



Thank you for your interest in Chancery Lane Montessori.

We are proud to provide exceptional early years education, and nurturing care, for children aged from 2 years to school age.

A deep sense of respect for the child inspires our nurturing educational programmes that enhance each child's unfolding pattern of learning. The high standard of teaching and care reflects the dedication and skill of our teachers. The Montessori philosophy provides the added quality that makes us stand apart from all other early childhood settings. These qualities all contributed to Chancery Lane being awarded the prestigious Excellent Rating twice (2013-2016 and 2016-2019).



Our passionate educators possess the expertise and experience to nurture the important developmental stages of a child's early years. We understand how important it is for children to have primary caregivers who provide excellent role modelling through quality use of spoken language, gentle and consistent guidance, and most importantly, genuine warmth and respect.

Chancery Lane Montessori Pre-school 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.

We are open from 8am to 6pm weekdays (excluding public holidays) for 50 weeks each year.

We have a minimum attendance of 2 days per week. This ensures that children experience consistency, build secure attachments and feel a strong sense of belonging.

Chancery Lane Montessori Pre-school is located in the heart of the city. Parents living or working in the CBD feel reassured that their little learner is close by. Our close proximity to all major tram and bus routes, offers convenience to parents transiting through town as they entrust their child to our safe, special sanctuary.

We hope this Prospectus will answer your initial questions about Chancery Lane Montessori. Please contact us to learn more, to book a tour and to join our Waiting List.

Our Early Learning Journey

Chancery Lane Montessori provides a home away from home for children throughout their early years. Our community of children ranges from curious young toddlers to those as mature as 6-years-old.

The Montessori Pre-school curriculum is designed as a three-year program, with a mixed age group consisting of children between the ages of 3 and 6 and a limited number of 2 year-olds who are developmentally ready to learn alongside their older peers. Eligible children are also invited to be part of our Universal Access group, guided by a Degree qualified Early Childhood Teacher as the equivalent of a 'kindy' program but with the added benefits of Montessori pedagogy preparing the child not only for school, but for life! The Montessori approach is embedded in every stage of this journey. Our children explore the curriculum areas of Practical Life, Sensorial, Maths, Language and Cultural Studies. Each child engages with specialised materials to inspire their self-directed learning and benefit from the intentional teaching of our highly-skilled and attentive educators.



Our Preschool program (including the kindergarten year) nurtures the holistic needs of the child.

This is an age of questioning, exploring and discovering. It takes a special program to keep up with this intrinsic energy, and that is exactly what we offer. Our Montessori Pre-school program has been developed and refined over SA Montessori's thirty-year history, resulting in the exceptionally robust and well-respected approach we deliver today.

Our Preschool Program provides a strong early learning experience so that children are able to confidently transition straight from Chancery Lane Montessori into Reception, with no need for the additional sideways step of a year at a government kindergarten or ELC. Our aim is not only to provide your child with the foundation skills for all future learning but also to ensure that we create happy childhood memories of feeling valued and loved.

Chancery Lane Montessori Pre-school is carefully presented with wonderful learning materials and resources that will stimulate, engage, and empower your child to be well-prepared for school and for life! The transition to school is further supported by our relationship with St Aloysius College. We have access to many of the resources, facilities and events of St Aloysius College, such as the library or school Sports Days. This allows all of the Chancery Lane children to experience life on a primary school campus and become accustomed to interacting with older children. 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. The school enrolment and administration process is separate from Chancery Lane Montessori Pre-school.

A Day in Our Life

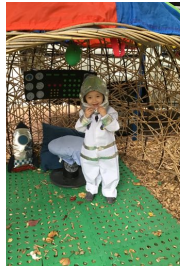


The Montessori philosophy is integral to all aspects of our daily routine. A true Montessori program is not something which can be performed for a few hours of a day; our Montessori program interrelates with *every* moment and provides sequential learning experiences in all aspects of the curriculum. From the respectful way that our educators welcome the children with a warm handshake, to the enriched explorations of our 'Work Cycle, and the empowering opportunities for children to develop independence through practical experiences such as food preparation. Just as Montessori is interwoven through the fabric of our daily life, so too are the creative arts as we embrace music, visual art, dance and drama in our routine. Nature is also a constant presence in our program, with an emphasis on promoting sustainable attitudes so that our children grow up caring for the world around them. We believe that small class size is a core element of quality routines. We are committed to creating environments that make children feel like they are gathered with close friends and consistent carers. We benefit from a surplus of space, and we engage more educators than the minimum ratio required.

Our Environment

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.

Each day at Chancery Lane Montessori offers opportunities for children to be inspired, engaged and delighted by the Montessori curriculum. Our outdoor environment is an extension of our classroom, with nature play happening every day. We encourage children to arrive comfortably dressed for adventure and sensory experiences, with music, movement, art and adventure embedded in our environment.



