



Prospectus

Thank you for your interest in our Montessori Early Learning & Care environment.

Lilliput Village Montessori is the beautiful outcome of a unique journey – the butterfly that emerged from a metamorphosis! The close-knit teaching team and high-quality Montessori program of ***Lilliput Village*** originated at *Babthorpe Montessori Preschool*. *Babthorpe* operated for many years on the grounds of a primary school but the time came for our community to grow. Taking a big step forward (and moving a little way down the road!) allowed us to embrace the autonomy of an independent setting, design our dream landscape for our stunning village garden, and facilitated the growth required to invite toddlers into our learning environment through our specialised ‘Montessori From the Start’ Bambini program for 2 year olds.

Lilliput Village Montessori resides in a gorgeous and character-laden bluestone villa conveniently located at 193 Portrush Road, Maylands. We provide a home away from home, with the kitchen forming the heart of our building and our two learning spaces sprouting from this central seed. Surrounding our villa is a specially designed outdoor environment that offers three distinct play spaces linked by the theme of a ‘village’. Our village begins with a cubby-house cottage, complete with its own splendid garden, that overlooks our al fresco dining space before extending to play areas that are dotted with an evolving roster of ‘shops’ linked by a roadway. This landscape deliberately reflects and respects the context of our location. We offer a calm sanctuary in an otherwise busy, commercial area – but those retailers are an important part of our community as they contribute to our daily lives and provide economic opportunities for our families. For this reason we have included references to this context in our play spaces as a way of helping our children to understand and embrace what it means to be little citizens who belong to a society.

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. From January 2018 we will welcome visitors to our new premises. Prior to that time visits can be made to our current classroom where you will have the opportunity to learn about our Montessori approach, meet our teachers and experience the ‘essence’ that will carry with us into our new location. 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 this package you will also 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.

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.



Barbara Langford (Co-Owner)

Also on behalf of Co-owners *Adriana Francescangeli, Pam Francescangeli & Jessica Matheson*

An Overview

The Montessori philosophy offers a powerful understanding of how precious the early years of a child's life are. A parent is given only one opportunity to provide their child the best possible foundation for life.

It is with this in mind, that we assure you that **Lilliput Village Montessori** is a very special place for children. A deep sense of respect for the child is our inspiration in preparing nurturing educational programmes that will enhance each child's unfolding pattern of learning. Our environment is a very special place where every child feels valued. The high standard of teaching and care reflects 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.

Lilliput Village Montessori has a family friendly focus where parents feel valued and supported as they entrust their children into our care. We aim to always keep parents informed about our programmes and to offer ideas, encouragement, support and information to assist parents in their immeasurably important role of shaping the lives of their children.

Lilliput Village Montessori benefits from the guidance of four share-owners who work in harmony to bring you the very best of their combined wisdom, experience and innovations. Our ownership team consists of **Barbara Langford**, (Dip T, Montessori Education) **Adriana Francescangeli** (Bachelor of Early Childhood and Dip T, Montessori Education), **Jessica Matheson** – nee Langford – (Diploma of Montessori and WT Bachelor of Early Childhood) and **Pam Francescangeli** (Certificate IV Children's Services). These dynamic women have had many years of experience in Montessori education having established six successful pre-schools in Adelaide during the past 24 years. They each share a passion for early childhood education and care.

Professional Recognition

Lilliput Village Montessori, along with sister centres *Jescott Montessori Pre-school* (Magill), *Chancery Lane Montessori* (St Aloysius College), *Cedars Montessori Pre-school* (St. Spyridon College), *Rosemont House Montessori* (Norwood), and *Little Oxford Montessori* (Unley), provides a level of excellence unsurpassed in Adelaide. Each of these centres display an **SA Montessori** branding logo. By incorporating the logo of SA Montessori, the general public can be assured that the Centre has an acknowledged Montessori program with the highest standard of management, staffing and professional expertise.

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". **Lilliput Village Montessori, together with all of our SA Montessori centres, proudly boasts a rating of "Exceeding the National Quality Standards".**

The Montessori Program

The Montessori philosophy is integral to all aspects of our Centres. The Montessori curriculum provides the foundation of the learning program and this aligns to the National Early Years Learning Framework. **A true Montessori program is not something which can be inserted into another program or performed for a few hours of a day.** Our Montessori program inter-relates with every daily interaction the children have and it provides sequential learning experiences in all aspects of the curriculum. A true Montessori program 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 environment is a learning area filled with wonderful resources that encourage independent exploration and discovery. Our Montessori teachers prepare the environment to meet the ever-changing needs of the children. The wonderful and precise Montessori materials are always available for the children to practise their newly acquired skills and to 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 of the core curriculum areas of Literacy, Numeracy, Practical Life Skills, Sensorial exploration, Science and Cultural studies.** The Montessori materials 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 learning. The teaching materials are sequential and build skills to match each child's individual pattern of development. Optimum learning takes place when a child progresses through the full learning cycle. Children ideally begin this journey either in our 2-year-old Bambini program or as a 3-year-old entering our Preschool program. We find that a child's well-being and learning outcomes are maximised when they complete their learning cycle by remaining in our Montessori environment until school age. The overall 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 time at Montessori. The last pieces of the puzzle come together in the child's final year before school, as the ultimate 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 challenge and build upon previous levels of achievement.

