



We have pleasure in attaching our School Prospectus

If you have any questions please do not hesitate to contact us

020 7266 1616

or

07973 508 511

[info@littlesweethearts.co.uk](mailto:info@littlesweethearts.co.uk)

We offer regular visits during term time  
to parents wishing to view the school

In January 2016 we celebrated our 21<sup>st</sup> anniversary



## **CHILDREN LEARN WHAT THEY LIVE**

If a child lives with criticism, he learns to condemn.

If a child lives with hostility, he learns to fight.

If a child lives with ridicule, he learns to be shy.

If a child lives with shame, he learns to feel guilty.

If a child lives with tolerance, he learns to be patient.

If a child lives with encouragement, he learns confidence.

If a child lives with praise, he learns to appreciate.

If a child lives with fairness, he learns justice.

If a child lives with security, he learns to have faith.

If a child lives with approval, he learns to like himself.

*Dorothy Law Nolte*

# **LITTLE SWEETHEARTS MONTESSORI SCHOOL**

## **PROSPECTUS**

### **FOUNDATION**

*Little Sweethearts Montessori School* at St. Saviour's opened in September 1995 and offers children aged between two and five the best in care and education. St. Saviour's Church Hall was completely reconstructed to create a purpose built spacious nursery school providing a secure and comfortable environment in Little Venice. The school is based on Montessori principles and offers full and part time places. We have an outdoor playground nearby.

### **SCHOOL HOURS**

Full day	:	08.55 - 15.30
Morning session	:	08.55 - 12.00
Afternoon session	:	13.15 - 15.45

### **TEACHERS**

It is the school's policy to employ warm, tender, professional, and highly dedicated teachers who work with love and diligence to achieve our aims. They are all Montessori qualified and have First Aid Certificates. We promote stability and continuity of staff. There is a minimum ratio of one teacher to six children.

We operate a one-to-one system to ensure a smooth transition from home to nursery. A member of staff is allocated to each new child until the child becomes familiar with the environment and daily routine. The teacher pays close attention and responds affectionately to the newcomer's individual needs, allowing the child to adjust to the new situation at his/her own pace. Specialist teachers visit us weekly to teach Music, Gymnastics, French, Drama, Computer, & Ballet.

### **AIMS**

We aim to help children develop self-help skills, the power of concentration, self-discipline and diligence, self-worth and independence, courtesy, kindness, and respect for others. They are encouraged to become socially adept at the appropriate developmental stage. Each child is a special and unique individual. The children's particular learning needs as well as their personal, social, and physical requirements and preferences are respected and catered for so that they can utilise their potential to the best of their abilities.

Our aim is to make learning an enjoyable, exciting, and challenging experience which will give a good foundation to the children for many "happy learning" years ahead. The habits and skills developed in early years will help them to concentrate and work efficiently for a lifetime, no matter where they go.

## **MONTESSORI CURRICULUM AND ACTIVITIES**

Maria Montessori, an Italian doctor, believed that each child is motivated from within by a natural curiosity and love of knowledge. She developed a distinctive approach to the education of young children which has been reinforced by modern educationalists. She observed that the early years were crucial in promoting "learning" as each child goes through "periods" for learning a particular skill - putting things in order, counting, reading etc..

The duty of the educator in a Montessori classroom is to observe each child closely to determine his/her natural developmental stage, and to supply the child with the learning material appropriate to his/her interests. Sometimes she will divert a child that chooses a material beyond his/her ability; at other times she will encourage and inspire the hesitant child.

The Montessori classroom is designed to put the child at ease. Tables, chairs, shelves, everything the children use, are child-size. In this "prepared environment" children have physical as well as mental freedom. They are free to select and help themselves to the equipment for an activity. By pursuing his/her individual interests the child acquires an early enthusiasm for "learning".

The Montessori Materials are specifically structured and designed for individual work. They can be divided into three main groups:-

- *Practical Life Exercises* are enjoyable tasks based on day to day activities in the home;
- *Sensorial Material* can be used by all ages and is aimed at sharpening children's senses so that they can distinguish, categorise, and relate new to existing knowledge.
- *Academic Materials* give the child the basic skills of reading, writing, and arithmetic. Using the Montessori Teaching Material a basic vocabulary and understanding of Cultural Subjects (Geography, Botany, History) and Grammar is gradually introduced, always promoting the natural-growth of the child, never pressurising him/her.

We will gladly provide you with more detailed information about the Montessori curriculum and philosophy if you wish to enquire.

