



# Prospectus

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

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

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

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

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

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

We look forward to meeting with you soon.

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

## An Overview

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

There are six SA Montessori centres in Adelaide. *Jescott Montessori Pre-school* was the first centre founded in 1989 by Barbara Langford. Barbara began Jescott to provide a Montessori education for her daughter and this family focus remains central to our learning community today. Since then, *Cedars Montessori Preschool* (Saint Spyridon College, Unley), *Chancery Lane Montessori Preschool* (St Aloysius College, Adelaide), *Rosemont House Montessori Preschool* (Norwood), *Lilliput Village Montessori* (Maylands) and *Little Oxford Montessori* (Unley), have all been successfully established and united as SA Montessori centres. 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 Standard".

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

Two of our centres – Chancery Lane Montessori and Jescott Montessori Preschool - have additionally achieved the prestigious 'Excellent Rating', which is awarded only to centres that are proven to be exceptional leaders in the early childhood field. Less than 50 centres out of 15,500 centres across Australia have received the 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.

### AT ST SPYRIDON COLLEGE

52 Oxford Terrace  
Unley SA 5061

T 08 8373 4599  
E [cedars@samontessori.com.au](mailto:cedars@samontessori.com.au)

[www.samontessori.com.au](http://www.samontessori.com.au)



## About Us

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

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

### Our Location

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

### Our Facilities

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

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## Our Educators

Cedars Montessori Pre-school provides high quality educational programs. We employ qualified educators who have the expertise, experience and educational knowledge to nurture the important development of a child's early years.

We understand how important it is for children to have key people in their life who provide excellent role-modelling, quality use of spoken language, gentle and consistent guidance, and most importantly, genuine love and respect. Our staff are passionate and committed to providing the best for every child.

## Our Relationship with Saint Spyridon College

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

Visit [www.saintspyridon.sa.edu.au](http://www.saintspyridon.sa.edu.au) for more information.

## Hours of operation

The centre is open from 8:00am to 5:30pm, Monday to Friday.

The Montessori curriculum program is delivered between 9:00am and 3:00pm each day, with an extended hours care program offered from 8:00am and 9:00am and again from 3:00pm to 5:30pm. All children who are enrolled in the Pre-school program are eligible to attend during the full opening hours for no additional fee. However, in recognition that not all children will stay outside of the Montessori program, we ask parents to advise us of their anticipated drop off and collection times to aid with our program planning for the before and after-school care periods.

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

## AT ST SPYRIDON COLLEGE



## The Montessori Experience

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

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

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

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

## Our Programs

### Toddler and Transition Program

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

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

#### **Toddler class** (Parent & child)

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

#### **Transition class** (Parent & child)

For children aged 24 months transitioning to pre-school  
Tuesday afternoon 11.15am - 1.15pm.

Please note that the Commonwealth Childcare Subsidy does not apply to the Toddler or Transition programs. For subsidized toddler care we are able to accept some two-year-old children into our Preschool program by request.

### Pre-school Program

The Montessori Pre-school curriculum is for children from around three years of age. Children engage in a program that provides them with all the necessary skills to confidently enter Primary School at age 5 or 6. It is a requirement that pre-school children attend a minimum of two full days a week. We recommend consecutive days for optimum continuity (subject to availability).

During the three-year cycle of the Montessori curriculum children experience enhanced learning through the vast array of specialised Montessori materials. The lessons are presented at various levels of difficulty to build upon each child’s existing level of knowledge and achievement. Children are encouraged to explore and be curious and emphasis is placed on giving individual attention to every child.



## Practical Information

### 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 Child care Subsidy (CCS). 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 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.