Although optimal benefit is gained when a child completes the full Montessori journey, it is not always possible to do so. Every child who spends time with us 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 we therefore accept children in to our programs at any stage between 2 and 6 years of age subject to available placement.

Staffing

Lilliput Village Montessori provides exceptionally high-quality education and care. 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. Adriana Francescangeli acts as our Pedagogical Leader to guide a team of teachers who are passionate, committed educators. 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. **Lilliput Village Montessori** provides this nurturing environment and our children feel valued, respected and safe, reflecting the skill and dedication of the teachers.

Hours of Operation

Lilliput Village Montessori operates for 48 weeks of the year and closes 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. The centre does not operate on Public Holidays (fees still apply).

Lilliput Village Montessori is open from **8:00am to 5:00pm, Monday to Friday.**

Fees are charged irrespective of whether a child attends their reserved days or utilises the full hours of the day. Absences cannot be made up. Fees are applied for reserved placements during school holidays irrespective of whether the child attends.

Food Provision

The centre does not provide food other than when it is used in the children's kitchen area for cooking and food preparation as a part of the Practical Life activities. 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 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.

Programs

Bambini - Full Day Program

Bambini children are those who have achieved independent exploration and are developmentally ready to attend a full day program but who require the support of a specialised toddler environment rather than integrating directly into the Preschool class. Children in the Bambini Program are generally between the ages of 2 to 3, although there is some flexibility on this age range depending on individual developmental needs. The Bambini children receive a high level of individualised care with every educator being assigned a small group of 4 children in her Primary Care group. Children in the Bambini program gently and gradually transition into the Pre-school group according to their developmental readiness. Pre-school and Bambini children interact regularly throughout the day, creating a strong sense of community and connection across the whole centre.

Pre-school - Full Day 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. During the 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. Lilliput Montessori's pre-school program provides excellent academic and social preparation to assist children throughout their life. Children who attend Lilliput become self-motivated and confident learners.



'Nido' Playgroup at Jescott Montessori

'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. We find that this is the perfect term to describe the Montessori Playgroup experience, where a child attends with a parent or another adult to enjoy the activities and learning experiences appropriate for this stage of development. **Lilliput Village Montessori** is proud to recommend our sister-centre, Jescott Montessori Preschool at Magill, if you are seeking a Montessori Playgroup experience for your child.

Fee Schedule

Administrative Fees

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 for administrative purposes.

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

It is a requirement of enrolment that parents notify **Lilliput Village Montessori** in writing **with 4 weeks'** advance notice when withdrawing their child from the centre. The notice period cannot include 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. *In the event that less than 4 weeks' notice is provided then the portion of the bond equivalent to the remainder of the notice period will be forfeited.* For example, if only 2 weeks' notice of departure is provided then the bond for the remaining 2 weeks of the 4 week notice period will be retained by the centre in lieu of the fees owing.

Attendance Fees

For children aged under 3 years (Bambini Full Day program) **\$124 per day**

For children aged over 3 years (Pre-school Full day Program) **\$108 per day**

Minimum attendance at Lilliput Village Montessori is 2 days a week.

Fees are due 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 must be paid by direct withdrawal from a nominated bank account using the 'Debitsuccess' payment system.

The centre is open between 8.00am to 5:00pm daily for 48 weeks of the year (excluding Public Holidays) Fees are calculated as a full day of attendance irrespective of whether a child utilizes all the available daily hours. Children can attend 2, 3, 4 or 5 days a week.

Fee Payment

Fees are processed at the conclusion of each week of attendance. Fees apply for 48 weeks of the year for all days booked including public holidays, holiday periods and sick days. **Lilliput Village 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 the Debitsuccess direct payment system. This involves the weekly automatic withdrawal of fees from a nominated bank account. Fee payments will not be handled at the centre.**

Bond

When a date is identified for the commencement of a new child, a bond equal to full fees for 2 weeks, must be paid no later than five working days after the position being accepted. The bond will be calculated at the current fee rate and pattern of attendance booked and is for the full amount due prior to applying the Child Care Subsidy (CCS). The bond will be refunded in full after the child's last day (subject to any outstanding payments) if 4 weeks advance notice (in writing) has been given informing the centre of the intent to cancel the placement. The bond may only be paid by Direct Deposit/Bank Transfer, money order or cheque. If there is a subsequent change in attendance pattern or daily fee, parents will be informed of any necessary adjustment to their total bond payment.

Holiday Programs

It is a requirement of being an approved centre for Commonwealth Childcare Subsidy that the pre-school runs a continuous service for 48 weeks of the year. Therefore school holiday programs will be 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 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.

Commonwealth Childcare 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. 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. 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

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

When a vacancy arises it is initially offered to any child currently attending our centre who has requested an increase or change from an existing placement. Further to that the vacancy is then offered to 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) ready for future consideration as vacancies arise.

Once the centre is filled at the beginning of each year, few vacancies arise throughout the year. The natural flow of the centre is that children in the *Bambini* program are the first to be offered any available *Pre-school* placements. **This means that only a limited number of places become available to new families from the *Waiting List* during the year.**

At the end of each year we usually have a significant number of pre-school children moving on to Primary School creating vacancies for the start of the following year. This is the time when we are *most* likely to be able to take new children from the *Waiting List*

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 for a placement to become available.

Our feedback is that we are worth waiting for. We hope you agree.



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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