



Prospectus

Welcome

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

We hope this Prospectus will provide you with an insight into how Jescott Montessori can provide your child with a wonderful early childhood experience. We look forward to further contact with you, and welcoming you into our community in the future.



Our Location

Jescott Montessori is located in Lorne Avenue, Magill. We are fortunate to be surrounded by quiet streets and beautiful foliage, with Murray Park and the stunning grounds of the Magill UniSA campus only a short walk away. We enjoy a strong relationship with our local community, particularly with our next-door-neighbours, the Magill RSL.

Our Facilities

Jescott Montessori is *literally* a 'home away from home', as our classroom is within a residential cottage that has been lovingly repurposed for our Montessori community. This creates a cosy, comforting atmosphere that is perfect for families who are seeking a nurturing, home-like dynamic for their child. The garden is well established with large trees and plenty of natural shade. The RSL allows Jescott families to use their car park to ensure that children are safe and protected during the transition from the car to our care.

Our Educators

Jescott Montessori Pre-school provides high quality education and care. We employ qualified and passionate educators, who can offer the expertise, experience and the educational pedagogy to nurture the important developmental stages of a child's early years. We understand how important it is for children to have primary care-givers who provide excellent role modelling through quality use of spoken language, gentle and consistent guidance, and most importantly, genuine warmth and respect. Jescott provides this nurturing environment and our children feel valued, respected and safe. The friendship and respect our staff display for one another transfers to our children and families. Our children feel valued and safe, and our relationships are a feature of our Jescott community.

Hours of Operation

The pre-school operates from **8am – 5pm, Monday to Friday**, for 48 weeks of the year and is closed for 4 weeks over the Christmas and New Year period. Placements are booked as a continuous enrolment for the full year. When a child withdraws there is a requirement of 4 weeks' notice of cancellation when a child withdraws. The notice period cannot include the time that the centre is closed for the end-of-year break.

Our SA Montessori Relationship

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

Jescott Montessori Preschool now draws on a 30-year history of expertise and experience within the SA Montessori Group of centres. There are seven SA Montessori centres in Adelaide now successfully established and united as SA Montessori centres:

- *Jescott Montessori Preschool at Magill*
- *Cedars Montessori Preschool at Saint Spyridon College, Unley*
- *Chancery Lane Montessori Preschool at St Aloysius College, Adelaide*
- *Rosemont House Montessori at Norwood*
- *Lilliput Village Montessori at Maylands*
- *Little Oxford Montessori at Unley and*
- *Echoes Montessori at Modbury*

Each of these centres display an **SA Montessori** branding logo. This logo indicates that the Centre has an acknowledged Montessori program with the highest standard of management, staffing and professional expertise.

Professional Recognition

Since the introduction of the National Quality Framework in 2012, all early learning and care services across Australia must be assessed against a set of national standards to determine the quality of the centre. There are 4 rating levels with the highest being “Exceeding the National Quality Standards”. We are proud that **all** of our SA Montessori centres are “Exceeding the National Quality Standards”. Jescott Montessori Preschool has additionally been awarded the ‘Excellent’ Rating by ACECQA twice in the past, holding this coveted recognition from 2016-2019, and then again from 2019-2022.

The Montessori Experience

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

A Montessori classroom is an inspiring learning environment filled with wonderful resources that encourage independent exploration and discovery. Our Montessori teachers prepare the environment to meet the needs of the children. The wonderful and precise Montessori materials are always available for the children to practice their newly acquired skills and extend their knowledge. Children can interact intelligently with their surroundings and become engaged in their own learning at their own individual level of interest and in their own time.

Children in a Montessori Program are exposed to sequential learning in all the core curriculum areas of Literacy, Numeracy, Practical Life Skills, Sensorial exploration, Science and Cultural studies. The Montessori materials have been specifically designed to provide a wonderful foundation of knowledge upon which each child can progress according to their readiness and interest.

The Montessori Pre-school Program is a continuum of development during a child's most formative early years. Optimum learning takes place when a child is able to progress through the consecutive stages of our early learning environment, from the Parent-Child Nido Program through to Pre-school, where learning continues until the child is ready for Primary School. However, we are confident of providing a positive outcome for all children and therefore we can accept children into our programs (subject to availability) who have not had the opportunity to be with us for the full cycle of the curriculum.

Our Programs

Parent-Child Nido Montessori Program

'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. Our hour-long Parent-Child Nido Program is held in our aptly named 'Treehouse' room one morning a week. The group is for children aged between 12 months to three years, who attend with a parent, to enjoy activities and learning experiences that inspire this stage of development.

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

Pre-school

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

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

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

Our Montessori 'Work Cycle' begins at 9am each morning so we encourage families to arrive before this time. At the end of each day we hold a group 'Music Time' which finishes with a 'Goodbye Time' at 3.00pm. The hours between 9.00am and 3.00pm therefore mark our formal 'school day' and we strongly encourage parents to ensure their children are present for this period. Families are able to choose between enrolling in our Standard Hours (8am to 4pm) or to request Extended Hours (8am to 5pm). Each child's enrolment covers the full day period of their chosen hours. Families are welcome to arrive between 8.00 and 9.00am, and to collect their child between 3.00 to 4.00pm (if enrolled in Standard Hours) or between 4.00pm and 5.00pm (if enrolled in Extended Hours).

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

General Information

Food & Nutrition

It is our experience that children most often prefer food prepared from home. Bringing a lunch and snack from home allows the child to feel connected to home during the day and ensure that meals will cater to the individual and cultural preference of the family. **Food to be consumed for lunch and snacks must therefore be provided by each child's parents.** We ask parents to follow healthy eating recommendations and to avoid nuts (and nut products) when preparing food for pre-school. Children's lunchboxes are stored in fridges until required.

While the centre does not provide meals, a small amount of food is incorporated as a learning experience in the children's kitchen area. During the day, children engage in cooking and food preparation as a part of the Practical Life activities. Many children who engage in food preparation activities will taste or consume small amounts of fruit, vegetables, biscuits, breads or other tasty and nutritious snacks.

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

Rest & Relaxation

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

Clothing & Uniforms

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

2022/2023 Fee Schedule

Waiting List Application	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 Jescott Waiting List, you are eligible for a discounted Waiting List Fee of \$25.	\$75 <i>(non-refundable)</i>
Enrolment Registration	Following an <i>Offer of Placement</i> parents must secure the position with a non-refundable administrative fee.	\$145 <i>(non-refundable)</i>
Bond	<p>It is a requirement of enrolment that parents notify Jescott Montessori in writing with 4 weeks 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>, full fees (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 style="text-align: center;">2 weeks gross fees <i>(refundable if all conditions met)</i></p>
Preschool Program Daily Attendance	<ul style="list-style-type: none"> 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. The centre programs operate between 8.00am to 5:00 daily. Minimum attendance at Jescott Montessori is 2 days a week 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. 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. 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. 	<p>STANDARD HOURS (8am – 4pm)</p> <p><i>Under 3 years: \$112 per day</i> <i>Over 3 years: \$106 per day</i></p> <p>EXTENDED HOURS (8am – 5pm)</p> <p><i>Under 3 years: \$120 per day</i> <i>Over 3 years: \$120 per day</i></p>
Parent-Child Nido Program	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.	\$220 per 10-week term <i>(\$22 per session)</i>

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 Jescott 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 jescott@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. Jescott 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 10th Edition
National Health and Medical Research Council
Work Health & Safety Act 2012
SA Health