



# Kenmore and District Montessori Children's House

(KDMCH)

2019

## PARENT HANDBOOK



## Welcome

Welcome to Kenmore & District Montessori Children's House (**Kenmore Montessori**). We are a Registered & Quality Assured Montessori Long Day Care Centre catering for children **six months of age to school entry age**.

Making a choice for your child's early childhood education and care is an important and difficult decision. We consider it part of our role to offer you as much information as we can to assist you to choose the right path for your child.

Kenmore Montessori's operators are all parents who share a strong belief that their role as parents is the most important aspect of their lives and that their relationships with their children and role modeling are the most important influences in their children's lives.

Kenmore Montessori follows the Montessori philosophy and offers all children the opportunity to develop to their fullest potential in a caring, safe and stimulating environment. The children at Kenmore Montessori have fun learning and developing social, emotional and cognitive skills in our nurturing environment.

### **We operate on the following principles:**

- ◆ **Safety and security are paramount**
- ◆ **Each child is a unique and respected individual**
- ◆ **Young children need more than baby-sitting**
- ◆ **Good nutrition is essential**
- ◆ **Children need a routine that is nurturing and individualised**
- ◆ **Children need a stimulating and happy environment in which to grow.**

## Contacting us:

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## About us

The Kenmore and District Montessori Children's House is an education for life, key to peace and social harmony. It is a learning process where children are encouraged to develop at their own pace in a safe, caring and carefully prepared environment, designed to foster independent thinkers who are actively engaged in the learning process.

KDMCH provide an individual approach tailored to each child's stage of development and learning style. It is our aim to nurture and develop children's curiosity, creativity imagination and intelligence. We encourage the children to respect the human dignity of others, oneself and the environment. We create an inspirational working model for love of learning and learning for life.

We seek to create a genuine community spirit by building rapport among teachers, community, parents and children and a place where each individual as well as each family is valued and respected.

### **KDMCH Vision Statement**

**To provide an atmosphere of profound warmth, kindness and respect.**

### **Our mission and vision**

To nurture children's curiosity, creativity, imagination and intelligence in partnership with teachers and parents.

To inspire a passion for learning with resilience, tolerance, responsibility and respect for themselves and others.

To respect diversity, equity and recognition among all the children and families.

To continuously improve the early childhood education and care standards in all seven quality areas provided by the Australian Children's Education and Care Quality Authority.

To honour the legacy of Maria Montessori's vision for world peace

## **Our philosophy**

The Montessori philosophy is an education for life – a learning process where children are encouraged to develop at their own pace in a safe, caring and carefully prepared environment designed to foster independent thinkers who are actively engaged in the learning process.

We seek to create a genuine community spirit by building rapport among teachers, the community, parents and children. At Kenmore Montessori, we value the relationship we have with the children's families. Our goal is to support you in giving your child the best opportunities to achieve their full potential.

We believe the Montessori method of education is “an education for life”. The Montessori philosophy is underpinned by a profound respect for the child. The children learn to respect themselves, respect others and respect their environment. These are lifelong skills.

## **Our staff**

The staff at Kenmore Montessori are hard-working, caring and committed professionals.

Our staff are qualified, with many having additional qualifications and life experiences, with some currently studying to further their professional base. Each staff member is a respected and valued member of our community.

The centre has an ongoing commitment to professional development and lifelong learning for its staff.

## **Kenmore Montessori**

Kenmore Montessori has been purpose designed and built to honour the Montessori method of teaching. We give careful consideration to the children's needs, parent's needs, staff needs and the use of building materials and practices which respect the environment. Our classrooms are bigger than required, air-conditioned and fitted with fans.

In addition to the classrooms, we have a multi-purpose room that can accommodate specialist teachers, visitors, staff training, parent get-togethers, information sessions and parent seminars.

The outside playground features two types of sandpits, soft-fall artificial grassed areas, multi-deck shaded fort, children's gardening areas and lots of undercover shade areas.

The Centre is a Sun Smart Centre and strict guidelines for sun safety are adhered to.

The first time you enter a Montessori classroom you realise both how calm and stimulating it is. The equipment and materials are displayed on low open shelves, allowing the children to choose for themselves the activities they find attractive. All the materials are child sized, self-correcting, manipulative and, where possible, real. You will find the teachers working quietly guiding either a small group or an individual child. A cooperative feeling of community can be felt and seen in the happy and busy faces of the children. This is truly a child-centered environment.

## Hours of operation

Kenmore Montessori is open weekly from Monday to Friday between the hours of 7:00am and 6:00pm. The Centre is closed for 2 weeks over the Christmas and New Year period and is closed on all statutory public holidays. Full fees are payable for all booked days, regardless of public holidays.

The teaching program begins at 9:00am and finishes at 3:00pm. Parents of children 15mths and over are requested to arrive no later than 8:50am to allow the children to settle without interruption into their room routines.

