



# Prospectus

Version 01.22

## 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

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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.

## 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.

## 2022/2023 Fee Schedule

<p><b>Waiting List Application</b></p>	<p>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 Chancery Lane Waiting List, you are eligible for a discounted Waiting List Fee of \$25.</p>	<p style="text-align: right;"><b>\$75</b> <i>(non-refundable)</i></p>
<p><b>Enrolment Registration</b></p>	<p>Following an <i>Offer of Placement</i> parents must secure the position with a non-refundable administrative fee.</p>	<p style="text-align: right;"><b>\$145</b> <i>(non-refundable)</i></p>
<p><b>Bond</b></p>	<p>It is a requirement of enrolment that parents notify Chancery Lane 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 style="text-align: right;"><i>The bond is calculated prior to any Child Care Subsidy application. It is the equivalent of:</i></p> <p style="text-align: right;"><b>2 weeks gross fees</b> <i>(refundable if all conditions met)</i></p>
<p><b>Preschool Program Daily Attendance</b></p>	<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 6:00 daily</b>. Minimum attendance at Chancery Lane 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 50 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 style="text-align: right;"><i>Under 3 years:</i> <b>\$130 per day</b></p> <p style="text-align: right;"><i>Over 3 years:</i> <b>\$126 per day</b></p>

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## 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 Chancery Lane 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 [chancerylane@samontessori.com.au](mailto:chancerylane@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. Chancery Lane 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 families with their classroom environment, meet the teaching team, and build confidence with the routines of the centres.

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## **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