



Prospectus

Welcome

Jescott Montessori Pre-school enjoys a long-standing reputation for high-quality education and care. This is achieved through the passion and dedication of our skilled educators under the inspiring guidance of our owner, Barbara Langford. Barbara became a Montessori teacher after observing the many ways that a Montessori environment had benefited her own son. Barbara began the pre-school in 1989 and since that time Jescott has enjoyed consistent success by providing a high standard of teaching and care. When Barbara Langford began Jescott Montessori Pre-school in 1989, her daughter Jessica was one of the first students. Jessica is now a Montessori teacher and is the Director of Jescott Montessori Pre-school. Mother and daughter take great pride in working together as colleagues.

Jescott Montessori Pre-school is situated at Magill and offers a beautiful home-like environment with an interesting and adventurous garden. Jescott provides small class sizes with teachers who are highly motivated and exceptionally caring. Jescott Montessori Pre-school is proud of its long-standing reputation as a much-loved community where children, parents and families feel a deep sense of belonging.

Since starting *Jescott Montessori Pre-school* Barbara Langford, in partnership with other colleagues, has successfully established *Cedars Montessori Pre-school* at Saint Spyridon College at Unley, *Chancery Lane Montessori Preschool* at St Aloysius College, Adelaide; *Rosemont House Montessori* at Norwood, *Lilliput Village Montessori* at Maylands, and *Little Oxford Montessori* at Unley. Each of these centres display an **SA Montessori** branding logo. This logo indicates that the Centre has an acknowledged Montessori program with the highest standard of management, staffing and professional expertise.

Professional Recognition

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”. We are proud that **all** of our SA Montessori centres are “Exceeding the National Quality Standards”. Two of our centres - Chancery Lane and **Jescott Montessori** - **have additionally achieved the prestigious ‘Excellent Rating’**, which is exclusively awarded by the Australian Children’s Education and Care Quality Authority (ACECQA) 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 Excellent Rating. Chancery Lane and Jescott Montessori are the *only* two centres in South Australia to be awarded with this national recognition for two consecutive terms.

Barbara Langford received a 'National Excellence in Teaching Award' in April 2001 after being nominated by the Jescott parents. She was one of only 32 recipients from around Australia. Jessica Langford received the Australian Families ‘National Rising Star’ award in 2009 in recognition of her remarkable dedication to the provision of excellence in education.

About Us

Our Location

Jescott Montessori is located at Magill. We are fortunate to be surrounded by quiet streets and beautiful foliage, with Murray Park and the stunning grounds of the Magill UniSA campus only a short walk away. We enjoy a strong relationship with our local community, particularly with our next-door-neighbours, the Magill RSL. The RSL allows Jescott families to use their car park to ensure that children are safe and protected during the transition from the car to our care.

Our Facilities

Jescott Montessori is *literally* a 'home away from home', as our classroom is within a residential cottage that has been lovingly repurposed for our Montessori community. This creates a cosy, comforting atmosphere that is perfect for families who are seeking a nurturing, home-like dynamic for their child. The garden is well established with large trees and plenty of natural shade.

Our Educators

Jescott Montessori Pre-school provides high quality education and care. To achieve this, we employ qualified staff who can offer the expertise, experience and the educational pedagogy to nurture the important developmental stages of a child's early years. Jessica Langford leads a team of teachers who are passionate and committed educators. We understand how important it is for children to have primary care-givers who provide excellent role modelling through quality use of spoken language, gentle and consistent guidance, and most importantly, genuine warmth and respect. Jescott Montessori provides this nurturing environment and our children feel valued, respected and safe.

We pride ourselves on having a stable, cohesive team of dedicated professionals. The friendship and respect our staff display for one another transfers to our children and families. Our children feel valued and safe. Long-term, trust based relationships are a feature of our Jescott community.

Hours of Operation

The pre-school operates for 48 weeks of the year and is closed for 4 weeks during the Christmas and New Year break. Placements are booked as a continuous enrolment for the full year (including school holidays) with a requirement of 4 weeks' notice of cancellation when a child withdraws.

