



Little Oxford Montessori

Scholars from the Start

Educating children from 6 months to 6 years



Thank you for your interest in Little Oxford Montessori

A child's first steps into the world set them upon a pathway that unfolds towards their future. We believe that there is nothing more important than giving each child the most solid and secure foundation for these early explorations. We have created a nurturing environment where we can support your child's natural instincts to connect, explore and grow!

Our name reflects not only our location, with our stunning nature playscape overlooking beautiful Oxford Terrace in Unley, but also the pride we take in implementing a pedagogy that helps each child realise their intellectual potential. The world-renowned 'Oxford University' may be on the other side of the world geographically, but we feel connected by a shared pursuit of building a better future by nurturing each learner's unique gifts. We are delighted to inspire each of our little 'scholars' from the very start.

Our symbol is the sunrise, representing that we support each child's dawn of discovery. They already radiate the first glimmers of brightness that will light up their whole lives, and it is our privilege to help them see all the beauty that is illuminated around them.

There is certainly an abundance of beauty awaiting you here at Little Oxford Montessori, not only within our special centre but also in our surrounding community. Our environment consists of freshly refurbished classrooms that have been meticulously designed to reflect true Montessori magic! The delight is in the detail and you will find countless little touches that inspire, engage and enchant each child! These rooms look out onto a landscape of flourishing established gardens with a vast array of play experiences on offer. This includes the beauty of our nature playscape, which is lovingly known as 'Cedars Park' in reference to our sister centre Cedars Montessori Pre-school just down the road. We are fortunate that within a few short steps of our own home we can visit neighbouring community sites including the Unley Oval, the Village Green and the Unley Library.

Our Montessori community is 'little' in name and in nature. Here at Little Oxford Montessori we believe that small class sizes are an integral component of quality care as it allows for the development of meaningful relationships and truly personalised learning programs. Our 'boutique' class sizes ensure that our community of families will always feel a sense of welcome contribution and engagement with our educators.

Our children progress through a special journey as they grow within our caring community. Our youngest bubs first nestle in 'Nido'. As they take their first steps they advance into our Piccolo area. As their bodies build they bound towards the Bambini space. Finally, they put the pieces of the puzzle together in our Pre-school program for 3 to 6-year-olds. Each of these age groups has a dedicated space that caters to their unique developmental needs, but there is also authentic intergenerational integration in our community. Each child knows every teacher, visits each space, and connects with all peers. We are one family, and we take a holistic view of each child's overall 'Little Oxford' journey.



Our Location

Little Oxford Montessori is located at 18 Trimmer Terrace, Unley. It is in close proximity to two major traffic routes leading into the city (Unley Road and Fullarton Road) and is approximately 10 minutes to Victoria Square in the CBD. The centre has easy access to the surrounding residential, shopping and business districts. Quiet residential streets with convenient parking options ensures safe and easy access for delivering and collecting children.

The following pages will provide you with an insight into how Little Oxford Montessori can provide your child with a wonderful early childhood experience. We hope you are impressed with our vision and we look forward to further contact with you in the future.

Our History

Little Oxford Montessori draws on a 30-year history of expertise and experience as it joins the SA Montessori Group of centres. Little Oxford is the sixth SA Montessori centre 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; *Chancery Lane Montessori Preschool*, St Aloysius College, Adelaide, *Rosemont House Montessori*, Norwood, and *Lilliput Village Montessori*, Maylands, have all been successfully established and join 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 Standards". Four of our SA Montessori centres have been assessed so far and each has received the Exceeding rating including Rosemont House Montessori.

Two of the SA Montessori centres (Chancery Lane and Jescott Montessori) have additionally received a rating of 'Excellence', an achievement awarded only to centres that are proven leaders in the field for their exceptional service for children and families. Less than 50 centres out of 15,500 centres across Australia have received the 'Excellence' rating. SA Montessori proudly claims two of them.

