



# Prospectus

Version 01.21

## Thank you for your interest in Chancery Lane Montessori Pre-school.

Chancery Lane Montessori Pre-school is a centre of Excellence. We are proud of this exclusive rating that was awarded by the Australian Children's Education and Care Quality Authority (ACECQA) in 2012. The Excellent rating is the highest rating that a service can receive and it acknowledges Chancery Lane's exceptional standard of education and care and its commitment to improving outcomes for children and families. Chancery Lane joins an elite group of less than 50 Early Childhood Education and Care services out of 15,500 centres across Australia, to receive this national recognition.

Chancery Lane Montessori Pre-school provides outstanding education and care programs for young children. We can promise your child a journey which will be something quite different to other childcare centres. You will be able to sense this from the moment you step inside our doors and meet our dedicated staff, see our beautifully presented centre, feel the calm and ordered environment, and witness the children happily engaged and busy with their work. Chancery Lane is owned and operated by Barbara Langford and Barbara Nache, both dedicated and passionate educators with over 30 years experience providing Montessori Pre-school programs in Adelaide.

*Chancery Lane Montessori Pre-school* is carefully presented with wonderful learning materials and resources that will stimulate, engage, and challenge your child to be curious, independent and interested in the world. Our Montessori program is delivered by qualified Early Childhood trained teachers and Diploma level Childcare Professionals. Our aim is not only to provide your child with the foundation skills for all future learning but also to ensure that that we create happy childhood memories of feeling valued and loved. *Chancery Lane Montessori Pre-school* offers a stunning contemporary environment with curved walls, light filled rooms, floor to ceiling windows, beautifully crafted materials and resources, a separate dining area where children can interact with the cook as she works in the kitchen, and a carefully designed and landscaped outdoor play area. We are proud to have worked in partnership with St Aloysius College to have designed and developed this wonderful centre where children feel safe and valued.

We know that *Chancery Lane Montessori Pre-school* will provide something very special for your child and we have pleasure in enclosing further details for your interest. Included in the information pack is an *Application for Enrolment* to complete and return to us if you would like your child to be considered for a placement. Once we receive your application we will register your child's details for consideration of placement at the time you have indicated. We also encourage you to visit our centre to see and feel the difference for yourself. We know you will be impressed once you have met our staff and viewed the Montessori program. Please call us to arrange a suitable time.

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### AT ST ALOYSIUS COLLEGE

21 Chancery Lane  
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## The Montessori Program

The Montessori philosophy infiltrates into all aspects of the centre. The Montessori curriculum provides the foundation of the learning program and this is linked 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 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 Three-year Montessori Curriculum

The Montessori pre-school program is a continuum of learning during the child's early years. 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 two year learning cycle from 3 years of age. 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 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 which continue to challenge and build upon previous levels of achievement.

Although optimal benefit is gained when a child completes the full Montessori program, we recognise that it is not always possible for every child to do so. The experiences provided at our centre will enrich every child with very valuable and unique learning 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 3 and 5 years of age subject to available placement.

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## The Location

**Chancery Lane Montessori Pre-school is located in the heart of the city.** It is in close proximity to all major tram and bus routes and has easy access to the surrounding shopping and business district. Adelaide City Council has designated **10-minute parking areas along Chancery Lane and Wakefield Street** at appropriate times of the day to cater for the drop off and collection of children attending the Early Learning Centre. This provides easy access to the centre for parents travelling to the city by car. Metered car parking is available in surrounding streets and car parking stations are located close by for longer parking. **Parents who work in the city or surrounding areas feel reassured by having their children close by.** **Chancery Lane Montessori Pre-school** encourages parents to visit their children at any time throughout the day. Some parents choose to come in and share their lunchtime with their child and we happily welcome this.