### Food

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

### Sleep and Rest

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

### Clothing/uniform

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



## 2022/2023 Fee Schedule

<b>Waiting List Application</b>	This fee must accompany the <i>Waiting List Application form</i> . The application fee is for administration purposes and is not refundable. If you have applied to the Waiting List at one of the other SA Montessori centres, or if you have another child already registered to our Cedars Waiting List, you are eligible for a discounted Waiting List Fee of \$25.	<b>\$75</b> <i>(non-refundable)</i>
<b>Enrolment Registration</b>	Following an <i>Offer of Placement</i> parents must secure the position with a non-refundable administrative fee.	<b>\$145</b> <i>(non-refundable)</i>
<b>Bond</b>	<p>It is a requirement of enrolment that parents notify Cedars Montessori in writing <b>with 4 weeks</b> advance notice when withdrawing their child from the centre, or cancelling days of enrolment. The notice period cannot include the time that the centre is closed. Once notice of departure 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.</p> <p>Parents who supply less than the required 4 week's notice for a departure will still be required to pay the equivalent total fees of that 4 week notice period regardless of their child's attendance during this time. The bond may be forfeited and used towards a portion of this fee payment. As Centrelink generally does not pay entitlements if a child is absent on their formalised last day, <i>or any absences immediately surrounding that last day</i>, <b>full fees</b> (with no Child Care Subsidy applied) may need to be charged for that period of time, where applicable.</p>	<p><i>The bond is calculated prior to any eligible Child Care Subsidy application. It is the equivalent of:</i></p> <p><b>2 weeks gross fees</b> <i>(refundable if all conditions met)</i></p>
<b>Preschool Program Daily Attendance</b>	<ul style="list-style-type: none"> <li>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.</li> <li>The centre programs operate <b>between 8.00am to 5:30 daily</b>. Minimum attendance at Cedars Montessori is <b>2 days a week</b> but children can attend up to 5 days a week. Fees are calculated as a full day of attendance irrespective of whether a child utilizes all of the available daily hours. Sessions cannot be made up if not attended.</li> <li>Fees apply for 48 weeks of the year for all days booked including public holidays and sick days. Fees are payable at the conclusion of each week of attendance and are automatically deducted by direct withdrawal from a nominated bank account using the centre 'Debitsuccess' payment system. Participation in the DebitSuccess system is a condition of enrolment.</li> <li>If the account is outstanding beyond the due date, a late fee of \$20 may be applied. If accounts are outstanding after two weeks, the placement may be forfeited. Debt collection procedures may be initiated on any outstanding fees.</li> </ul>	<p><i>Under 3 years:</i> <b>\$128 per day</b></p> <p><i>Over 3 years:</i> <b>\$121 per day</b></p>
<b>Parent and Child Sessions</b>	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. A bond is not collected for the Parent-Child Program as fees for the full term are paid upfront. Families starting mid-term are charged the pro-rata rate for the number of weeks remaining in the term. Fees will not be refunded if a child withdraws part way through a term.	<p><b>TODDLER PROGRAM</b> <b>\$280 per 10-week term</b> <i>(\$28 per session)</i></p> <p><b>TRANSITION PROGRAM</b> <b>\$340 per 10-week term</b> <i>(\$34 per session)</i></p>

## Government Child Care Subsidy (CCS)

The Child Care Subsidy (CCS) provides assistance to help families with the cost of child care.

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.

To be eligible to receive Child Care Subsidy for a child, the child must meet up-to-date immunisation requirements, and the individual, or their partner, must meet residency requirements.

### How much will I receive?

The amount of Child Care Subsidy you can get depends on your circumstances. 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.

We encourage parents to visit Service Australia's 'Payment and Service Finder' to estimate how much Child Care Subsidy you may get.

## Our Waiting List

Parents wanting their child to join the centre must apply to the Waiting List. Our centre is licensed for a maximum number of children each day. Once the centre is filled at the beginning of each year, only a small number of vacancies arise throughout the year. When a vacancy does arise it is prioritized as follows:

- 1) It is initially offered to any child currently attending our pre-school who may have requested an increase in days or a change from an existing placement.
- 2) If we cannot place the position internally, we then offer the opportunity to siblings of our current attendees
- 3) Finally, the vacancy is then offered to children from our Waiting List.

**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. Therefore, 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 their caregiver) 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, if requested. 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.

## How to Enrol at Cedars Montessori Preschool

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 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) Email your completed Waiting List Application Form to [cedars@samontessori.com.au](mailto:cedars@samontessori.com.au). Your application must be accompanied by a \$75 processing fee and a copy of your child's Medicare immunization records, or 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 a receipt.
- 3) When a vacancy occurs that matches your request for enrolment, and you have reached the next position in line on the waiting list, an Offer of Placement Enrolment Pack will be forwarded to you including the relevant paperwork. Cedars Montessori allocates placements according to strict enrolment procedures. The Offer of Placement will only be upheld 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 week's 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 to take place prior to the starting date. The orientation allows parents and children to become familiar with their classroom environment, meet the teaching team, and build confidence with the routines of the centres.



**SA MONTESSORI**  
quality early childhood education and care

## **SA Montessori Pre-schools 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 approved records that they are 'up to date' according to the Australian Immunisation Register, as per 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.
- Parents will need to provide an approved immunisation record from the Australian Immunisation Register (accessible via Medicare) as evidence of the child's 'up to date' immunisation status.
- A current approved immunisation record needs to be supplied:
  - *at the time of the child's enrolment;*
  - *after the child turns 7 months of age but before the child turns 9 months of age;*
  - *after the child turns 13 months of age but before the child turns 15 months of age;*
  - *after the child turns 19 months of age but before the child turns 21 months of age;*
  - *after the child turns 4 years and 2 months of age but before the child turns 4 years and 8 months of age.*
- Where a child is on an 'approved catch up schedule', enrolment is not guaranteed until they are 'up to date'. Families may lodge a request that will be considered by centre owners to commence enrolment during the 'approved catch up schedule' depending on the timeframe and circumstances.
- Once enrolled, if a child does not remain up to date 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  
SA Health