The owners of Little Oxford Montessori, Barbara Langford, Jessica Langford, Adriana Francescangeli and Pam Francescangeli, share a vision for making the inimitable 'SA Montessori' experience available in our unique 'Montessori From the Start' model that incorporates care for infants and toddlers. We are proud that the passion and skill of our owners has also been recognised externally in the form of a National Excellence in Teaching Award (Barbara), and an Australian Families National Rising Star Award (Jessica).



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 can 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, we will have prepared your child with a love for learning and a healthy curiosity about the world.



The Facilities

Little Oxford Montessori is nestled snugly in a community filled with rich history and close connections. Our own premises offer an abundance of space for our children to learn and grow, with classrooms and gardens that offer expansive environments despite our cozy class sizes. Around us we are privileged by access to many wonderful facilities, including Unley Oval just a few steps across Trimmer Terrace, the Village Green just around the corner, and the Unley Library (including its exceptional Toy Library) only a short walk away.

The children's kitchen provides a beautiful home-like environment where they can be involved in food preparation and cooking. Each day the children can safely bake, prepare fruit platters and assist in preparing the afternoon snacks. Prior to lunch the children are involved in the setting of the dining room in readiness for the meal and after lunch the children are responsible for clearing away, washing the dishes and stacking the dishwasher. The Montessori 'Practical Life' curriculum focuses on giving children an opportunity to contribute in a meaningful way to their environment. Many social and practical skills are learned during the preparation, serving and community sharing of food. Children are involved in the planting, care and harvesting of food to be used in the preparation and cooking. They learn about recycling, composting and healthy eating. Routines in the kitchen are an important everyday part of a child's day.

The outdoor area has been thoughtfully developed to provide an engaging natural environment with a balanced blend of invitations to play in different ways.

Our nature playscape, known affectionately as 'Cedars Park' (in reference to our sister centre Cedars Montessori located just around the corner) lets the beauty of the natural world take centre stage with no interruption from man-made structures. The openness of this space encourages children to project their own imagination into the environment, engaging creatively with the natural elements on a deeply emotional level.

Our Edible Garden features fruits, vegetables and flowerbeds that were lovingly planted by our predecessors – the students of Kirinari Community School – and which we now proudly tend to as the new caretakers. Our children then harvest these foods for our kitchen, enjoying the reciprocal process of nurturing the plants and then taking nourishment from them.

Our Sensory Spaces offer children the opportunity to engage with the magic of mess as they dig in our mud kitchen or sift through the sandpit.

Our Gross Motor Area ensures that children can build their bodies as they engage in movements that promote balance, coordination, strength and control.

Our Race Track provides a space for children to ride a variety of vehicles, developing their physical coordination alongside a knowledge of road safety.

A flagpole with our signature flag is raised and lowered by the children and located in the front garden proudly identifying Little Oxford Montessori.



Our Programs

Little Oxford Montessori provides a home for children throughout the full spectrum of their early years. Our community of children ranges from those as young as 6 months of age to those as mature as 6-years-old! Our physical environments have been carefully designed to ensure a healthy balance of specialization and integration. We have identified age groups that share specific developmental tendencies and we have lovingly crafted spaces that reflect each of these unique stages. Yet there is also a natural familial flow between these areas, as well as communal shared spaces, ensuring that children are never artificially separated from their peers. Our younger children have the chance to interact with their elders, aspiring to what they will become, while our older children are given opportunities to be leaders, role models and caretakers for their little friends.

We believe that one of the most fundamental elements of quality care for children is *small class sizes*. We are committed to creating environments that make children feel like they are gathered with extended family rather than crammed into an institution. As such, we have intimate groups with small numbers of children and consistent carers. We benefit from a surplus of space, with the size of the physical environment far exceeding the ratio required for the number of children we care for. We are proud of our commitment to giving each child a secure, supportive space surrounded by a small number of treasured friends.

A child's overall Little Oxford Montessori journey can include:

- Montessori Playgroup (Parent-child group)
- Montessori from the Start (6 months-3 years)- Nido, Piccalo and Bambini
- Montessori Pre-school Program (3-6 years)

You can learn more about each of these groups below.