## **OTHER ACTIVITIES**

In order to foster stimulation and learning, as well as laughter and fun, children are provided with regularly changing enjoyable projects. There is a wide choice of activities to provide for different tastes including - books and stories - singing - music appreciation - ballet - creative art - crafts - second language - computing - poetry - "let's pretend" - games - cooking - creative play (clay/water/paint) - adventure play equipment - nature table - pet corner - educational & leisure outings.

## **VIEWING THE SCHOOL & REGISTRATION**

It is the school's policy to receive all prospective parents and children warmly and informally. The principal will gladly arrange a suitable time to show you and your child around the nursery school. We believe that it is important for you to have plenty of time to view the school and to have the opportunity to ask any questions that you wish. If you feel like having a second look do not hesitate to make another appointment.

## SETTLING INTO THE NEW ENVIRONMENT

Some children will adjust to their new environment quickly and easily. For others the transition from home to nursery may take a little time. Initially please be prepared to stay with your child, if necessary for the first few days - your presence will help your child to establish a relationship with his/her teacher in an atmosphere of security.

We will always be sensitive to the needs of children and parents, however the following are our recommendations:-

- if your child feels under the weather on the first day of school please feel free to let him/her rest until he/she recovers health and spirit, but keep us informed;
- during the early days allow your child to bring his/her favourite toy to the school;
- let your child choose his/her own activity and sit with him/her;
- the teacher will wait for an opportunity to join in at an appropriate moment;
- after a while, when your child is getting along fine with the teacher, become involved in some activity other than your child's to see whether he/she can cope without you;
- when you and the teacher agree that the time has come for you to depart, say goodbye to your child and leave with confidence;
- if you still feel anxious after you have left the building give us a call and have a word with the teacher who will be pleased to update you on how your child has been getting on since you departed;
- relax, and be assured that your child's teacher will be very responsive to your child's needs, and attend to him/her lovingly *at all times*.

Once the settling in process is happily over, continue to keep in touch with us. There will be two formal occasions each year for you to talk about your child's development but whenever you feel the need just contact the teacher informally. We will always make time for you, however busy we are, because we greatly value exchange of views and information.

Consistency is an essential part of the settling in process and we therefore only accept children attending morning sessions on the basis that they attend five days a week. Missing out certain days causes uncertainty and confusion not only to the absent child, but also to the remaining children in the class. This is of course with the exception of absence on account of illness.

## **MEALS AND SNACKS**

The school will offer attractive and nutritious meals carefully considering dietary needs and taking account of different cultural and religious backgrounds.

There are snack times in the morning and the afternoon. Children are provided with a choice of organic milk and filtered water. Snacks for example cheese cubes, scones or savoury biscuits, mini croissants, bread and butter, fruit salad or dried fruit (without stones) will be offered. There will always be a good variety.

We have an anti-sugar policy in the school only because we are concerned about the children's dental health. Cakes, scones etc. that the children bake at school will contain no sugar.

## **CLOTHING**

Whilst your child's teacher is always there to help we encourage the children to be independent and to do as much as they can for themselves such as taking off their shoes and coats, and managing to go to the loo without assistance. Accordingly we recommend shoes with simple fastenings. Plimsolls and quick fastening trainers are fine but we do not accept lace-up shoes or crocs. Please provide your child with a pair of slippers which we will keep at the nursery so that he/she can change upon arrival and before going home. Dungarees are also too difficult for them to manage on their own. We would be most grateful if you avoid lace-up shoes, crocs, and dungarees!

At the beginning of term children should bring a bag with:-

- a pair of slippers;
- Wellingtons;
- spare clothing (a track suit, underwear, and a pair of socks).
- one passport size photograph of your child which will be affixed to his/her cloakroom peg to assist him/her with identification.

Children wear an overall in the classroom to protect their clothing.

*All items must be marked with your child's name.*

## **EQUAL OPPORTUNITIES STATEMENT AND POLICY**

*Little Sweethearts Montessori School* is an equal opportunities employer. We choose our staff on the basis of their abilities. We disapprove of prejudice and believe that cultural differences can only enrich society. We acknowledge each child's self-worth and help our children to strengthen their self-image. We provide books, pictures, puzzles, stories, and songs in different languages to present cultural diversity.

We are committed to provide the best for all children in a happy environment; we earnestly believe that they deserve it.

# LITTLE SWEETHEARTS MONTESSORI SCHOOL

## FEES 2016/2017

Registration Fee .....	£100	
Full-time Place .....	£3,911	per term
Mornings only .....	£2,269	per term
Afternoons only .....	£1,872	per term

Fees for the first term of entry to the School are payable by the last day of the preceding term's half-term break. Fees for subsequent terms are payable by the last day of the preceding term. We kindly request the prompt settlement of fees by these dates. In order to balance staffing levels we allocate places well in advance and in the event of late payment cannot guarantee a place in the school.