Opening hours: **8am – 4pm, Monday to Friday**

The Montessori Experience

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 Pre-school 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, from Nido through to Pre-school, where learning continues until the child is ready for Primary School. However, we are confident of providing a positive outcome for all children and therefore we can accept children into our programs (subject to availability) who have not had the opportunity to be with us for the full cycle of the curriculum.

Our Programs

Nido Playgroup

'Nido' is the Italian word for 'nest' and Maria Montessori used this reference to describe the period where the young child needs a gentle, nurturing and protective environment in which to prepare for their growing independence. The Nido group is held in our aptly named 'Treehouse' room. The Nido group is for children as young as 12 months, who attend with a parent, to enjoy the activities and learning experiences appropriate for this stage of development.

Parents also begin a learning journey as they begin to appreciate the Montessori approach. Our Nido Coordinator guides families toward an understanding of their child's developmental needs and milestones. The Nido is designed to assist children to become independent and once the child is showing developmental readiness, the Coordinator will assist the parent to initiate the separation process in preparation for the next step into the pre-school.

Pre-school

The Montessori Pre-school curriculum is a three-year program that prepares a child with all the necessary skills to confidently enter Primary School at age five or six. It is a requirement that pre-school children must attend a minimum of two full days a week*. We recommend consecutive days for optimum continuity.

During the three-year Pre-school Program children experience enhanced learning through the vast array of specialised Montessori materials which are presented at various levels of difficulty to build upon each child's existing level of knowledge and achievement. Jescott pre-school provides excellent academic and social preparation that will assist children throughout their life. Children become self-motivated and confident students. Attendance at a government Kindergarten or other Early Learning Centre (ELC) is not required as children receive a holistic and comprehensive foundation from Jescott. In our experience children flourish more effectively when provided with the consistency of attending Jescott without the distraction of an alternative environment.

Priority of placement will be given to children who intend to complete their full three-year learning program at Jescott before graduating to Primary School.

Our Montessori 'Work Cycle' begins at 9am each morning so we encourage families to arrive before this time. At the end of each day we hold a group 'Music Time' which finishes with a 'Goodbye Time' at 3.00pm. The hours between 9.00am and 3.00pm therefore mark our formal 'school day' and we strongly encourage parents to ensure their children are present for this period. Each child's enrolment covers the full day period from 8.00am to 4.00pm so families are welcome to arrive between 8.00 and 9.00am and to collect their child between 3.00 to 4.00pm.

**Exceptions are offered at the discretion of the Director in rare instances where a child's physical or psychological well-being would be better supported by single day attendance.*

Practical Information

Food & Nutrition

The centre does not provide meals but food is incorporated as a learning experience in the children's kitchen area. Children engage in cooking and food preparation as a part of the Practical Life activities. Many children who engage in food preparation activities will taste or consume small amounts of fruit, vegetables, biscuits, breads or other tasty and nutritious snacks. When it comes to meals, however, it is our experience that children most often prefer food prepared from home. Bringing a lunch and snack from home allows the child to feel connected to home during the day and ensure that meals will cater to the individual and cultural preference of the family. **Food to be consumed for lunch and snacks must therefore be provided by each child's parents.** We ask parents to follow healthy eating recommendations and to avoid nuts (and nut products) when preparing food for pre-school.

Comprehensive information about our Nutrition Policy, and the measures we take to provide a safe environment for children with allergies, is detailed in our Parent Handbook, which is provided to all new families upon enrolment.

Rest & Relaxation

The centre will endeavor to meet the individual needs of each child. Children will be allowed to rest or sleep as desired, however, it is anticipated that children of pre-school age will not require a regular sleep during the session. In our experience very few of the children require a nap during our relatively short hours of operation, particularly because the majority of our children attend only during the 'school day' from 9am – 3pm. We do plan the routines of our day to incorporate periods of restful relaxation to ensure that each child's well-being is supported.

Clothing & Uniforms

Jescott Montessori Pre-school is not connected to a specific school and as such, we do not require children to wear a school uniform. We do have an optional Jescott T-Shirt that can be purchased if desired. We recommend that parents carefully consider the clothing their child wears each day to ensure it is appropriate for the experiences that they will encounter at the centre.