Our Montessori Playgroup (Parent and child learning together)

Parents who are not yet ready to leave their child in our care may like to attend a Playgroup session where children aged between one and two years begin their journey toward independence from their parent. The Playgroup provides the ideal opportunity for a parent or relative to attend and grow *alongside* their child in a fun and relaxed atmosphere.

Our Playgroup program provides an opportunity for parents or grandparents to start their own Montessori journey, entering our prepared environment with their child to help support their early encounters. This helps parents to learn about the developmental stages and characteristics of these precious early years. 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.

Bookings for Playgroup are made through Cedars Montessori. Please phone the centre on 83734599 or email cedars@samontessori.com.au for further information.

‘Montessori From the Start’

Montessori From the Start is “childcare” for babies and toddlers - but not as you might know it. When most people think of “childcare” for babies and toddlers they picture challenging environments filled with crying children, chaotic mess, endless check-lists and impersonal assembly-line nappy changes. Many childcare professionals - and parents - mistakenly believe that these challenges of childcare are an inherent part of the process. That common model is so pervasive that many people find it difficult to imagine childcare occurring in any other way – but there *is* another way and you will find it at *Montessori From the Start*. Our model is founded on a deep respect for the *needs and rights of the youngest members of our world*. Dr. Maria Montessori said “the greatness of the human personality begins at the *hour of birth*”. This reverence for the baby is what informs all aspects of our care community. We do not incorporate any feature, routine or element unless it is in the best interest of the child.

We make no distinction between our ‘curriculum’ and our ‘routines’. Just as we use the term ‘*educarers*’ to highlight the symbiosis between ‘education’ and ‘care’, we must also highlight the fact that the *curriculum is the routine and the routine is the curriculum*.

Most childcare centres treat ‘curriculum’ and ‘routine’ as two separate entities. The adults in these other environments physically and intellectually place distance between the two aspects. They view the ‘curriculum’ as the stacking toys and books placed in the classroom and view the ‘routine’ as the nappy-changing and feeding that must be ticked off the checklist. This distinction between two separate aspects inevitably has two unintended results; it creates an *implied hierarchy* and it leads to *assembly-line attitudes*. The sense of implied hierarchy manifests when childcare workers believe that ‘routines’, such as nappy changing, must be rushed through in order to get to the ‘more important’ curriculum experiences. This tends to subtly promote the assembly-line mentality, when every child is changed one-by-one at a pre-determined set time so that it can be done ‘as quickly as possible’. The child experiences these rushed routines as impersonal at best and uncomfortable at worst.

We see every element of our routine as a valuable part of the curriculum, and following the curriculum forms a part of our natural daily routines and rhythms. When a baby has a wet nappy, we respond to that individual’s need. While we assist with changing the nappy we engage in communication, eye-contact and interaction that promotes healthy development. There is no “nappy change time”, it is simply that at certain points during the day a child’s activity will be *changing my nappy*. The same principle applies to food preparation and meals, changing clothes and other practical elements of the ‘routine’. Practical and necessary daily routines provide opportunities for meaningful learning and development.

We also carefully prepare the environment with purposeful materials and present specific experiences. These materials and presentations are sourced from the Montessori curriculum and are designed to support the child’s innate needs. For babies and toddlers, the materials focus on promoting movement, coordination, communication, sensory awareness and blossoming independence.

Montessori From the Start is a specialized program designed for the needs of the Infant & Toddler community, being children from 6 months to 3 years. Due to the incredible rate of growth that children experience during these first three years we have three spaces that cater to the distinct needs within this spectrum, but the overall program remains integrated, and there is flow and flexibility between these areas. As a tribute to Dr Maria Montessori, the innovative educator who developed the pedagogy we implement today, we reflect her Italian heritage in the language we use to describe our *From the Start* environments. These are:

- **Nido (6 months to first steps)**

Nido is Italian for 'nest'. Our Nido area is for our very first arrivals – those children who are brand new not only to our community but to the world! Our babies who are not yet mobile need a particularly special, intimate and secure space where the most important priority is the growth of meaningful and positive attachments with our attentive caregivers.

We have a maximum of 8 babies in our 'nest' with 3 educarers, one who is a trained Maternity Nurse.