### Occasional Sessions (fees payable on the day)

Please note that occasional sessions are subject to availability and only offered to those children that attend either 5 full mornings or 5 full afternoons per week.

Mornings .....	£70	per day
Afternoons.....	£60	per

### day Optional Classes

Music.....	£130	per term
Gymnastics.....	£130	per term
French .....	£130	per term
Drama.....	£125	per term
Computer.....	£145	per term
Ballet.....	£145	per term
Yoga .....	£ 130	per term

Fees do not include specialist visiting teachers, school minibus, excursions, or catering.

## WITHDRAWAL

**We have a long waiting list and therefore trust that you will appreciate our requirement that, in order to regulate admissions, A FULL TERM'S NOTICE IN WRITING in accordance with our Terms and Conditions must be given if you wish to withdraw your child from the school. In the absence of this notice a full term's fees will be payable. (Please refer to our Terms and Conditions for details of notice requirements.)**

**LITTLE SWEETHEARTS MONTESSORI SCHOOL**

St. Saviour's Church Hall, Warwick Avenue, Little Venice, London W9 2PT  
Telephone: 020 7266 1616 Fax: 020 7266 0288 Email: info@littlesweethearts.co.uk

**REGISTRATION FORM**

***PLEASE COMPLETE THE FOLLOWING DETAILS IN BLOCK CAPITALS***

Proposed term of entry (*please underline month and complete year*)

SEPTEMBER 20..... JANUARY 20..... APRIL 20.....

If a child fails to take up his/her firm allocated place when it falls due we regret that we are unable to hold it open for a future date.

I would like my child to attend the school (*please underline*)

FULL TIME MORNINGS\* AFTERNOONS\*

*\* Please note that all children attending morning and afternoon sessions are required to attend 5 days a week. Please refer to the 'SETTLING IN TO THE NEW ENVIRONMENT' section of the Prospectus*

OTHER (*please specify*)

Name of your child .....

Date of Birth.....

Home address .....

.....

Home telephone & fax numbers.....

Mobile telephone number..... Email address.....

Name, address, and telephone number of your family doctor .....

.....

Name, address, and telephone number of present school (if any) .....

.....

School to be attended after Little Sweethearts Nursery School (if known).....

.....

Languages spoken at home (apart from English) .....

Nationality..... Ethnic Background..... Religion.....



MOTHER

Name (Mrs/Ms/title) .....

Home address (*or as above*).....

.....

Home telephone & fax numbers (*or as above*).....

Mobile telephone number..... Email address.....

Work address and occupation.....

.....

Work telephone & fax numbers .....

FATHER

Name (Mr/title) .....

Home address (*or as above*).....

.....

Home telephone and fax numbers (*or as above*) .....

Mobile telephone number..... Email address.....

Work address and occupation.....

.....

Work                      telephone                      &                      fax                      numbers

LEGAL RESPONSIBILITY

Who has legal responsibility for the child? Please give full names and indicate whether individual or joint responsibility?.....

.....

Other responsible adults to be contacted in an emergency (Grandmother, grandfather, aunt, uncle, family friend, local relative or neighbour - please give as many names as you can including home and mobile telephone numbers)

Name & telephone numbers .....

Name & telephone numbers .....

Name & telephone numbers .....

Next of kin (please give full name, address & telephone numbers) .....

.....

Please underline if your child has had: - Chicken Pox - Measles - Whooping Cough - German Measles - Polio - Smallpox - Scarlet Fever -Diphtheria

Please underline if your child has been immunised against:- Whooping Cough - Diphtheria - Tetanus - Smallpox - Polio - Measles

Does your child suffer from any allergy or chronic condition? Please specify (allergic to peanuts, sesame seeds, plasters etc.).....

.....

Does your child have a special diet? .....

.....

Is your child on medication? .....

.....

Is there anything else of importance that you wish to let us know concerning your child? .....

.....

How did you first come to hear of our school?

.....

We/I enclose a non-refundable registration fee of £100.

**(BOTH PARENTS PLEASE SIGN BELOW)**

..... Mrs/Ms/Mr/title  
*Signature*

*(please print full name)*

Date:

..... Mrs/Ms/Mr/title  
*Signature*

*(please print full name)*

Date:

Please also read and sign our Terms and Conditions (attached) and return a copy with this registration form. Your application for a place at the school (whether for a firm place or to be placed on the waiting list) will not proceed until we have received a fully completed Registration Form together with payment of the current registration fee. If you need any further explanation please do not hesitate to contact us.