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 that encourages engagement with nature and adventurous, open-ended play. We are proud to have worked in partnership with St Aloysius College to have designed and developed this wonderful sanctuary where children feel safe and valued.



The children's kitchens provide a beautiful home-like environment where they engage in food preparation and cooking. The Montessori 'Practical Life' curriculum focuses on giving children an opportunity to contribute in a meaningful way to their environment as they develop useful skills. Each day the children collaborate on cooking experiences or learn to use tools and utensils. Prior to lunch the children set the table and after lunch, they are responsible for clearing away, washing the dishes and stacking the dishwasher. Through these hands-on experiences they also learn about recycling, composting and healthy eating.

We are proud to be a 'Lunchbox Centre'. Children encounter special touches from home at lunchtime when they unpack their lunches from home. We believe this is an important way of protecting the health and safety of each child's dietary needs as well as respecting cultural preferences around food and incorporating a 'little slice of home' to support the emotional well-being of the children. Children are also exposed to new culinary experiences through the morning and afternoon teas that they prepare and share at Pre-school.

Our Connection with Community

Chancery Lane Montessori is perfectly positioned to connect with our local community. Our CBD location enables us to enjoy regular excursions to destinations such as the Central Markets or for our philanthropic projects where we raise funds for our local community. We also enjoy going further afield, with an emphasis on connecting with the natural world through our ongoing tree-planting initiative, or meeting furry friends and other curious creatures, and experiencing life on a farm. We also benefit from our connection and co-location with the prestigious St Aloysius College. While we operate independently, we are warmly welcomed into their vibrant atmosphere and have access to their wonderful resources.

Our striking Pre-school uniform helps to identify members of the Chancery Lane community when we venture out into these bigger villages. The uniform also promotes a sense of belonging within our classroom, and is mandatory for all enrolled children. More information about uniforms will be provided to families during our supportive orientation process.

Our mission to empower and educate parents does not end once a child is enrolled; we continue to provide opportunities for parent information, inspiration and input. The presence of parents and families can also be felt in many ways throughout the day. Parents are invited to participate in our program by volunteering, suggesting subjects to explore, or donating resources.



Our Philosophy



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 Montessori curriculum provides the philosophy and practices of our learning program and builds upon the harmonious foundations of the National Early Years Learning Framework.

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.

An authentic Montessori environment like ours embeds the philosophy into every element of a high-quality program delivered by exceptional educators. We encourage you to read more about Montessori at www.samontessori.com.au/about-montessori/

Our Symbol



Our friendly and fun-filled logo is designed to represent the joyful and whimsical experiences awaiting young boys and girls at Chancery Lane Montessori Pre-school. The broad smiles beaming from our logo are reflected on the faces of our happy, engaged children in the classroom each and every day. The wind lifts the kites in our logo, symbolising the uplifting atmosphere that our educators offer to our children. This logo proudly features on our required uniform, which helps children feel a sense of belonging to their early learning community.

Our Community



Chancery Lane Montessori is proud to belong to the SA Montessori community.

SA Montessori is a group of seven early learning environments in Adelaide. Each centre has its own character and atmosphere, but we are united by shared values. Barbara Langford, our founder, opened our first centre Jescott Montessori Preschool back in 1989 for her own daughter Jessica, who is now part of the SA Montessori team herself. SA Montessori is proud of this thirty year history of delivering the highest standards of education and care for children and providing meaningful support to parents and families.

SA Montessori commits to providing joyful experiences to help each child connect with their community and value their environment. You can learn more by downloading our [SA Montessori Statement of Principles](#) from our website.

Our Story



SA Montessori is not a franchise; we are a family.

The owners of all of our centres have hands-on education experience and those owners are connected not only by professional partnerships but also by shared history, friendship or family relationships. **Chancery Lane Montessori is owned by Barbara Langford, founder of SA Montessori.** Our Director, Melissa Wray, excels in guiding the Chancery Lane team in their exceptional practice. Learn about SA Montessori's ownership team at www.samontessori.com.au/our-educators/

Our Fee Structure

Our priority is to ensure that our children receive the exceptional standard of education and care that they deserve. Our fee structure reflects the costs associated with delivering this high-quality program. Our fees cover all operating expenses of our centre, from the wages of our qualified, dedicated educators to the purchase of the inimitable Montessori materials, the provision of ingredients for cooking experiences and consumables for art activities, and everything in between. We are sure you will agree that the quality of our educators, environment and programs are worth the investment.



Waiting List Application Fee: \$40* (non-refundable, except where an offer of enrolment is made within 4 weeks of the fee being paid))

**Waiting List fee waived for current or previous students of any SA Montessori centre, and their siblings*

Enrolment Fee: \$145 (non-refundable)

Bond: Upfront payment equivalent to two weeks' fees (refundable upon departure if four weeks' written notice of departure is provided and conditions are met as per Parent Handbook).