It is important to note that our Nido days are shorter than our overall operating hours. Babies in our Nido group are welcome to attend between 8.15am and 4.15pm. This shorter day is a deliberate philosophical choice that expresses our commitment to child-centered practices. Due to the unique needs and vulnerabilities of infancy we believe it is important to advocate for the child's physical and psychological well-being by ensuring that their hours in a formal care environment are limited and their time with family is maximized. A shorter day also ensures that the educarers are consistent throughout the whole of the child's day, thus ensuring a sense of trust and bonding. This also reflects the needs of many new parents who prefer a gentle approach to easing their child into care.*

**In some circumstances, extended hours of care may be negotiated with the Centre Director to cater for challenging family dynamics.*

- **Piccolo (First steps to 2 years)**

Piccolo is the Italian word for 'little'. You may also know this word from the half-size flute that plays an octave higher than its full-sized counterpart, or from the miniature coffee it lends its name to. All of these uses of the word are apt considering the unique needs of the children in this group! Our Piccolo children are still very little, but they are now mobile and ready to make beautiful music with an endlessly effervescent energy that adults can emulate only through copious consumption of caffeine! Our Piccolo environment is designed to respect and channel this bounty of bubbly enthusiasm by giving children space to strengthen their steps and build their bodies!

- **Bambini (Toddlers - 2 years to 3 years)**

Bambini is the Italian word for 'children'. Many people speak of 'the terrible twos' but we take the opposite perspective, viewing this time as a *terrific* and valuable period where children blend the wide-eyed wonder of their first years with the cognitive and communicative capacities of their upcoming Pre-school years.

Montessori Pre-school

The Montessori Pre-school Program is for children aged 3 years (or slightly younger if assessed as ready) up to school age. A more formal program of learning is introduced during the pre-school years as children progress through the Montessori curriculum.

It is **not** a requirement that children attending the Pre-school program have first been members of our *From the Start* community but it is a natural and ideal progression through our early learning environment. Our goal is that our *Montessori From the Start* spaces provide the first steps on a child's ongoing Montessori journey, which then transitions naturally into our Montessori Pre-school program.

The Three-Year Montessori Curriculum

The Montessori Pre-school program is a continuum of learning which begins when a child is seeking more formal interactive learning with the educators. This usually occurs around the age of two and a half to three years. When children enter the Pre-school program, they begin a cycle of learning that is defined as the Montessori Curriculum. This curriculum is offered over a three-year period with various learning experiences that lead a child to new levels of understanding. The teaching materials are sequential and build skills to match each child's individual pattern of development. Optimum learning takes place when a child has progressed through the full three-year learning cycle prior to starting Primary School. The program can be likened to a jigsaw puzzle with various pieces of the puzzle representing each separate learning experience the child is exposed to throughout their three-year program. In the year prior to a child starting school, the last pieces of the puzzle come together as the final challenges of the Montessori equipment are introduced to the child. The picture would not be complete without the previous pieces of the puzzle forming the foundation, and so it is with the Montessori resources that continue to challenge and build upon previous levels of achievement. We encourage all children to complete their full three-year cycle of learning by staying with us until they graduate into Primary School.

Having acknowledged that optimal benefit is gained when a child completes the full three-year Montessori program, we recognise that it is not always possible for every child to do so. We know that every child who spends time at our pre-school will gain very valuable and unique learning experiences irrespective of the length of time the child remains in the centre. We are confident of providing a positive outcome for all children and that is why we sometimes accept children in to our pre-school programs who are not able to commit to the full 3-year program.

Children in our Montessori Pre-school program are exposed to sequential learning in all of 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 Journey: From the Start to the Finish

An obvious continuum for a child who has completed our *From the Start* program is for them to remain right here at Little Oxford Montessori and complete their Pre-school program in a familiar environment. We run a boutique Pre-school program at Little Oxford, with priority access given to Pre-school children who have younger siblings in our *From the Start* group. Some of our families may transition from our *From the Start* groups into one of our other SA Montessori Pre-schools. We have a particularly close connection to Cedars Montessori, which is located just around the corner on Oxford Terrace, with many of our children attending Pre-school on this nearby campus. Transferring from our *Montessori From the Start* Program will give families a status of priority at all of the SA Montessori centres. (*All placements subject to availability*).

