Cedars
Montessori Pre-school

RATED
EXCEEDING
NATIONAL QUALITY STANDARD

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SA MONTESSORI
quality early childhood education and care

Cedars
Montessori Pre-school

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Thank you for your interest in our Montessori pre-school.

We hope you find the enclosed information helpful. We believe that after reading about us the next best thing you can do is to visit us to meet our staff, observe the children working and to feel the special and welcoming atmosphere of our centre.

Please call us to arrange a time to visit and we will be happy to show you around and explain more about our Montessori classroom.

In our package you will find a *Waiting List Application Form*. If you are interested in enrolment at our pre-school you will need to register your child's name onto our Waiting List. We can then contact you when a vacancy becomes available.

Our pre-school is a very special place where every child feels valued. The high standard of teaching and care is a reflection of the talent, dedication and skill of our teachers. The Montessori philosophy provides the added quality that makes us stand apart from all other early childhood settings.

We welcome your interest and we feel confident that once you know all about us you will recognise the value your child will gain from joining us.

We look forward to meeting with you soon.

Barbara Langford and Barbara Nache
Directors and Owners,
Cedars Montessori Pre-school

Prospectus current as at December 2018. Details subject to change. Please contact the centre to confirm up-to-date information.

A child's early experiences help to form the foundation of their relationship with the world. SA Montessori commits to providing joyful experiences to help each child connect with their community and value their environment. SA Montessori educators are passionate about providing the highest quality early childhood education and care.

Cedars Montessori Pre-school is one of five SA Montessori centres in Adelaide. Jescott Montessori Pre-school was the first centre founded in 1989 by Barbara Langford. Barbara began Jescott to provide a Montessori education for her daughter and this family focus remains central to our learning community today. Since then, *Cedars Montessori Preschool* at Saint Spyridon College, Unley; *Babthorpe Montessori Preschool* at Loreto College, Marryatville; *Chancery Lane Montessori Preschool*, St Aloysius, Adelaide and *Rosemont House Montessori*, Norwood, have all been successfully established and come together as SA Montessori centres.

Since the introduction of the National Quality Framework in 2012, all early learning and care services across Australia must be assessed against a set of national standards to determine the quality of the centre. There are 4 rating levels with the highest being "Exceeding the National Quality Standard".

Cedars Montessori Pre-school proudly boasts a rating of "Exceeding the National Quality Standard". This achievement reflects the hard work and dedication by our educators who strive at all times to be the best in their profession.

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We are proud that all SA Montessori centres are "Exceeding the National Quality Standards". In addition, two of our centres (Chancery Lane and Jescott Montessori) have been awarded 'Excellence', an achievement awarded only to centres that are proven to be exceptional leaders in the early childhood field. Less than 50 centres out of 15,500 centres across Australia have received the 'Excellence' award.

For more information about SA Montessori please visit www.samontessori.com.au.

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About Us

Cedars Montessori Pre-school has a proud and long history of providing high quality education and care. It is our deep sense of respect for every child that inspires us to prepare nurturing educational programs that enhance each child's unfolding pattern of learning. Cedars Montessori Pre-school began in 1993 and was originally located in Parkside. In 2001 Cedars moved to Walford Anglican School for Girls as the registered providers of the early learning centre, and in 2012 Cedars relocated once again to the current location at St Spyridon College in Unley.

Cedars Montessori Pre-school welcomes boys and girls aged three to six years old. A separate Toddler and Transition program is provided for children under three years of age who must attend with a parent or other adult. Our Pre-school is a very special place where every child feels valued.

Our Location

Cedars Montessori Pre-school is located on the grounds of Saint Spyridon College in Unley. It is in close proximity to major bus routes and has easy access to the surrounding shopping and business district. The Unley City Library is across the road, the Sturt Football Oval is in walking distance and available for use by the school, and the Unley Shopping Centre is easily accessible. There is plenty of short-term street parking along Oxford Terrace for parents when dropping off or collecting children.