## Food and nutrition

Kenmore Montessori is proud to offer the children nutritious and delicious meals. Menus are designed to provide at least 50% of daily recommended intake and to maximise nutrition, including providing fresh fruit and vegetables daily. Milk is provided at lunchtime. Artificial additives and allergen items are minimised as much as possible.

If your child has any dietary requirements please note them on the enrolment form and discuss further with the staff. In circumstances where families wish to provide food, please do so in clearly labeled lunch boxes. A guide to acceptable foods is available from the office.

**We are a nut-free centre.**

Babies have very special diets and these need to be considered closely. A well balanced and healthy diet is vital for young growing bodies. We ask that parents of children in the Baby and Infant rooms discuss meals with the staff and advise the staff of any special requirements.

***If your child has special dietary needs, a form for “Special Dietary Needs” is required to be completed and signed by a dietitian or doctor. Without this form, parents are expected to provide all meals.***

## Our program

The Montessori program is holistic. It invites the children to choose activities in an unhurried manner. The classroom provides for both active and quiet spaces, where children can feel free to enjoy the many activities in an unhurried atmosphere. The enormous range of equipment and materials allows each child to choose according to his or her own needs and urges. Single tables give the children a greater opportunity to work and play uninterrupted. A strong sense of order within the classroom gives the children respect, structure, freedom and a sense of belonging.

The children's day includes time both indoors and outdoors, listening/story time, music and song, art and craft, construction and dramatic play. The educators are always carefully observing to enable them to plan for your child as an individual. As the children become ready, they are introduced to new activities, concepts and skills. The special Montessori materials are designed to enhance the children's discovery and concept development.

In addition, opportunities will be made available for parents to learn more about us and the Montessori Method of education. These education sessions will be conducted in the evenings or at weekends to allow our working parents the opportunity to participate.

Montessori equipment allows your child to learn practical life skills, develop their fine motor skills and hand-eye coordination, develop all their senses and start their education in writing, reading, numeracy, geography, history, biology, science, art and music. By

combining these areas of growth, we aim to give each child a strong foundation for later learning.

## **Teaching Life Skills**

From 15mths of age we begin to develop the children as independent people by learning about facts and impressions and different realities. Children are naturally curious and (as you have no doubt observed) always want to know what, where, why, how and when!

Our carefully-prepared environment is divided into different categories to aid our children's development.

Practical life activities we teach include:

- ◆ Care for the environment, plants and animals.
- ◆ Care for people, including preparing food and courtesy
- ◆ Development of coordination and concentration.
- ◆ Independence and self-discipline.

Some of the activities we undertake involve pouring, washing, polishing, sweeping, cooking, dressing, ways to greet people and gardening.

In taking part in our activities, our children develop not only patterns for a lifetime of good habits, but also a sense of responsibility and confidence through success.

## **Teaching about the senses**

### **Sensorial Exercises**

Children interact with the physical world from birth through their senses. They look, listen, touch, taste, manipulate, and smell most objects. As they get older, they begin to explore texture, weight, length, height, temperature etc.

The materials we use are designed to help the children become more perceptive. Our materials are essentially puzzles that represent meaningful challenges that aim to fascinate the child. These materials are unique as they are designed to allow the observant child to check his/her own work.

Our materials also include lessons in vocabulary. As each child learns the correct names for things the objects take on meaning and reality. Activities include grading, judging, matching shapes, colour, taste, sound and touch.

### **Language materials**

Learning to read in the Montessori classroom is a simple progression. Basic skills are taught phonetically through touch and manipulation, not just listening. The language exercises increase vocabulary and explore the sounds and syntax of the English language. As the children progress with the materials, they easily move from single sounds to composing three and later four and five letter words. Many young children will often be able to write words before they are able to read. Language development is stimulated in all the areas of the classroom.

## **Math materials**

Learning mathematical concepts comes more easily when the children work with concrete materials. Exploring abstract concepts, using concrete materials allows the child to see and explore new concepts. Starting from the meaning of numbers from one to 10, through to the introduction of the decimal system, simple operations, fractions and geometry are all hands on learning. The materials graphically show what is taking place in a given mathematical process. As the child develops and uses the materials so also develops the levels of abstraction.

## **Cultural materials**

The cultural materials form the cornerstone of the Montessori curriculum. By giving children a strong sense of history and geography we are better able to develop a global perspective, tolerance and understanding of other cultures, a sense of ourselves and a respect for our world. Dr Montessori firmly believed this was the best way to ensure peace in the world. The cultural area includes elements of history, geography, art, craft, music, botany, zoology, science, drama, language, movement, social studies, health and well-being.

## **Other learning areas**

### **Music**

Our program aims to instill in the children a love of and appreciation for music and provide a firm grounding for future music education. Music lessons are reinforced by Group Leaders who integrate the songs and rhymes into their classes. We also have external music specialist who visit the centre.