Montessori from the Start is a unique model of care that has developed within SA Montessori, first at Rosemont House Montessori and now here at Little Oxford. This program has been developed to provide the youngest members of our community with a level of care, attention and personalisation that reflects the dynamics of a home environment as closely as possible. Our approach is informed by the latest research in infant development and neuroscience and incorporates world-renowned practices in care and education.

Our Pre-school program is as nurturing and personalised as our *From the Start* environment but with an emphasis on supporting the burst of energy and curiosity that drives the child between the ages of 3 to 6. This is an inimitable age with an unparalleled potential for learning. The pre-school age child maintains the absorbent mind of the toddler, that allows effortless but deep learning, but develops a new sense of focus and purpose. Any parent of a pre-school child knows that this is an age of questioning, exploring and discovering. It takes a special program to keep up with this intrinsic energy, and that is exactly what we offer. Our Montessori Pre-school program has been developed and refined over SA Montessori's thirty-year history, resulting in the exceptionally robust and well-respected approach we deliver today. The Montessori Curriculum offers an enriched program for learning and exploration as children work at their own pace discovering their place in the world. Our Montessori program is delivered by qualified Early Childhood trained teachers and Childcare Professionals. It provides such a strong early learning experience that children are able to confidently and successfully transition straight from our program into Reception at primary school, with no need for the additional sideways step of a year at a government kindergarten or an ELC. Our aim is not only to provide your child with the foundation skills for all future learning but also to ensure that we create happy childhood memories of feeling valued and loved.



General Information

Little Oxford Montessori is a family-owned service, managed by SA Montessori. The centre is licensed by the Education and Early Childhood Services Registration and Standards Board of South Australia to enroll children below school age. **Little Oxford Montessori** is registered as an 'approved provider' for the purposes of enabling families to receive Commonwealth Child Care Subsidy (CCS).

Educators

Little Oxford Montessori provides high quality programs for every child. In order to achieve this, we employ **qualified educators who can offer the expertise, experience and the educational pedagogy to nurture the important developmental stages of a child's early years.** We carefully select our staff with an aim to ensure that we have a team of educators who are passionate and committed to the care of children. Our educators have a range of experience and qualifications that may include a combination of the following; **Bachelor of Early Childhood Education, Montessori Teaching Diploma, Montessori Advanced Certificate, or Diploma of Early Childhood Education and Care.** We understand how important it is for children to have primary care-givers in their life who provide excellent role modelling, quality use of spoken language, gentle and consistent guidance, and most importantly, genuine love and respect. We have also deliberately chosen a registered Midwife as an educator in our Nido room, offering parents the added security of having a trained person with medical knowledge available throughout the day.

Operating Hours

Little Oxford Montessori operates from **8:00am to 5:30pm Monday to Friday.**

Babies in our Nido Room) attend a shorter day of 8.15am – 4.15pm, unless by prior negotiation with the Director.

Full day fees are charged irrespective of whether a child utilizes all of the operational hours. Fees must be paid irrespective of absences and sick days.

The centre operates for **48 weeks of the year** closing for 4 weeks over the Christmas and New Year period. A placement must be paid for as a continuous booking for 48 weeks of the year (unless notice to withdraw is given) irrespective of whether the child is absent for any of the operational days. The centre does not operate on Public Holidays however fees still apply.

Afternoon Care Program

We are proud to partner with our sister centre, Cedars Montessori Pre-school, to offer an Afternoon Care program for children who attend Cedars who require extended care beyond their finishing time of 4.00pm. Cedars staff will accompany the children at the conclusion of their program to the Afternoon Care program at Little Oxford to hand over the care of the children to the Little Oxford staff. Positions in our Afternoon Care program are subject to availability and must be pre-booked.