Our Facilities

Cedars Montessori Pre-school operates in a space offering character and quality finishes. Everything inside the learning area is aesthetically appealing and carefully planned to offer a safe and comfortable environment for children. Wherever possible the centre offers children's furniture and beautifully crafted materials made from natural materials. Double doors open out to a verandah to enable children to work inside or out, tend the garden beds and extend their classroom learning experiences**.** The immediate outdoor area has been developed to provide an interesting play area. Each day the children of Cedars have access to the extensive playground at the back of the school. This area has wonderful climbing equipment and provides a challenging and safe play space. The Cedars children also have access to the St Spyridon multi-purpose hall and under-cover verandah area during times of inclement weather or for special occasions such as concerts and parent events.

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Our Educators

Cedars Montessori Pre-school provides high quality educational programs. We employ qualified educators who have the expertise, experience and educational knowledge to nurture the important development of a child's early years.
We understand how important it is for children to have key people in their life who provide excellent role-modelling, quality use of spoken language, gentle and consistent guidance, and most importantly, genuine love and respect. Our staff are passionate and committed to providing the best for every child.

Our Relationship with Saint Spyridon College

In January 2012, SA Montessori joined with Saint Spyridon College to extend the school's educational curriculum (from Reception to Year 7) to include the important early years of learning. Cedars Montessori Pre-school operates as an independent Pre-school owned by Barbara Langford and Barbara Nache. **The pre-school accepts enrolment from children irrespective of their current or future association with St Spyridon College** however there are many benefits to be considered for children who will progress into the College, in particular the possibility of continuing their Montessori education during the Primary School years.
Visit www.saintspyridon.sa.edu.au for more information.

Hours of operation

The centre is open from 8:00am to 4:00pm, Monday to Friday.
The Montessori pre-school program is delivered between 9:00am and 3:00pm each day.

An optional care program is offered between 8:00am and 9:00am and again from 3:00pm to 4:00pm. All children who are enrolled in the Pre-school program are eligible to attend during these hours for no additional fee. We do ask parents to advise us of their anticipated drop off and collection times to aid with our program planning for the before and after-school care periods.

Cedars Pre-school operates for 48 weeks of the year and is closed for 4 weeks during the Christmas and New Year break. Fees are not collected during this annual closure. The centre is closed on Public Holidays however fees still apply on these days.

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The Montessori Experience

The Montessori method is an educational pedagogy based on supporting the innate needs of the child in order to encourage the child's natural love of learning and to promote the child's healthy and holistic development. The method was devised by Dr Maria Montessori, although Dr Montessori credited the *children* as the true creators of the method - "I have studied the child, I have taken what the child has shown me and I have expressed it - that is what we call the Montessori method". The first Montessori classrooms were in Italy in 1907. Since that time the Montessori method has retained its relevance and proven its value. Today there are approximately 22,000 Montessori schools world wide in over 110 countries.

The Montessori philosophy is deeply embedded in all aspects of our centre. The Montessori curriculum provides the philosophy and practices of our learning program and builds upon the harmonious foundations of the National Early Years Learning Framework. Our Montessori program inter-relates with every moment, experience and interaction of the children, our teaching team and our families. The Montessori materials and lessons provide sequential learning experiences in all aspects of this rich and balanced curriculum. A true Montessori program like ours requires skilled and trained teachers who recognise each child's unfolding pattern of readiness and translate that to the introduction of new learning challenges.

A Montessori classroom is an inspiring learning environment filled with wonderful resources that encourage independent exploration and discovery. Our Montessori teachers prepare the environment to meet the needs of the children. The wonderful and precise Montessori materials are always available for the children to practice their newly acquired skills and extend their knowledge. Children can interact intelligently with their surroundings and become engaged in their own learning at their own individual level of interest and in their own time.
Children in a Montessori program are exposed to sequential learning in all the core curriculum areas of Literacy, Numeracy, Practical Life Skills, Sensorial exploration, Science and Cultural studies. The Montessori materials have been specifically designed to provide a wonderful foundation of knowledge upon which each child can progress according to their readiness and interest.

The Montessori program is a continuum of development during a child's most formative early years. Optimum learning takes place when a child is able to progress through the consecutive stages of our early learning environment where learning continues until the child is ready for Primary School. Children who graduate from our Montessori environment will have acquired all of the necessary skills to confidently and competently begin the next part of their school life. Most importantly, your child will have a love for learning and a healthy curiosity about the world.