### **Gross Motor skills**

The children all take part in gross motor activities every day. These include balance, creativity, as well as improvised and learned dance. Through these activities the children develop body awareness, holistic physical fitness, physical coordination and spatial awareness.

Our teachers provide creative movement and dance learning in our classrooms.

### **Art and Craft**

Art and craft activities are designed to give children freedom to explore different media, develop skills and enjoy the process of creating. The final product is the least important aspect at this age.

### **Outdoor Activities**

The outdoor environment supports a range of developmental goals – physical, social, cognitive and creative and supported risk-taking.

Within our day there are opportunities for children to engage in dramatic play and active play, as well as appropriate and increasingly challenging experiences. Our children also engage in sensory play with natural materials such as sand and water and construction play. These activities are coupled with quiet activities including painting and working with clay.

## **Class times and routines**

Each classroom will develop its own routines to best accommodate the needs of the children as a group and each child as an individual. Routines are very flexible and will change as the children grow older, as they move into new groups and as the year and seasons progress. All the rooms will have their routines displayed for parents. Please feel free to discuss any specific routines your child may have with your child's Group Leader.

### **Rest Time**

The Child Care (Childcare Centres) Regulation 2003 requires that children in care for longer than three hours must have a rest period.

We will provide all children with a mattress and sheets. If your child needs a small pillow, you may provide this in a fully named small drawstring bag. In the cooler months, you may also like to provide a small blanket, also to be fully named and in a small drawstring bag.

Restful music is played to encourage quiet time. Children who do not fall asleep on their own accord are provided with quiet activities. Should parents have any special requests regarding their children's rest time, please see the staff in your child's room.

Babies and younger children change their sleep patterns very regularly. Flexibility is the key to happy children and our staff will consult with parents often and adapt to your child's routine when required.

### **Appropriate Clothing**

When children come together to play at the Centre they need to be dressed so that they have freedom of movement without compromising safety.

When dressing your child please remember that children spend a great deal of time playing with messy materials such as paint, clay, glue, sand and dirt. They run, climb, jump and dig.

Please also ensure that your child's clothes allow flexibility of movement and that their shoes are non-slip. Clothes also need to allow for growing independence e.g. pants that come off easily for toilet training. It is preferred that children arrive with t-shirts with sleeves and sunscreen already applied. We will reapply sunscreen as necessary. If your child has an allergy to standard sunscreen, please provide your own.

### **Toilet Training**

Toilet training will begin when parents and staff feel that it is appropriate for their child's age and stage of development. We discuss all aspects of training with you, in particular the methods used at home and we will seek an approach that best works for individual children while in care. Feedback and consultation will be ongoing and progress documented daily.

As your child begins to toilet train it is natural for them to have some accidents which may result in wet or soiled clothes. Please remember to provide extra clothes during this period and check the soiled items area each afternoon (located in each bathroom) to gather any of your child's clothing.

## **Birthdays**

Birthdays are a very special time and we encourage children to celebrate their special day with us.

Children love to bring a cake on their birthday to share with their friends. When you provide a cake, a list of ingredients is required. We ask that you keep it simple, without rich creams and fillings. Remember our centre endeavors to be nut free and many packet cakes contain traces of nuts - so check the packet carefully.

Please discuss birthday plans with your child's Educator so we can incorporate this special event into the day's program.

On your child's birthday, we ask you to donate a book to the children's library.

If you do not want your child's birthday to be celebrated (for example, because of religious or cultural reasons) please indicate this on the enrolment form and speak to your child's Educator before the birthday.

## **Behaviour Management**

We take a positive approach to behaviour management.

We are guided not only by our philosophy, but also by Regulation 10 of the Child Care Regulations which:

- ◆ Requires the dignity and the rights of the child to be respected at all times.
- ◆ Provides that positive guidance is to be used to assist the child in choosing appropriate behaviour over inappropriate behaviour.
- ◆ Requires that behaviour management techniques are not to include physical, verbal or emotional punishment or any form of management that humiliates, threatens or frightens the child.

## **Toys**

We realise that children are often attached to special items such as teddy bears and rugs. However, it is easy for these special items to be damaged or misplaced. We therefore discourage children from bringing toys. If toys or other personal belongings are brought along, we accept no responsibility for loss or damage.

Kenmore Montessori does not insure your property or the children's property of any description and therefore you should take whatever action you consider necessary in relation to insurance of your or your children's property. Kenmore Montessori accepts no responsibility for loss or damage to your or your children's personal property, however this may occur.

## **Multiculturalism**

A wide variety of materials are provided to help the children learn about different cultures. Some of these are dress ups, dolls of different gender and nationalities and discussions on music, foods and family life in different cultures.