Food

Nutritional snack-food is provided mid-morning and mid-afternoon. **Lunch food is not provided** by the centre as it is our experience that children most often prefer food prepared from home which caters to the individual and cultural preference of their family. **Food to be consumed for lunch is therefore provided by each child's parents.** (Baby food will be discussed separately with parents). A personalised lunchbox is given to each child enrolling at the centre. Children's lunchboxes are stored each day in the kitchen fridges until required.

Sleep and Rest

Some children require a sleep during the day. In general, we encourage the children to acknowledge their own need for a rest or a sleep and we allow children to do so whenever they are ready. The Toddler and Pre-school rooms use individual stretcher beds. With the exception of the babies, each child who may require a sleep is required to have a set of linen that is purchased at enrolment and stored for use at the centre.

Clothing

We have designed a safe and practical uniform for our Little Oxford children to wear which will offer them the freedom of movement they require during the day, the ability to implement independent dressing skills and the ability to successfully manage their own toileting. The uniform is an easy wash and wear outfit and we hope the children will feel a sense of pride wearing something that identifies them as belonging to our Little Oxford community of families.

Fee Schedule

Waiting List Application Fee - \$75 (non-refundable)

This fee must accompany the *Waiting List Application form*. The application fee is for administration purposes and is not refundable.

Enrolment Registration Fee - \$140 (non-refundable)

Following an *Offer of Placement* parents must secure the position with a non-refundable fee.

Bond - The equivalent of 2 weeks gross fees (refundable if all conditions met)

It is a requirement of enrolment that parents notify Little Oxford Montessori in writing **with 4 weeks** advance notice when withdrawing their child from the centre. The notice period cannot include the time that the centre is closed. Once notice has been given, the bond will be refunded to parents following full payment of any outstanding fees due up to the last day of attendance. Parents who fail to give 4 weeks' notice will forfeit the bond money.

Attendance Fee

Playgroup

Bookings for Playgroup are made through Cedars Montessori. Please phone the centre on 83734599 or email cedars@samontessori.com.au for further information.

Little Oxford

For children in the Nido room

Maximum of 8 babies with 3 educators

\$130 per day

For children in the Piccolo & Bambini rooms

Maximum of 12 toddlers in each group with a staff ratio of 1 educator to 4 children in the Piccolo Room and 1 educator to 5 children in the Bambini room.

\$125 per day

For children aged over 3 years in the Pre-school room

Maximum of 16 children with a staff ratio of 1 educator to 8 children

\$110 per day

Minimum attendance at Little Oxford Montessori is **2 days a week***.

**Exceptions by negotiation with the Director.*

Fees are payable at the conclusion of each week of attendance. Fees apply for 48 weeks of the year for all days booked including public holidays and sick days. Fees are paid by direct withdrawal from a nominated bank account using the centre 'Debitsuccess' payment system.

The centre operates **between 8.00am to 5:30 daily**.

The Nido program operates from **8:15pm to 4:15pm daily***

**Exceptions by negotiation with the Director.*

Fees are calculated as a full day of attendance irrespective of whether a child utilizes all of the available daily hours. Children can attend 2, 3, 4 or 5 days a week.

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**'.

How to Register your Interest in our Centre

This information package contains a **Waiting List Application Form**. If you would like to register your child to be considered for placement you must complete and return this form. A **Waiting List Application Form** application does not guarantee a placement at the centre although every effort is made to accommodate your request. Placements are offered according to our enrolment policy and influenced by available vacancies.

The process of enrolment is as follows:

- 1) Return your completed Waiting List Form indicating when you wish your child to begin. Your application must be accompanied by a copy of your child's immunization records from the Australian Standard Vaccination Program.
- 2) Your child's details will be entered onto the Waiting List Register in the dated chronological order that we receive the forms. You will receive correspondence confirming your registration to the Waiting List Register with an enclosed receipt.
- 3) You will receive an Offer of Placement (subject to availability) that will be forwarded to you with relevant paperwork. Little Oxford Montessori allocates placements according to strict enrolment procedures. The Offer of Placement will only be reserved for a short period of time as indicated on your paperwork. The Offer of Placement will contain an invoice for Commencement Fees, incorporating an Enrolment Fee and a Bond (representative of two weeks' worth of fees). You will also receive a Parent Handbook for your information.
- 4) Your placement will be confirmed upon receipt of your completed paperwork and Commencement Fees and you will receive a receipt for your fees. Along with this confirmation, your child will be invited to an Orientation prior to the starting date. On this day/s your child can spend a little time in his/her nominated classroom, be guided through the expected routines and meet the teachers.