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Our Programs

Toddler and Transition Program
Children aged between one and three years begin their journey toward independence from their parent. This is the time when children start to discover the world outside their immediate family. It is an ideal time for parents to learn about the developmental stages and relative behaviours that their child may exhibit during the quest for independence. Our Toddler and Transition classes focus not only on the child, but also on the parent (or carer). We provide a program that enables parents to understand the Montessori philosophy and how this allows children to fully develop their potential. Our skilled Coordinator provides parents with ideas on how to apply developmentally appropriate learning opportunities in their homes.

The youngest children begin their young journey in the Toddler class and graduate to the Transition class once they approach a stage of early independence. Once a child begins to work separately from a parent we ask the parent to step away and let the child begin the process of interacting independently with the teacher. At this stage the child will have naturally progressed through “separation” from the parent and it is time to join the Pre-school class.

Toddler class
For children aged 12 months to 24 months
Tuesday morning 9.15am - 10.45am.

Transition class
For children aged 24 months to 36 months
Tuesday afternoon 11.15am - 1.15pm.
Please note that the Commonwealth Childcare Subsidy does not apply to the Toddler or Transition programs. For subsidized toddler care we are able to accept some two-year-olds into our Preschool program by request.

Pre-school Program
The Montessori Pre-school curriculum is for children from around three years of age. Children engage in a program that provides them with all the necessary skills to confidently enter Primary School at age 5 or 6. It is a requirement that pre-school children attend a minimum of two full days a week. We recommend consecutive days for optimum continuity (subject to availability).
During the three-year cycle of the Montessori curriculum children experience enhanced learning through the vast array of specialised Montessori materials. The lessons are presented at various levels of difficulty to build upon each child’s existing level of knowledge and achievement. Children are encouraged to explore and be curious and emphasis is placed on giving individual attention to every child.

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Practical Information

Holiday Programs
School holiday programs are conducted during breaks between school terms. **A child's placement is continuous throughout this period and fees must be paid accordingly to retain the placement.** However, we encourage families who are not in need of child care during this time to allow their child to experience this important time off to spend with family and older siblings.

Food
It is our experience that children usually prefer food prepared at home which caters to the individual and cultural preference of their family. **Food to be consumed for lunch must be provided by each child's parents**. Shared fruit and vegetables are available for children to access during the morning as a snack. Children's lunchboxes are stored each day in the refrigerator until required.

Sleep and Rest
The centre endeavors to meet the individual needs of each child. Children will be encouraged to have appropriate rest periods throughout the day.

Clothing/uniform
All children attending Cedars Montessori Pre-school are required to wear a uniform. This is for easy identification when the children participate in excursions or visit the Saint Spyridon College library or extended grounds. The unisex uniform consists of track pants and rugby top with a skivvy to be worn during the cooler months. Shorts and a polo shirt have been designed for the warmer weather. A hat is available for wearing year round. The uniform has been designed for comfort, durability and easy maintenance and is available through the Hambours Uniform Shop. Parents are advised how to order uniforms once an *Offer of Placement* has been confirmed.

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Fee Schedule

Waiting List Application Fee
When you submit your Wait List Application, a non-refundable fee of $75 applies.
If your child registers at more than one SA Montessori Centre, the additional waiting list fee per Centre is discounted to $25.

(Enrolment) Registration Fee
Following an *Offer of Placement,* parents must secure their child's position with a non-refundable fee of $140 within five working days.

Bond
A bond equivalent to 2 weeks full fees is required to be paid no later than five working days after you have accepted a position for your child. The bond amount is determined at the current fee rate and pattern of attendance, prior to the Child Care Subsidy (CCS) being applied. If a change in attendance subsequently occurs parents will be informed of any difference in the amount of their bond payment. The bond can be paid by direct deposit/bank transfer, money order or cheque. The Bond will be refunded in full after the child's last day (subject to any outstanding charges) if 4 weeks written notice has been given informing the centre of the intent to cancel the placement. The notice period of 4 weeks does not include the time the centre is closed. Less than 4 weeks' notice will forfeit the bond.