Holiday Programs

The preschool runs a continuous service for 48 weeks of the year, as a condition of our status as an 'approved' centre for the Commonwealth Childcare Subsidy. We are officially closed and no fees are charged for four weeks over Christmas and New Year. School Holiday Programs are conducted during all breaks between school terms with the exception of our period of closure during December/January. **A child's placement is continuous throughout this period and fees must be paid accordingly to retain the placement.** However, we actively 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. Parents who choose to keep their child home during holiday periods can still claim Child Care Subsidy (CCS) entitlements for absences as usual.

We advise that our Holiday Programs may differ from our usual classroom routines, and are designed to provide a more relaxing atmosphere. We also reserve the right to alter our staffing roster during holiday periods, and we advise that children may encounter relief teachers during this time. We ask families to notify us in writing if they intend to be absent during the holiday period so that we can alter our staffing rosters and group programs accordingly.

Fee Schedule

Waiting List Application Fee

When you submit your Wait List Application you must pay a non-refundable fee of \$75.

Enrolment/Registration Fee

A \$75 fee applies in the rare circumstance of a family receiving an offer of placement without having first registered on to our Waiting List. This amount must be paid prior to the child commencing in our centre.

Bond

A bond equivalent to 4 weeks full fees is required to be paid after you have accepted a position for your child. You will be advised of a due date for your bond when you are given your offer of placement (failure to pay by this date can result in the position being reallocated). The bond is applicable for all families and is paid at the current fee rate and pattern of attendance, prior to the Child Care Subsidy (CCS) being applied. Where the child's attendance pattern alters, (eg. increasing days of attendance) or a change to the daily fee occurs, the increased bond payment due must be paid prior to the commencement of such changes.

The bond will be refunded in full after the child's last day (subject to any outstanding charges) if 4 weeks' notice (in writing) has been given to our Centre informing us of the intent to cancel the placement. The four week notice period cannot include the time the centre is closed each year. Less than 4 weeks' notice will proportionately forfeit the bond amount. The bond can only be paid by direct deposit/bank transfer, money order or cheque.

A bond is not collected for Nido as fees for the full term are collected upfront.

Attendance Fees

Nido

\$330 per 10 week term

Bookings are for a 10-week period and full fees must be paid in advance, prior to each term. *Child Care Subsidy (CCS) cannot be claimed for this fee.*

Pre-school

Children aged 3-5: \$97 per day

Children aged 2-3: \$98 per day

Preschool children attend a minimum of two full days a week. Full day fees apply irrespective of the number of hours utilised during the day. Bookings are continuous throughout the 48 weeks that the centre operates (including school and public holidays). Please see Fee Payment section for more details.

Child Care Subsidy (CCS) may be claimed for Pre-school fees.

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 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 will be charged for all days booked including Public Holidays and all days where the child is absent including for sickness or family holidays.
- Sessions cannot be made up if not attended.
- Fees must be paid by the Debitsuccess payment system.
- If the account is outstanding beyond the due date, a late fee of \$20 will be applied.
- If accounts are outstanding after two weeks, the placement will be forfeited.
- Debt collection procedures will be initiated on any outstanding fees.
- Nido fees are paid in advance for the full term and fees will not be refunded if a child withdraws part way through a term.

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**'.

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 consider 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 centre 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.

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

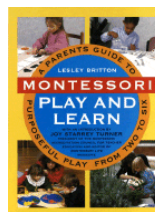
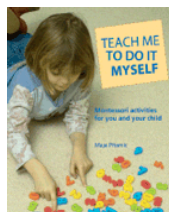

- Aid to Life** is a resource for parents which has been designed through a collaboration of Montessori organisations around the world. It provides advice on supporting the development of independence, movement, communication and self-discipline during a child's earliest years of life. www.aidtolife.org


- 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

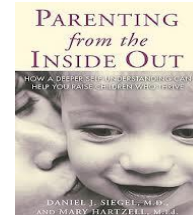
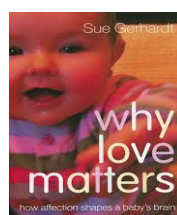
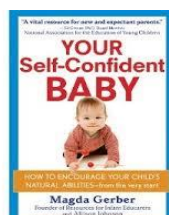
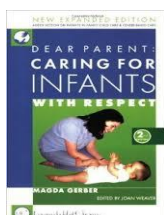


Books www.montessoribooks.com.au



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 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 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