Our Enrolment Process

If you are considering placing your child on to our Waiting List it may be helpful to understand how our enrolment process is managed. Our centre is licensed for a maximum number of children per day. Once a child is a member of our centre his or her placement is guaranteed until such time as the family advises us that the child will be leaving.

Placing your child's name onto our Waiting List cannot ensure that we will have a vacancy at the time your child is ready to begin. In most instances, we only become aware of upcoming vacancies when we receive notification a month beforehand from families that they no longer require their child's placement. This makes it almost impossible for us to predict ahead of time, when or if, children on the Waiting List can be placed. We appreciate that this can sometimes be frustrating for families who would prefer some reassurance that their child will gain a placement at an allocated time.

Nevertheless, you should not be discouraged from registering onto the Waiting List as the placement of children can be affected by many circumstances. For example, there are times when a vacancy has been offered to a family who is at the top of the Waiting List but which has been declined because the days offered do not suit them. In a different scenario, if a pre-school vacancy occurs, we may find that a large number of applicants on the Waiting List may be too young for the particular placement. This can mean that someone who may have been registered on our Waiting List for a much shorter waiting period may eventually gain the placement simply because the circumstances of the position and the age of the child were aligned.

Children on the *Waiting List* at Little Oxford Montessori may apply to the Waiting List at any of our other SA Montessori centres by paying a reduced registration fee. Only one registration fee is due per family if two or more children are registered to the Waiting List. Families who have not been successful in gaining a placement at their requested time will remain on the list unless otherwise advised by a parent.

Once you register on our Waiting List we ask that you wait patiently for us to contact you. Our feedback is that we are worth waiting for. We hope you agree. In the meantime, you may wish to visit the following websites to assist you in your understanding of Montessori. www.montessorichild.com.au www.goodatdoingthings.com www.montessori.org.au


Resources


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 resources to further assist you in your understanding of Montessori:


Websites

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

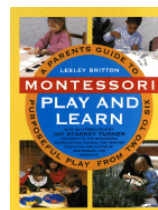
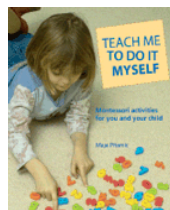

- Aid to Life** is a resource for parents which has been designed through a collaboration of Montessori organisations around the world. It provides advice on supporting the development of independence, movement, communication and self-discipline during a child's earliest years of life. www.aidtolife.org


- 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

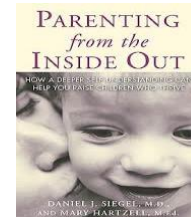
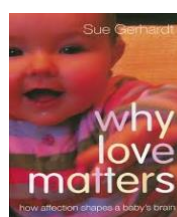
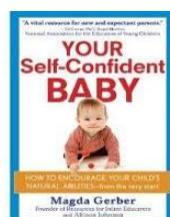
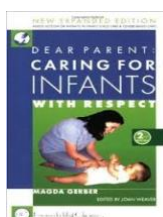


Books



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 and learn about how these principles can apply to your parenting by reading:



Caring for Infants, Magda Gerber / Your Self-Confident Baby, Magda Gerber / Why Love Matters, Sue Gerhardt / Parenting From the Inside Out, Daniel Siegel & Mary Hartzell



SA MONTESSORI
quality early childhood education and care

SA Montessori Policies

Immunisation Policy

Statement

SA Montessori aims 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 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 therefore applies the following policy 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.
- Parents will need to provide evidence of immunisations held at enrolment and any subsequent immunisations given to the child.
- Once enrolled, if a child does not continue with the immunisation program due to health exemption or conscientious objection, parents will be required to remove their child from the service.
- 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