# LITTLE SWEETHEARTS NURSERY SCHOOL LTD.

## TERMS AND CONDITIONS

### **PLEASE SIGN AND RETURN THIS COPY WITH YOUR REGISTRATION FORM**

In these terms and conditions

"The School" is Little Sweethearts Nursery School Ltd. trading as Little Sweethearts Montessori School at St. Saviour's Church Hall, Warwick Avenue, Little Venice, London W9 2PT;

"Parents" are the parent/s or legal guardian/s or the person/s otherwise legally responsible for a child attending the School.

**REGISTRATION** - If you wish your child to attend the School you will be asked to complete a registration form and return it with the current registration fee. Whilst we reserve the right of acceptance, you will normally be offered a confirmed place if one is available. If not we will be pleased to place you on our waiting list. Allocation of confirmed places is solely at our discretion and in assessing priority we take into account a number of factors including the individual needs and learning progress of each child; whilst we will endeavour to give priority to early applicants confirmed places are not necessarily allocated in the order in which a child is placed on the waiting list.

**FEES** - The school does not currently operate a fee deposit scheme but Parents of any child attending the School will be required to pay fees in advance. Fees for the first term of entry to the School are payable at the latest by the last day of the preceding term's half-term break - if payment is not received by the School by this day any place reserved for the child will be cancelled without notice and without compensation and will be offered to a child on the waiting list. If Parents subsequently decide not to send the child to the School fees paid in advance are non-refundable. Fees for subsequent terms are due upon receipt of invoice and in any case no later than the last day of the preceding term. Fees are non-refundable. For a child joining the School during the second half of the term 50% of the term's fee will be payable. Fees payable will be those current for new entrants at the time of entry into the School and will be reviewed from time to time. Fees are inclusive of tuition, stationary, and materials for art and design. Any other items and in particular specialist visiting teachers, school bus/minibus, excursions, and optional catering are not included in the fees and will be charged additionally. Should fees remain unpaid on due date the school reserves the right at its sole discretion upon one week's written notice to the parents at the address on file at the school, or by hand to the person bringing the child to school or collecting the child from school, to suspend or terminate a child's place at the school. In the event of termination by the school for non-payment of fees the parents shall be deemed to have given notice of withdrawal effective on the date of termination and all fees including those for the relevant notice period hereunder shall become immediately due and payable. Parents hereby accept that they are jointly and severally liable for the payment of all fees. All cheques should be made payable to "Little Sweethearts Nursery School Ltd". The School accepts most major credit cards.

**WITHDRAWAL** - Parents must give a full term's notice to the School in writing if they wish to withdraw a child from the school. Such notice should be sent by Recorded Delivery and must be received by the School prior to the first day of the term of intended withdrawal. In the absence of this notice a full term's fees will be payable. If a child is withdrawn part way through a term we regret that we will not be able to refund any part of that term's fees, and in such instances these notice provisions will still apply.

**ATTENDANCE** - All children should be in school by 8.55 a.m. each day. If your child is unable to attend, please notify the School by telephone before 8.55 a.m.. The School regrets that refunds cannot be made for absence of a child for any reason and in particular for holidays (including public and bank holidays) and sickness. Private insurance may be available to cover such eventualities.

**HEALTH** - Parents should make the School aware if their child suffers from any allergy. It is the responsibility of Parents to inform the School if children have been in contact with any infectious diseases. Any child with a temperature or suffering from a cold, sore throat, diarrhoea, vomiting, or a skin infection which affects or which may affect other persons in the school should be isolated from other children until he/she has recovered, and in the case of diarrhoea and/or vomiting for at least 48 hours after the last episode. Children who are ill must be kept at home. Should your child become unwell during the day we shall contact you and, if necessary, ask you to collect your child. Non-prescription medicines may be given to children if requested. They should be handed to child's teacher with written permission from the Parents and clear written instructions as to administration and dosage. Prescription medicines must, in addition to written permission from the Parents, also be accompanied by a doctor's letter addressed to the school with full instructions as to administration and dosage. In the case of an emergency, illness, or accident every possible effort will be made to contact the Parents or next of kin of the child at the contact numbers given on the Registration Form or subsequently updated in writing. If they cannot be reached the School shall have the right to act in loco parentis for the child, including hospitalisation if necessary. A teacher or the Principal will be with him/her until the Parents have arrived. In the light of reports in recent years of the risk of pandemics we reserve the right in the event of any illness, or if we in our opinion perceive a risk of any illness, for the protection of children, teachers and

parents at our sole discretion to close the school for such period or periods as we deem appropriate. In such circumstances fees covering the period of closure are non-refundable and we shall not be liable for loss or damages, consequential or otherwise.