## The Facilities

**Chancery Lane Montessori Pre-school is a stunning facility for children.** Every detail of the building was implemented with the best quality in design and materials. Environmentally sound principles have been incorporated wherever possible. Each classroom is filled with natural light emitted from the floor to ceiling windows. Glass panels, doors and windows are used extensively throughout the building to offer light, supervision and clear vision between rooms. The children's furniture is made from timber and polished wood and the classrooms are resourced with beautifully crafted materials. **The children's dining room provides a beautiful home-like environment with polished timber tables and aesthetically pleasing decor.** It is a stunning area for children to meet and greet each other during the social activity of sharing food together. The children are involved in the preparation of food and the setting of the beautiful dining tables in readiness for mealtimes. **The extensive outdoor area has been creatively developed to provide an interesting play environment.** A large undercover veranda is accessed through double glass doors from each classroom and creates an outdoor area where activities can flow from the classroom into the outside environment. Beyond the veranda is an interesting playground with winding paths, bridges, sensorial gardens, climbing and cubby areas, bike riding paths and sand play.

## Chancery Lane Montessori Pre-school and St Aloysius College

**Chancery Lane Montessori Pre-school** is independently operated as an SA Montessori Pre-school and is privately owned by Barbara Langford and Barbara Nache. It is therefore not directly linked to St Aloysius College in any issues related to enrolment or administration. **The Early Learning Centre was established by St Aloysius College in January 2009 as their commitment to the valuable early years of education.** St Aloysius College approached SA Montessori Pre-schools to partner them in the development of the centre. **Chancery Lane** maintains a strong professional relationship with St Aloysius College. Co-location allows an opportunity for our pre-school children to visit the school library, enjoy school concerts or sports days, and participate in appropriate school activities. **Parents of girls attending Chancery Lane Montessori Pre-school are encouraged to consider the many benefits of a seamless progression from the pre-school into St Aloysius College as the next step for their daughter's educational journey.**

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## General Information

**Chancery Lane Montessori Pre-school** is for boys and girls aged from 2 and a half to 6 years.

**Chancery Lane Montessori Pre-school** operates from 8.00am to 6.00pm, Monday to Friday. Full day fees are charged irrespective of whether a child utilises all of the operational hours. The pre-school operates for **50 weeks of the year** closing for 2 weeks over the Christmas and New Year period. A placement must be paid for as a continuous booking for 50 weeks of the year (unless notice to withdraw is given) irrespective of whether the child is absent for any of the operational days. The Pre-school does not operate on Public Holidays however fees still apply.

**Chancery Lane Montessori Pre-school** is an independently owned pre-school managed by SA Montessori Pre-schools. The centre accepts enrolment from children **irrespective of their current or future association with St Aloysius College.**

**Chancery Lane Montessori Pre-school** has two pre-school classrooms for children aged from 3 to 5 years. A limited number of spaces are available for children aged between 2 and 3 years who are considered capable, independent and ready to transition into the pre-school classroom. **The number of placements allocated for 2 and-a-half year old children is strictly limited and priority placement is given to children who will turn 3 years within 3 months of enrolment.**

**Children can attend for 2 days, 3 days, 4 days or 5 days. Single day attendance may be considered in some special circumstances and should be negotiated separately with the Centre Manager.** Half day attendance is not available. Enrolment is accepted as a permanent booking and **fees are required two weeks in advance** (see fees page) to secure the placement. Casual or occasional care is not offered.

All children attending **Chancery Lane Montessori Pre-school** are required to wear a uniform. This is primarily a safety issue for easy identification when the children participate in excursions or visit the St Aloysius College library or extended grounds. The uniform has been specially designed for comfort, durability and easy maintenance and is available through the St Aloysius College Uniform Shop. Parents are advised how to order and collect uniforms once an *Offer of Placement* has been confirmed.

**Chancery Lane Montessori Pre-school** provides **nutritional snack foods** mid-morning, mid-afternoon and the late afternoon for those children staying after 4.30pm. **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.** A personalised lunchbox is given to each child enrolling at the centre with a list of suggested healthy foods and an outline of foods that may not be consumed at the pre-school. Children's lunchboxes are stored each day in the kitchen fridges until required.