## **Visitors, Volunteers and Support Workers**

Throughout the year we have a steady stream of visitors to the centre. These range from story-tellers, indigenous performers, mobile farms, grandparents, consultants and advisors, students from various schools and universities and parents from different countries (e.g. India, Thailand, China, UK, South Africa, Japan, Sri Lanka, etc.) who share aspects of their culture with the children. All these visitors play a vital role in enhancing the children's knowledge of the wider community.

All volunteers must satisfy criteria specified in Centre policies and are briefed by the Director. Staff will advise you of any students or volunteers who are helping in the program. It is policy that students and volunteers are fully supervised by staff at all times. The centre has links with a number of different agencies that assist with centre issues, training and individual children's needs.

## **Research**

Your child's program may be used for the purpose of research or evaluation. Our policy requires that written permission from a child's parents or guardians is obtained prior to the commencement of a particular research project or observation study. Children may also be involved in audio/visual recordings for use by the Centre for educational and training purposes and to promote the activities of the Centre. Written permission will be sought before this occurs.

## **Gender Equity and Non-Discrimination**

We aim for all children, to realise their full potential, addressing the diversity of all Australians, regardless of gender, ethnicity, language, class, physical and intellectual abilities. We share a commitment to human rights, dignity for all individuals and social justice. Through the Montessori program, we are able to reflect the lives of our children and their families provide responsive and individual childcare by affirming human differences and the right of people to make choices about their own lifestyles. It is our aim to recognise, respect and appreciate the unique qualities of every child and their family.

## **About Montessori**

The Montessori program aims to:

- ◆ increase social confidence which, in turn, allows greater participation both individually and in a group setting
- ◆ heightens understanding of boundaries
- ◆ develop early concepts of co-operation between peers and staff ,
- ◆ develop skills to reduce anxiety
- ◆ establish the foundations for empathy and tolerance building
- ◆ develop family-like, multi-aged groupings.

We believe this provides personal benefits to our children including:

- ◆ increased confidence and self-esteem
- ◆ increased curiosity
- ◆ a love of learning

- ◆ a 'need' to discover
- ◆ increased concentration
- ◆ a 'want' to help others

The cognitive benefits of our program include:

- ◆ exposure to a broad curriculum, including cultural studies
- ◆ guided assistance as needed
- ◆ practical life skills
- ◆ refining all the senses
- ◆ literacy skills development
- ◆ introduction and experience with numeracy
- ◆ supported risk-taking with new experiences
- ◆ enjoyment and satisfaction.

The Montessori equipment is designed to help each child learn practical life skills, develop their fine motor skills, eye-hand coordination and develop all their senses. The equipment is also designed to assist the child to learn to read and write and understand basic numeracy, as well as develop an interest in geography, history, biology, science, art and music. By combining all these areas each child is given the opportunity to develop a strong foundation for later learning.

From around two and half years of age the children begin the earnest work of developing themselves as independent people, acquiring facts and impressions and grasping different realities. Children are naturally curious and always wanting to know what, where, why, how and when. The carefully prepared environment is designed to enable each child to explore and learn.

## **Dr. Maria Montessori**

Maria Montessori was born in 1870 and was the first woman to be granted a medical degree from an Italian university. When she first became involved in education, she used her scientific methods of observation and research to study children and their development. She observed the children in her care in order to ascertain their developmental patterns and needs. Through these observations of children, Montessori discovered how effortlessly children taught themselves. These observations, helped her to design the first "Casa dei Bambini" or "Children's House" in Rome, in 1907.

From her observations and work with the children Montessori recognised that learning is stimulated by an inner need and carries for each child its own motivations and rewards. In modern early childhood, the emphasis is on observing children and providing a program which meets each child's needs - Dr Montessori was doing this one hundred years ago.

Dr Montessori's approach, the Montessori Method is designed to fit the child, instead of making the child fit the program.

Dr Montessori also used her observations of the common elements of child development to design and make a comprehensive range of equipment to assist the children develop across all areas.

Maria Montessori was nominated three times for the Nobel Prize. She died in Holland, aged 82, having seen her theories acclaimed throughout the world.

## Montessori at Home

Maria Montessori saw that parents and teachers have similar roles. Staff scaffold or support learning and development by immersing children in a rich and integrated range of experiences. Parents who love learning will create a stimulating environment for their children. This is achieved through the presence of books, painting, music, foods, interesting friends and discussions.

As young children don't know the world very well, the best education parents can provide is to acquaint them with the world through language, shared activities and trips. Excursions to the park, zoo and museum are important learning experiences, as is going for a walk with your child at his/her pace. Take time to talk with your child, answer his/her questions. Help your child develop his/her concentration by not interrupting him/her in the middle of an activity. Always encourage your child to finish what he/she starts. Give him/her fair warning of intended outings so he/she may achieve this.

Your child wants to be independent, allow him/her the time and teach him/her the skills necessary – dressing, cutting fruit/vegetables, sweeping, dusting, and emptying the dishwasher and so on.