Attendance Fees

Toddler Program **$250 per 10 week term**
Bookings are for a 10-week period and full fees must be paid in advance, prior to the start of the term. Toddler classes operate only during school term times.
Child Care Subsidy (CCS) cannot be claimed for this fee.

Transition Program **$300 per 10 week term**
Fees are due at the start of each week of attendance. See Fee Payment section for more details. Transition classes operate only during school term times.
Child Care Subsidy (CCS) cannot be claimed for this fee.

Pre-school
8am – 4pm **$95 per day**

Fees apply irrespective of the number of hours utilised during the day. Fees are due at the start of each week of attendance. See Fee Payment section for more details.
Child Care Subsidy (CCS) may be claimed for this fee.

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Fee Payment

SA Montessori uses a payment system called 'Debitsuccess' to collect fees. This program coordinates payment details with the reporting requirements of the Commonwealth Childcare Subsidy (CCS) system. **It is a condition of enrolment that families agree to participate in this system. It involves a weekly automatic withdrawal of fees from a nominated personal account. Account payments are NOT handled at the Centre.**

Fee Payment Policy

- Fees are charged for all days booked including Public Holidays and days absent.
- Sessions cannot be made up if not attended.
- Fees must be paid by the Debitsuccess payment system.
- Toddler and Transition fees are paid in advance for a school term and fees will not be refunded if a child withdraws once the term has begun. If an account is outstanding beyond the due date, a late fee of $50 is applied.
- If accounts are outstanding after two weeks, the placement will be forfeited.
- Debt collection procedures will be initiated on any outstanding fees.

Government Child Care Subsidy (CCS)

The **Child Care Subsidy (CCS)** provides assistance to help families with the cost of child care. The CCS replaces the Child Care Benefit and Child Care Rebate.

How does it work? If you are eligible to receive the Child Care Subsidy (CCS), your entitlements will be paid **directly to the service** your child is attending. The service will then deduct CCS from your child's regular fees, leaving you with only a gap to pay for your child's enrolment.
Some basic requirements must be satisfied for an individual to be eligible to receive Child Care Subsidy for a child. These include the age of the child (must be 13 or under and not attending secondary school), that the child meets immunisation requirements and that the individual, or their partner, must meet the residency requirements.

How much will I receive? Three things determine a family's level of CCS:

1. A family's annual adjusted **taxable income** will determine the percentage of subsidy they are eligible for,
2. An **activity test** will determine how many hours of subsidised care families can access, up to a maximum of 100 per fortnight, and
3. The **type of child care service** will determine the hourly rate cap.

The government has an online estimator to assist you with determining your expected entitlements. Visit the Centrelink website at www.humanservices.gov.au/individuals/centrelink and click **'Payment and Service Finder'**.

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Our Enrolment Process

Parents wanting their child to join the centre must register them onto the *Waiting List*. The Waiting List guides who will be offered the placement if a vacancy occurs.

When placing your child on our *Waiting List*, it may be helpful to have the following information.

Our Centre is licensed for a maximum number of children each day. When a vacancy arises it is initially offered to any child currently attending our pre-school who may have requested an increase or change from an existing placement. After that, the vacancy is then offered to children from our *Waiting List*.

Once the Centre is filled at the beginning of each year, very few vacancies arise throughout the year. This means that only a limited number of places become available to new families from the *Waiting List*. At the end of each year we usually have a number of pre-school children moving on to Primary School. This is the time when we are *most* likely to be able to take new children from the *Waiting List.*

Children on the *Waiting List* who have not been successful in gaining a placement at their requested time will remain on the list (unless otherwise advised by a parent) for future consideration as vacancies arise.

Our *Waiting List* is run fairly and professionally. Due to the restrictions on our licensed capacity, the high demand for placements, and the limited vacancies that arise, we can never *guarantee* any child a placement. All prospective families who visit our pre-school are given an honest appraisal of their chances of gaining a placement. Sometimes this can mean waiting for an extended period of time for a placement to become available.

We are told we are worth waiting for - we hope you agree.

SA Montessori offers nurturing environments for children and we also aim to provide significant support and guidance for the *parents* in our community too. We look forward to offering you this personalised support if you choose to become a part of our care community. In the meantime you may wish to visit the following **websites** to further assist you in your understanding of Montessori.