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## 2021 Fee Schedule

SA Montessori uses a payment system called 'Debitsuccess' to collect fees. This system 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. Payments are NOT handled at the Centre.**

### **Application Fee**

**\$75 (non-refundable)**

This fee must accompany the *Enrolment 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 of \$140.

### **Pre-school Fees:**

**Children aged 3 – 5: \$123 per day**

**Children aged 2 - 3: \$125 per day**

*Minimum attendance required is 2 days.*

Our Preschool fees are structured according to age group to reflect the differing costs associated with these ages, including (but not limited to) the increased number of educators required to satisfy the legal educator-to-child ratios for younger children

***Fees are payable at the conclusion of each week of attendance. Fees apply for 50 weeks of the year for all days booked including public holidays and sick days.***

Fees will be charged for all days booked including Public Holidays and days where the child is absent. Sessions cannot be made up if not attended.

### **Bond**

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

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## Fee Payment

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### Fee Payment Policy

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

## Government Child Care Subsidy (CCS)

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

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

**How much will I receive?** Three things determine a family's level of CCS. (1) A family's annual adjusted **taxable income** will determine the percentage of subsidy they are eligible for. (2) An **activity test** will determine how many hours of subsidised care families can access, up to a maximum of 100 per fortnight. (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](http://www.humanservices.gov.au/individuals/centrelink) and click '**Payment and Service Finder**'.

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## 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 70 children per day. Once a child is a member of our Pre-school his or her placement is guaranteed until such time as the family advises us that the child will be leaving.

Chancery Lane enjoys an excellent reputation and is therefore very popular. The centre operates at full capacity with new children only able to join us if another child leaves. 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.

At the end of each year we usually have a group of pre-school children graduating 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*. Once the pre-school is filled at the beginning of each year, limited vacancies arise throughout the year. 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 is offered to a family who is at the top of the Waiting List and who have been waiting the longest, and they decline because the days offered do not suit them. As we travel down the list a large number of applicants may be too young for the placement. Therefore 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 Chancery Lane may apply to the Waiting List at any of our other SA Montessori centres for 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, which we will do as soon as we can. 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](http://www.montessorichild.com.au)

[www.goodatdoingthings.com](http://www.goodatdoingthings.com)

[www.montessori.org.au](http://www.montessori.org.au)

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## 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](http://www.montessorichild.com.au)

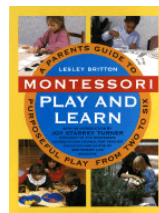
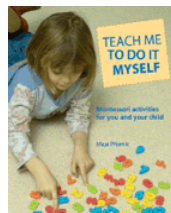

- **Aid to Life** is a resource for parents which has been designed through a collaboration of Montessori organisations around the world. It provides advice on supporting the development of independence, movement, communication and self-discipline during a child's earliest years of life. [www.aidtolife.org](http://www.aidtolife.org)


- **Montessori Australia Foundation** is a uniting body for Montessori in Australia, offering support services and information to schools and families. [www.montessori.org.au](http://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](http://www.goodatdoingthings.com)

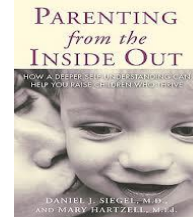
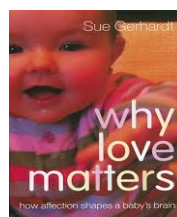
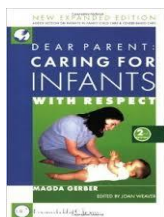


### Books [www.montessoribooks.com.au](http://www.montessoribooks.com.au)



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](http://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

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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 10<sup>th</sup> Edition  
National Health and Medical Research Council  
Work Health & Safety Act 2012

#### Legal Reference

Solicitor, Gunn and Davey