0 - 3 years of age Daily Fee: \$155

3 - 6 years of age Daily Fee: \$151

Our full Fee Schedule is available via our website.

Child Care Subsidy

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.

The government has an online estimator to assist you with determining your eligibility and expected entitlements. **Visit the 'Payment and Service Finder' at the Centrelink website.**

Terms & Conditions

Our fees are structured according to age to reflect the differing costs associated with these ages, including (but not limited to) the higher number of educators required to satisfy the legal educator-to-child ratios for younger children. Fees are payable at the end of each week of attendance. Fees apply for 48 weeks of the year for all days booked including public holidays and sick days. Fees are calculated as a full day of attendance irrespective of whether a child utilizes all available hours. Missed sessions cannot be made up. Fees are paid by direct withdrawal from a nominated bank account using the 'Debitsuccess' system.

PLEASE READ OUR FULL TERMS & CONDITIONS AT: www.samontessori.com.au/terms-and-conditions/



Our Policies

Families who join our Chancery Lane Montessori community will become familiar with the many policies that guide our professional conduct and maintain our exceptional educational environments and will receive a detailed Parent Handbook. Some of our policies are relevant at this stage of your enquiry, particularly our **Immunisation Policy**. Our Immunisation Policy requires evidence that a child is following the National Immunisation Schedule as a prerequisite for enrolment. For a full copy of our Immunisation Policy please visit: www.samontessori.com.au/for-our-families/

We are also proud of our **Sleep and Rest Policy**, which provides a safe and healthy environment for our children. It promotes partnerships with parents to understand a child's personal needs alongside the importance of following research-based practices.

Our **Nutrition Policy** requires parents to provide lunchboxes that promote healthy eating and avoid known allergens for the protection of others.

Families are also required to follow our **Sun Protection Policy** by providing sunscreen and a protective hat between 1st August and 30th April.

We are delighted to be a partner service for the South Australian Government's 'Flying Start' Preschool Program for 3 and 4 year old children. If your child is the eligible age, you will receive an invitation to join the Flying Start program once you have enrolled in our centre. Your child can enjoy their kindy years, right here!

Learn more:



Flying Start
for kids

Government of South Australia

3 year-old preschool partner

WWW.SAMONTESSORI.COM.AU/FLYING-START/

Joining Our Community

The first step towards joining our community is to apply to Our Waiting List. This makes you eligible to be considered for Our Enrolment Process if a corresponding position becomes vacant. Registering to this list does not guarantee a placement at the centre. Every reasonable effort is made to accommodate your request, but we are limited by our licensed capacity and vacancies tend to fill quickly as we are a boutique centre with a maximum of 73 children each day. **You are welcome to tour the centre before, or after, joining the Waiting List. Please contact us to book an appointment.**

Our Waiting List

Chancery Lane Montessori operates with a robust Waiting List, so we encourage families to register their interest as early as possible. We recommend that families embrace the earliest possible starting point for their child, as enrolled children are given priority of placement to add days of attendance or transition to other age groups when positions become available within the centre. 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. We are told we are worth waiting for - we hope you agree.

- Complete your digital Waiting List form at <https://www.samontessori.com.au/chancery-lane-waiting-list/>
- Transfer your \$40 Waiting List Fee (or specify the name of current/previous SA Montessori student or sibling),
- While you are awaiting news of your placement with Chancery Lane Montessori, we encourage you to contact Centrelink to begin enquiries about your eligibility for the Child Care Subsidy.
- We will contact you if a vacancy arises to accommodate your child, or if we require further information

Our Enrolment Process

When positions become available in our centre, we first look to our enrolled children to ensure that we accommodate those requiring alternative or additional days of care. We endeavour to prioritise the enrolment of siblings of attending children. We then turn to our Waiting List to fill remaining vacancies and these new families will move through our Enrolment Process.

- You will be contacted to discuss the position and you will be emailed an Offer of Placement pack.
- Before your child is due to begin we will formalise the enrolment with a 'Complying Written Agreement'.
- Your Enrolment Registration Fee and Bond will be collected at that point to guarantee your placement.
- An Orientation process is available for families prior to the formal starting date. The orientation allows children and families to become familiar with their classroom environment, meet their teaching team, and build confidence with the routines of the centre. You will be advised of orientation dates and procedures when your enrolment is finalised.

Thank you for your interest in Chancery Lane Montessori. We look forward to welcoming you into our community.



Learn more

Families who join our community are provided with our detailed Parent Handbook, receive regular updates directly from the educators and our centre leaders, and are able to borrow books from our extensive Parent Library. All of this will help you to understand the magic of Montessori for your child! If you are eager to learn more right now, we recommend the following resources:

www.samontessori.com.au/terms-and-conditions/

www.samontessori.com.au/for-our-families/

www.montessorichild.com.au