Dr Montessori's philosophy is that children should be allowed to attempt things for themselves as this helps learning and development.

## Parent Education

Throughout the year we will provide opportunities for parents and guardians to learn more about Montessori education and Kenmore Montessori.

## Licensing

Kenmore Montessori is licensed for 75 places. It has been designed to be flexible and meet the needs of the community. We have five classrooms.

Room	Ages	No of Children	Minimum attendance
<b>Bluebell Nido</b>	Babies – 6mths to 2 yrs	8	2 days per week
<b>Wattle Infant Community</b>	Toddlers – 15mths to 3 yrs	10	2 days per week
<b>Heath Infant Community</b>	2 yrs to 3 yrs	15	2 days per week
<b>Waratah Kindy A Cycle 1</b>	3 yrs to 6 yrs Fully toilet trained	20	3 days per week
<b>Orchid Kindy B Cycle 1</b>	3yrs to 6 years Fully toilet trained	22	3 days per week

## **National Quality Framework**

In 2012, The National Quality Framework was introduced to all states of Australia. The aim of this is to improve the quality of learning outcomes of children in early childhood education and care services.

KDMCH we meet the Education and Care Services Law Act 2010 and the Education and Care Services National Regulations 2011. A new national organization called Australian Children's Education & Care Quality Authority [www.acecqa.gov.au](http://www.acecqa.gov.au) is responsible for laws and regulations. In Queensland the regulatory authority is the Office for Early Childhood and Care. It is responsible for monitoring, compliance of law and regulations and assessing services against the National Quality Standards.

### **The seven quality standards**

- Educational program and practice
- Children's health and safety
- Physical environment
- Staffing arrangements
- Relationship with children
- Collaborative partnerships with families and communities
- Leadership and service management

QIAS is a Commonwealth Government initiative linked to Child Care Benefit approval for Centre Based Long Day Care. KDMCH is accredited under the Quality Improvement and Accreditation systems for long day care systems.

### **KDMCH achieved very high quality in 2009 for;**

- Staff Relationship with Children and Peers
- Partnership with Families
- Programming and Evaluation
- Children's Experience and Learning
- Protective care and Safety
- Health, Nutrition and Wellbeing
- Managing to Support Quality

ACECQA is the independent national authority overseeing the implementation of the new framework. ACECQA - Families section outlines how quality education and care is vital to your child's development and explains what the National Quality Framework means for you.

### **Other Licenses**

Kenmore Montessori is licensed as a food premises by the Brisbane City Council. The Food License is displayed on the main noticeboard.

## **Enrolments**

All applications for enrolment are considered equally. However, where we have more applications than places available, we will give preference to:

- ◆ Kenmore Montessori siblings of children already attending the Centre; and
- ◆ Children whose parents are committed to providing their children with Montessori education and care.

If the Centre is operating at maximum capacity we must comply with Commonwealth guidelines for priority access. Currently these guidelines require priority to be given to:

- ◆ Families where both parents or the sole parent is working.
- ◆ Families where a child or parent has special/additional needs.
- ◆ Families where parents or the sole parent are training or looking for employment.

### **Applications for enrolment**

As a general rule, children need to have been placed on our waiting list prior to entry. Once on the waiting list, contact must be made by the applicant to confirm interest each quarter. If no contact is made over a 12 month period the application will be archived.

### **Centre visits**

Prior to enrolment we encourage families to visit the Centre so their decision is an informed one.

Appointments for visits throughout the year can be made through the office.

### **Notification of a place**

When a place becomes available you will be contacted to arrange an interview as the first part of the orientation process. After the interview between parent/s, the child/children and the Director, a formal offer of placement will be made in writing stating the agreed starting time and days.

### **Change of details**

You must immediately notify us in writing if any of the information you have provided to us changes.

### **Withdrawal**

If you wish to terminate your child's place with Montessori Kenmore, you must give us at least 4 week's written notice. If you withdraw your child within that 4 week period, you will still be liable for the fees during that period.

Similarly, if you are dropping a booked day you must give 1 month's written notice.

*In the case of your child exiting to begin prep or school, your child's place will terminate on the last KDMCH day in December.*

## **Fees – 2019**

Through the Department of Human Services, Government child-care subsidies are available to eligible families attending the Centre.

### **Current Fees**

Our current fees are set out in Schedule 1 of this Handbook. Our fee structure is updated from time to time.

### **Charges for late payment of fees**

Accounts are processed fortnightly and **payable 2 weeks in advance**. A late fee of \$20 will apply to all overdue accounts. If fees are not received for a period of four weeks and/or the outstanding fees are greater than the bond held the child's place MAY be terminated.

### **GST**

Where possible, we will quote our fees and charges on a GST inclusive basis. If GST becomes payable in respect of any part of any fees and charges levied by us, we reserve the right to increase those fees and charges at any time.

