place at the kindergarten may be terminated. Non-payment of fees may result in Court proceedings and a County Court Judgment (CCJ) may be issued against you.

Childcare Vouchers must be set up to ensure the kindergarten is in receipt of funds on or before the first day of each month, all payments made including vouchers should be accompanied by the child's full name as a reference.

In exceptional circumstances, events may force closure of the setting such as extreme weather conditions or power failure. Buttercup Montessori in these circumstances will not be held responsible and refunds will not be issued for such forced closures, fees will remain chargeable. Fees remain payable during periods of absence including sickness, public and Bank Holidays, the kindergarten will be closed on all Bank Holidays.

A minimum of one full month's written notice chargeable, ending on the final day of a calendar month is required should you wish your child to reduce sessions or bring your child's attendance at the kindergarten to a close.

When an ad-hoc day has been agreed by Management, this will be added to your following months fees, this will remain chargeable should your circumstances change and the session is no longer required.

Buttercup Montessori Kindergarten operates 52 weeks per year and is not a term time only childcare provider therefore regular monthly attendance is required and recorded.

Parents/Carers should be aware that the kindergarten must be vacated by the designated closing time in line with our Ofsted registration conditions. Late collections will incur an additional charge, after the first five minutes a late fee of £8.00 per fifteen minutes will be charged and added to your invoice.

There are no refunds for sickness or holidays taken, as your child's place is secured throughout the year. It is not possible for your child to make up time in other sessions or to swap sessions with other children who may be off.

All fees are reviewed annually to commence April. The kindergarten closes at 4pm on Christmas Eve and New Year's Eve and chargeable at your child's normal session rate.





## Funding

---

Eligible working parents of children aged between 9 months and 3 years will be able to claim FEEE1W or FEEE2W for up to 15 hours per week. Funding commences the term after your child's 9-month or 2nd birthday and is given 38 weeks per year (term time only).

All 3-4-year-old children are entitled to 15 hours per week of Universal Free Early Education Entitlement Funding (FEEE). Funding is given 38 weeks per year (term time only) and will begin the term after your child's 3rd birthday.

Eligible working parents of children aged 3-4 years old may be able to claim FEEE 3&4 30 Hours for up to a further 15 hours per week, 30 hours total. Funding commences the term after your child's 3rd birthday and is given 38 weeks per year (term time only).

## Safety and Well Being

---

It is understood that the kindergarten is under an obligation to report to the relevant Authorities any incident where we consider a child may have been abused or neglected. This may be done without informing the Parent/Carer.

Parents are not allowed to permit another parent entry into the kindergarten, entry can only be permitted by a member of staff. It is the parent's responsibility to ensure that staff are aware of who will be collecting your child. No child will be allowed to leave the kindergarten with anyone, known or not, without the parent's prior notification and a password given. Children will not be accepted into the nursery before 8am unless an early start has been agreed prior, due to staff ratios.

Should your child become unwell with sickness or Diarrhoea they should not attend the kindergarten for a minimum of 48 hours to avoid cross contamination. The kindergarten reserves the right to refuse the entry of a sick or unwell child. Parents of children who become ill during the session will be contacted and notified. If the Manager deems that the child is not well enough to remain at the kindergarten you will be requested to arrange collection of your child. A copy of our Exclusion Policy is available upon request.

The kindergarten cannot administer any medicine to a child unless it has been prescribed by a Doctor or in the case of an emergency. To reduce a child's temperature Paracetamol can be administered by a staff member however only if a parent has given prior written notice, other forms of long-term medication such as an Asthma pump can be administered by staff once parents have provided written instruction.

Buttercup Montessori works closely with parents to cater for specific dietary and medical requirements of individual children. Parents have a duty of care to notify the Manager in writing if there are changes to a special diet or medical condition so that we can ensure all records are updated in line with these changes.

It is the parent's responsibility to inform the kindergarten if your child is not vaccinated in accordance with their age for the protection of others within the setting. It is essential that parents notify the kindergarten of any changes i.e. address, contact numbers including emergency contacts.

We would ask that your child does not bring any personal effects such as toys or jewellery into nursery (stud earrings (taped) are acceptable). Under two's are not permitted hairclips or grips as they are seen as choking hazard.

Should the mistreatment of staff or a grievance arise which develops to be seen as threatening to staff or Management, the Management reserves the right to ask you to leave the setting and your child's place will be terminated with immediate effect.

All information, including personal, is securely stored on the kindergarten's Family platform, which is fully compliant with GDPR regulations. If you wish to access or modify any of your details, please contact your Kindergarten Manager for assistance.





## General

---

The 31st August is the last day of attendance for the term, for children who are leaving the setting to start their new school in September.

The kindergarten undertakes to maintain those insurances required by law. Copies of the current Employer's Liability and Public Liability Insurance policies are displayed within the kindergarten's foyer area.

Buttercup Montessori does not accept responsibility for accidental injury or loss/damage of property.

Children should be dressed appropriately to the season and all clothes, shoes and belongings are to be clearly labelled with the child's name. The kindergarten can at times be a messy but fun place when eating, drinking, visiting the toilet, gluing and painting or interacting in general outside play, we therefore request that parents provide a minimum of 2 changes of clothing for each attendance. The kindergarten will not be held responsible for damage to clothing.

Buttercup Montessori Kindergarten reserves the right to review and update its Terms and Conditions, updated versions can be viewed via our website [www.mychildsnursery.co.uk](http://www.mychildsnursery.co.uk) or scan the QR code:



*Revised March 2025*