COLLECTION - No child will be allowed to leave the premises alone. The person collecting the child must be known to one of the nursery school staff and, if not the Parents, must have their written authority and have been personally introduced to the child's teacher. Please do not send any unknown person to collect your child.

LOSS AND DAMAGE - The School cannot take responsibility for loss of or damage to property or clothing. Children should preferably be dressed in hardwearing, washable clothing. Children should not bring money or expensive toys to the nursery school.

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RECORDING - Children attending the School are not recorded, photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. By accepting these Terms and Conditions you are granting your permission for this.

CHANGE OF ADDRESS - Parents are asked to inform the School in writing of any change of address or telephone number, either at work or at home. It is essential that our records are up to date, particularly so that we can inform you promptly in the event of illness.

PERIODIC CHANGE OF TERMS AND CONDITIONS – We regularly update and/or modify these Terms and Conditions. This may be as a result of changing circumstances, revised or new legislation, or any other matter that we at consider relevant to the orderly management of the School and its business. We reserve the right, at our sole discretion, to change, modify or otherwise alter these terms and conditions at any time. When the Terms and Conditions are updated and/or modified we shall display a current copy on the school noticeboard for a minimum period of two weeks. Such modifications shall become effective immediately upon the posting thereof. Please always read these new Terms and Conditions and if you require a copy please request one from the school office. If a nanny or other person drops off or collects your children from school please ask her/him to request a copy on your behalf. By signing these Terms and Conditions you are hereby explicitly accepting that you are and will be bound by the then current Terms and Conditions as updated and/or modified from time to time.

STATUTORY - The prospectus shall not be construed as containing any representation of fact upon which reliance is made under the Misrepresentation Act 1967. Any statements in the prospectus are intended to be statements of opinion made in good faith and believed to be true, but must not be regarded as representations on the basis of which children are entered for the School. Under the provisions of the Data Protection Act 1998, the Parents hereby give their consent and explicit consent to the processing by the School or any person or organisation acting with the School's authority on its behalf of any personal data or sensitive personal data relating to them and, to the extent if any that it is not exempted under the act, their children.

I/we, the Parents, accept and agree to abide by these Terms and Conditions

(BOTH PARENTS PLEASE SIGN BELOW)

..... Mrs/Ms/Mr/title Date:  
*Signature* (please print full name)

..... Mrs/Ms/Mr/title Date:  
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CHANGE OF ADDRESS - Parents are asked to inform the School in writing of any change of address or telephone number, either at work or at home. It is essential that our records are up to date, particularly so that we can inform you promptly in the event of illness.

PERIODIC CHANGE OF TERMS AND CONDITIONS – We regularly update and/or modify these Terms and Conditions. This may be as a result of changing circumstances, revised or new legislation, or any other matter that we at consider relevant to the orderly management of the School and its business. We reserve the right, at our sole discretion, to change, modify or otherwise alter these terms and conditions at any time. When the Terms and Conditions are updated and/or modified we shall display a current copy on the school noticeboard for a minimum period of two weeks. Such modifications shall become effective immediately upon the posting thereof. Please always read these new Terms and Conditions and if you require a copy please request one from the school office. If a nanny or other person drops off or collects your children from school please ask her/him to request a copy on your behalf. By signing these Terms and Conditions you are hereby explicitly accepting that you are and will be bound by the then current Terms and Conditions as updated and/or modified from time to time.

STATUTORY - The prospectus shall not be construed as containing any representation of fact upon which reliance is made under the Misrepresentation Act 1967. Any statements in the prospectus are intended to be statements of opinion made in good faith and believed to be true, but must not be regarded as representations on the basis of which children are entered for the School. Under the provisions of the Data Protection Act 1998, the Parents hereby give their consent and explicit consent to the processing by the School or any person or organisation acting with the School's authority on its behalf of any personal data or sensitive personal data relating to them and, to the extent if any that it is not exempted under the act, their children.

I/we, the Parents, accept and agree to abide by these Terms and Conditions

(BOTH PARENTS PLEASE SIGN BELOW)

..... Mrs/Ms/Mr/title Date:  
*Signature* (please print full name)

..... Mrs/Ms/Mr/title Date:  
*Signature* (please print full name)