### **Child Care Subsidy**

Child Care Subsidy (CCS) is available to all Australian residents attending a registered Child Care provider. CCS is calculated by Centrelink.

Centrelink administers the CCS. Centrelink can be contacted on 136150.

### **Absences**

Child Care Subsidy is paid in certain circumstances when a family is charged for care but their child did not attend.

Under the new Child Care Subsidy System (CCSS) each parent/child is eligible to receive CCS for an initial 42 days of absences per financial year, which can be used for any reason and without proof of circumstances (includes public holidays). Once the initial 42 absence days have been exhausted, additional absences may be claimed in certain circumstances.

After the initial 42 absence days have been paid, for a financial year, only absences which meet the additional absence criteria will attract CCS. Additional absence reasons are:

- An illness (with a medical certificate)

- Any other absences due to sickness of the child, a parent or sibling supported by medical certificates
- A parent being on a rotating shift or rostered day off
- A temporary closure of a school or a pupil free day
- Shared custody arrangements due to a court order, consent order or parenting order
- Attendance at preschool
- Exceptional circumstances

The initial 42 absence days must be exhausted before additional absences can be claimed. Further information on Allowable Absences, Approved Absences and Government Policy is available through Centrelink.

## **Holidays**

All care is classed as booked care. This means that all booked care must be paid for, even if your child does not attend on that day. This includes family holidays and public holidays.

# **COMMUNICATION**

## **Our Philosophy**

We will:

- ◆ communicate with you regularly to share information about your child's health and development; and
- ◆ work to create a partnership with you for the care and development of your child.

## **Parent Communication**

Sharing information about your children helps both the child's parents and Educators to better anticipate the child's behaviour and needs.

When you enroll your child, parents are asked to complete a written document which outlines their child's interests, likes and dislikes and gives us information about your child's developmental requirements (for example, sleep, toileting, food intake and medical needs).

If your child has had a difficult night or has been a disturbance to family life (for example, an illness in the family), please let us know so we can help your child.

In turn, we want to communicate with you about your child's experience with us and the activities your child is taking part in. We welcome the opportunity at any time to talk to you about your child and work with you to address any concerns you may have.

We will also provide on-going communication about daily events through our notice board, parent daily information sheets and news sheets.

Upon enrolment, families are provided with a Class Contact list so that families from each class room can be in contact with each other for whatever reason, be it birthday

celebrations or play dates for the children. A class spokesperson can be nominated should you need to make a suggestion or complaint to the Certified Supervisor or the Director at any time if you have any concerns, grievances, complaints, comments or suggestions. We sincerely want to ensure that your child's and your experience with us is positive and nurturing and therefore your feedback is always appreciated.

If at any time your details or circumstances change or things occur which might impact the health, the safety or care of your child, please advise us immediately.

## **What to bring**

### **What we supply**

In order to assist our parents, Kenmore Montessori supplies most of your child's daily needs, including:

- ◆ morning tea, lunch and afternoon tea;
- ◆ Drinks (water throughout the day and a cup of milk at lunch). We do not supply formula (see below);
- ◆ sheets;
- ◆ bibs;
- ◆ towels; and
- ◆ 30+ sunscreen (see comments below).

### **What you need to supply**

Each day you will need to bring the following:

#### **Children under two years of age:**

- ◆ Bottles of formula (previously prepared or empty bottles and quantities of formula pre-measured to mix – all named)
- ◆ A bottle for water (clearly named)
- ◆ Enough nappies to last the day
- ◆ Two to three sets of spare clothes
- ◆ Creams for rashes etc (clearly named)
- ◆ Sun hat with a brim or legionnaire style
- ◆ Comforter (where required)
- ◆ Sunscreen (we supply standard 50+ sunscreen). However, if your child requires a special formula this will need to be supplied by you.

\*If you choose to supply your own food please note that all food must be supplied in clearly marked containers and handed to our cook, Rose, in the morning. If heating is required clear instructions as to times must be given.

Where you choose to supply your own food, we strongly encourage you to choose foods from the basic food groups:

- ◆ Bread and cereals.
- ◆ Fish, meat and dairy products.
- ◆ Fruit and vegetables.
- ◆ Finger foods for babies, e.g. rusks, water cracker biscuits etc

### **Children over two years of age and toilet trained:**

- ◆ A sleep pillow (if wanted in a clearly named drawstring bag)
- ◆ A small blanket (in winter months, in a clearly named drawstring bag)
- ◆ Sunscreen (we supply standard 30+ sunscreen). However, if your child requires a special formula this will need to be supplied by you.
- ◆ A bottle for water (clearly named)
- ◆ Two changes of clothing (clearly named)
- ◆ Sunhat with a brim

**No** chips, chocolates, chocolate yoghurts/desserts, biscuits, nuts or sweets will be allowed. We are a nut-free Centre.

All items brought to the Centre must be clearly marked with your child's name.