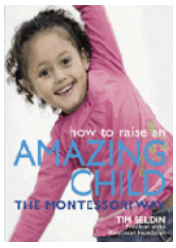
Montessori Child provides a blog, activity ideas and Montessori-inspired materials for purchase. **www.montessorichild.com.au**

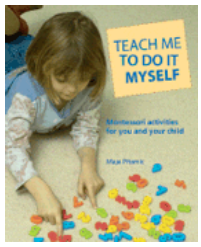
Aid to Life is a resource for parents which has been designed through a collaboration of Montessori organisations around the world. It provides advice on supporting the development of independence, movement, communication and self-discipline during a child's earliest years of life.
www.aidtolife.org

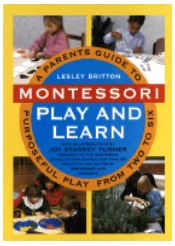
Montessori Australia Foundation is the national peak national body for Montessori in Australia, offering support services and information to schools and families. www.montessori.org.au

Good at Doing Things is the website of paediatric neuropsychologist Dr Steven Hughes, who links the Montessori method to the development of healthy cognitive functioning. www.goodatdoingthings.com

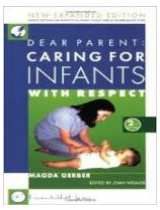
You may also wish to consider the following books (www.montessoribooks.com.au)

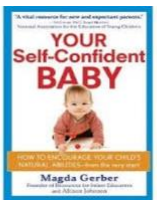


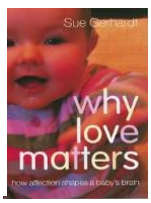


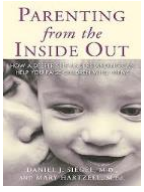


Montessori From the Start, P Polk Lillard / How to Raise an Amazing Child, Tim Seldin, Teach Me to Do It Myself, M Pitamic / Montessori Play and Learn, Lesley Britton,/ In a Montessori Home, Sarah Moody. You can learn more about the RIE (or "Gerber") method of caring for babies by visiting **www.rie.org** Learn more about how these principles can apply to your parenting by reading:









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SA Montessori Pre-schools Policies

Immunisation Policy

Statement
SA Montessori Pre-schools aim to uphold its obligation under the laws of the Work Health and Safety Act 2012 Division 2, Section 19, Subsection 3 (A) to provide a safe and healthy environment for employees, children and visitors attending the centres.

Rationale
SA Montessori Pre-school Centres will not enrol children without proof of immunisation in accordance with the Australian Standard Vaccination Schedule.

Procedures
- Children who are not immunised may place themselves and other members of the centre at risk through the possible introduction of an infectious disease. SA Montessori Pre-schools therefore applies the following policy to minimise the risk of communicable disease by attempting to ensure that all children enrolled at its centres are immunised. Homeopathic vaccination is not accepted.
- The Immunisation policy is effective from 1st July 2003. Families with children enrolled at the centre prior to the introduction of this policy are exempt from its limitation.
- At enrolment, parents will need to provide vaccination records from Medicare as evidence of full and current immunisation status. Where this is not accessible, alternative sources of evidence may be considered if accompanied by verification from a qualified medical practitioner. The following link contains instructions on how to obtain Medicare records: https://www.humanservices.gov.au/individuals/online-help/medicare/getting-your-immunisation-history-statement-using-your-medicare-online-account
- Parents will need to update the Preschool with evidence of any immunisations completed after enrolment.
- Once enrolled, if a child does not continue with the immunisation program for any reason (including, but not limited to, health exemption or conscientious objection) parents will be required to remove their child from the service. The forfeiture of enrolment may be effective immediately and the centre is not required to provide the parents with a notice period.
- The services will make available to families and staff information on immunisation schedules and clinics. Where possible and applicable, information will be made available in languages other than English.
- Where appropriate the centre will invite health care professionals to address parents and staff on immunisation and health matters

Linkage to other policies
Confidentiality Policy

Sourcing
Australian Immunisation Handbook 10th Edition
National Health and Medical Research Council
Work Health & Safety Act 2012

Legal Reference;
Solicitor, Gunn and Davey

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