



Prospectus

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

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

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

We hope you find the enclosed information helpful. We believe that after reading about us the next best thing you can do is to visit us to meet our staff, observe the children working and to feel the special and welcoming atmosphere of our centre. From January 2018 we will welcome visitors to our new premises. Prior to that time visits can be made to our current classroom where you will have the opportunity to learn about our Montessori approach, meet our teachers and experience the ‘essence’ that will carry with us into our new location. Please call us to arrange a time to visit and we will be happy to show you around and explain more about our Montessori classroom.

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

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



Barbara Langford (Co-Owner)

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

An Overview

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

It is with this in mind, that we assure you that **Lilliput Village Montessori** is a very special place for children. A deep sense of respect for the child is our inspiration in preparing nurturing educational programmes that will enhance each child's unfolding pattern of learning. Our environment is a very special place where every child feels valued. The high standard of teaching and care reflects the talent, dedication and skill of our teachers. The Montessori philosophy provides the added quality that makes us stand apart from all other early childhood settings.

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

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

Professional Recognition

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

Since the introduction of the National Quality Framework in 2012, all early learning and care services across Australia must be assessed against a set of national standards to determine the quality of the centre. There are 4 rating levels with the highest being "Exceeding the National Quality Standards". **Lilliput Village Montessori proudly holds a rating of "Exceeding the National Quality Standards".**

The Montessori Program

The Montessori philosophy is integral to all aspects of our Centres. The Montessori curriculum provides the foundation of the learning program and this aligns to the National Early Years Learning Framework. **A true Montessori program is not something which can be inserted into another program or performed for a few hours of a day.** Our Montessori program inter-relates with every daily interaction the children have and it provides sequential learning experiences in all aspects of the curriculum. A true Montessori program requires skilled and trained teachers who can recognise each child's unfolding pattern of readiness and translate that to the introduction of new learning challenges.

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

The Montessori program is a continuum of learning. The teaching materials are sequential and build skills to match each child's individual pattern of development. Optimum learning takes place when a child progresses through the full learning cycle. Children ideally begin this journey either in our 2-year-old Bambini program or as a 3-year-old entering our Preschool program. We find that a child's well-being and learning outcomes are maximised when they complete their learning cycle by remaining in our Montessori environment until school age. The overall program can be likened to a jigsaw puzzle, with various pieces of the puzzle representing each separate learning experience the child is exposed to throughout their time at Montessori. The last pieces of the puzzle come together in the child's final year before school, as the ultimate challenges of the Montessori equipment are introduced to the child. The picture would not be complete without the previous pieces of the puzzle forming the foundation, and so it is with the Montessori resources that challenge and build upon previous levels of achievement.

Although optimal benefit is gained when a child completes the full Montessori journey, it is not always possible to do so. Every child who spends time with us will gain very valuable and unique learning experiences irrespective of the length of time the child remains in the centre. We are confident of providing a positive outcome for all children and we therefore accept children in to our programs at any stage between 2 and 6 years of age subject to available placement.

Staffing

Lilliput Village Montessori provides exceptionally high-quality education and care. In order to achieve this we employ qualified educators who can offer the expertise, experience and the educational pedagogy to nurture the important developmental stages of a child's early years. Adriana Francescangeli acts as our Pedagogical Leader to guide a team of teachers who are passionate, committed educators. We understand how important it is for children to have primary care-givers in their life who provide excellent role modelling, quality use of spoken language, gentle and consistent guidance, and most importantly, genuine love and respect. **Lilliput Village Montessori** provides this nurturing environment and our children feel valued, respected and safe, reflecting the skill and dedication of the teachers.

Hours of Operation

Lilliput Village Montessori operates for 48 weeks of the year and closes for 4 weeks during the Christmas and New Year break. Placements are booked as a continuous enrolment for the full year (including school holidays) with a requirement of 4 weeks notice of cancellation when a child withdraws. The centre does not operate on Public Holidays (fees still apply).

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

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

Food Provision

The centre does not provide food other than when it is used in the children's kitchen area for cooking and food preparation as a part of the Practical Life activities. It is our experience that children most often prefer food prepared from home which caters to the individual and cultural preference of their family. **Food to be consumed for lunch must be provided by each child's parents.** Shared fruit and vegetables are available for children to access during the morning as a snack. Children's lunchboxes are stored each day in the refrigerator until required.

Programs

Bambini - Full Day Program

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

Pre-school - Full Day Program

The Montessori Pre-school curriculum is for children from around three years of age. Children engage in a program that provides them with all the necessary skills to confidently enter Primary School at age 5 or 6. It is a requirement that pre-school children attend a minimum of two full days a week. We recommend consecutive days for optimum continuity. During the pre-school program children experience enhanced learning through the vast array of specialised Montessori materials which are presented at various levels of difficulty to build upon each child's existing level of knowledge and achievement. Lilliput Montessori's pre-school program provides excellent academic and social preparation to assist children throughout their life. Children who attend Lilliput become self-motivated and confident learners.



'Nido' Playgroup at Jescott Montessori

'Nido' is the Italian word for 'nest' and Maria Montessori used this reference to describe the period where the young child needs a gentle, nurturing and protective environment in which to prepare for their growing independence. We find that this is the perfect term to describe the Montessori Playgroup experience, where a child attends with a parent or another adult to enjoy the activities and learning experiences appropriate for this stage of development. **Lilliput Village Montessori** is proud to recommend our sister-centre, Jescott Montessori Preschool at Magill, if you are seeking a Montessori Parent & Child experience for your child.

2022/2023 Fee Schedule

<p>Waiting List Application</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 Lilliput Village Waiting List, you are eligible for a discounted Waiting List Fee of \$25.</p>	<p>\$75 <i>(non-refundable)</i></p>
<p>Enrolment Registration</p>	<p>Following an <i>Offer of Placement</i> parents must secure the position with a non-refundable administrative fee.</p>	<p>\$145 <i>(non-refundable)</i></p>
<p>Bond</p>	<p>It is a requirement of enrolment that parents notify Lilliput Village Montessori in writing with 4 weeks advance notice when withdrawing their child from the centre, 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 Child Care Subsidy application.</i> <i>It is the equivalent of:</i> 2 weeks gross fees <i>(refundable if all conditions met)</i></p>
<p>Preschool Program Daily Attendance</p>	<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 Lilliput Village 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><i>Under 3 years:</i> \$135 per day</p> <p><i>Over 3 years:</i> \$120 per day</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 Lilliput Village Montessori

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 lillput@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. Lilliput Village 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 10th Edition
National Health and Medical Research Council
Work Health & Safety Act 2012
SA Health