## **Daily life at the Kenmore Montessori**

### **Arrivals**

It is a requirement that an adult accompany the child into the Centre.

Upon arrival:

- ◆ Sign in at the Kiosk tablet in the foyer, using your own name and mobile number.
- ◆ Help your child place their bag in their locker.
- ◆ Take your child to the appropriate room and make sure that a staff member is aware that your child has arrived.
- ◆ Complete any medication forms. Medication forms must be given to a staff member.

### **Separating from your child**

Sometimes it can be difficult separating from your child, even for a short period. Always reassure your child, for example, by saying 'have fun and I will come back later'.

Our staff will always offer support. Please feel free to ask for help or advice if your child has difficulty settling before you leave.

You are always welcome to phone us during the day to reassure yourself that your child settled after you left.

### **Leaving for the day**

We will only allow parents or persons specifically authorised by the parents in writing to collect your child from Montessori Kenmore.

All children travelling in a motor vehicle MUST be secured in an approved child safety restraint.

When leaving for the day:

- ◆ Collect your child's bag and belongings from their locker
- ◆ Collect any washing and art work.
- ◆ Collect medication from staff.
- ◆ With your child, say goodnight to the staff.
- ◆ Sign out at the Kiosk tablet in the foyer, using your own name and mobile number.

### **Authorisation to collect children**

Children are not allowed to leave Montessori Kenmore with a person who is not a parent or legal guardian unless the person collecting them has been specifically authorised in writing by the parent or legal guardian.

We understand that sometimes emergencies arise. If that happens, before someone is sent to collect the child, the parent or guardian must telephone us and provide us with full details including a mobile phone number of the person authorised to collect the child.

Persons under 18 are not permitted to collect children from Montessori Kenmore.

It is imperative that you notify Montessori Kenmore in writing immediately:

- ◆ if someone authorised to collect your child no longer has that authorisation; and
- ◆ if additional or alternative persons are authorised to collect your child.

### **Late collection**

We understand that sometimes emergencies arise (for example an accident causes a traffic jam) and parents anticipate that they will arrive late. Regardless of the reason, a late fee does apply after 6pm (see Schedule 1), as staff must be paid overtime.

Please telephone Montessori Kenmore as soon as you are aware that you may be late. This enables us to reassure your child that you have been held up but are coming soon.

If you have not contacted us, at 6.00pm we will start phoning your emergency contacts as listed on your child's enrolment form or as notified to us from time to time.

Under no circumstances are the staff or unauthorised persons permitted to take children from Montessori Kenmore.

Please note: If there has been no satisfactory response from yourself or the emergency contacts by 6.10p.m., the director will be contacted. If there remains no satisfactory response by 6:30 p.m. from you or the emergency contacts, the director or appropriate staff will have no alternative but to contact child protection services.

## Health

If your child is unwell, please keep them at home. This not only best ensures your child's own comfort, but also helps prevent the spread of the illness to other children and staff.

### **Immunisation**

While recognising individual rights and preference, we strongly support the immunisation table recommended by the Queensland Department of Health. The Commonwealth Government also requires that all children entering child care must be fully immunised to receive the Child Care Subsidy. We will not enroll a child who is not fully immunized without a Doctor's medical exemption letter.

Some of the notifiable diseases which must be reported to the Department of Health include:

- Measles, Mumps, Rubella, Whooping Cough, Diphtheria, Poliomyelitis, Haemophilia Type B (Hib), Meningitis, Tetanus, Hepatitis B.

Parents must inform the Director if their child has a notifiable disease.

Children who have a medical contraindication (certified by an immunization provider) will be exempt from the immunization requirement for child care subsidies. For the protection of your child, if any illness referred to in the Department of Health immunisation table occurs, it will be necessary for non-immunised children to be excluded for their own protection. Fees are payable in full during any exclusion time.

All parents are asked to provide the centre with a copy of their child's immunisation record. It is the parent's responsibility to update this when necessary. When a vaccine-preventable disease is present or suspected in the centre, it is important that staff can quickly refer to and implement procedures for exclusion and notification.

The Department of Health specifies exclusion periods in respect to some of the listed diseases. Parents, who return their children to our care, must provide a clearance letter from a doctor.

### **Administration of Medication**

Administering medication to children is a responsibility we take very seriously.

Parents must:

- ◆ Write down full instructions for the administration of the medicine including date, child's name, name of medicine, dosage, time required and parents signature in the medication book in your Child's classroom.
- ◆ Ensure that a pharmacy label with full instructions is attached to both prescription medicine and over the counter medicine.

Before we can administer long-term medication (e.g. Asthma, ADD. etc) parents must provide us with a doctor's letter stating the use, amount and period required. This letter is to be updated each six months.

Children with asthma/ allergies/anaphylaxis must provide a doctor's copy of the relevant Action Plan.

If these instructions are not complied with, our staff will not administer the medication to the child.

## **Individual Health Management Plan**

If your child has an ongoing health issue, an Individual Health Management Plan will be in place in conjunction with you, our Director and your child's doctor.

## **Dental Hygiene**

We consider Dental Health to be an important part of our curriculum.

### **0 - 2 year olds**

- ◆ Avoid giving infants and toddlers fluids and foods that are sweet and sticky. Give water when thirsty and milk when hungry
- ◆ Dilute juices with water 50:50 if used
- ◆ Avoid using dummies or bottles as pacifiers
- ◆ Do not use sweet fluids in bottles.
- ◆ Try introducing a cup from 6 months.

### **2 – 3 year olds**

Activities in this age group need to be based on individual needs and interests.

- ◆ Provide dolls or toys that have teeth, for children to play with
- ◆ Provide real and plastic play “healthy foods” for children to play with.
- ◆ Encourage children to drink a glass of water after finishing their lunch.

### **3 – 5 year olds:**

At this age, children need concrete experiences on which to base their play and learning.

- ◆ Involve children in cooking experiences and use this as a time to discuss dental care.
- ◆ Use the resource kits available from Queensland Health for program ideas to implement dental health into different developmental areas.
- ◆ Encourage the children to drink a glass of water after finishing their meal.
- ◆ Encourage the children to be involved in the cutting and eating of a variety of fruit & vegetables.

## **Sun Protection**

KDMCH is a Sun Smart Centre. We adhere strictly to our Sun Protection Policy.

We:

- ◆ Enforce a “no hat, no play outside” policy
- ◆ Model the wearing of hats. All staff wear hats outside.
- ◆ Make sure the children are wearing protective shirts outside, even when involved in water play.
- ◆ Talk to the children about the importance of sun protection.
- ◆ Supervise children’s application of sunscreen (SPF30+)
- ◆ Timetable outdoor activities (where possible) to avoid the peak times for U.V. radiation (10.00am – 3.00pm)
- ◆ Direct children to use shaded areas wherever possible
- ◆ Direct play indoors if the weather becomes too hot during outdoor play.
- ◆ Provide access to cold water on a regular basis, both indoors and outdoors.
- ◆ Check use-by dates on sunscreen.

### **Accidents, Incidents & Emergency**

We take the care of the children very seriously, we:

- ◆ Conduct monthly evacuation drills with the children and any visitors to the centre and record these drills and fill in evaluation sheet for discussion and review.
- ◆ Post informational posters in appropriate locations around the centre for staff, visitors and parents to see, e.g. First Aid.
- ◆ Ensure evacuation floor plans and the procedure for evacuation is located near the exits to each classroom.
- ◆ Participate in staff training with regard to emergency procedures and as new procedures are developed/modified.
- ◆ Participate in Fire training to help reduce or prevent the outbreak of fire including the use of fire equipment, preventative strategies and emergency procedures.
- ◆ Discuss safety issues with children before, during and/or after a fire/evacuation drill.
- ◆ Complete an accident/incident form when witness to a child’s mishap. The form will have all details completed e.g. time, nature of injury, etc. and staff will ensure the form is co-signed by another staff member and a family member.
- ◆ Advise parents to meet with the staff member in charge if an accident/incident form has been filled.
- ◆ Personally speak with family regarding their child’s accident/incident if possible.

- ◆ Upon closing, check to see if accident/incident form was signed by family member, and contact them by phone if the form is not signed.

### **First Aid**

All our staff are required to hold current Senior First Aid Certificates. The Centre has a First Aid kit that is fully equipped and checked monthly.

### **Bites and Rashes**

This part of Brisbane can be notorious for mosquitoes. It is recommended children have insect repellent applied before coming to the Centre. Insect repellent will be applied as necessary by staff (in accordance with the permission and enrolment form).

## **Consent to emergency treatment**

1. You agree that, if Kenmore Montessori requires information, authority or direction from a parent or guardian on any issue concerning your child, Kenmore Montessori may act upon the instruction, authority or direction of either parent or legal guardian in accordance with what Kenmore Montessori determines in its absolute discretion is in the best interests of the child.
2. You agree that, if Kenmore Montessori considers it impracticable to communicate with parents in the event of a medical or other emergency, Kenmore Montessori may take such action and do such things as we consider necessary or expedient for the welfare and health of the child.
3. You agree to indemnify Kenmore Montessori in respect to any costs or expenses which Kenmore Montessori incurs as a result of our taking medical or other emergency action.

## **Special needs**

4. You acknowledge that you have informed Kenmore Montessori of all special needs of your child which may be relevant to the care and welfare of your child.
5. You agree that you will also immediately advise us if your child develops special needs or the special needs of your child changes in any way.

## **Personal information**

6. You accept that Kenmore Montessori will collect personal information about you and your child which may be required by us to provide our services.
7. You authorise Kenmore Montessori to use and disclose such personal information in such manner and in such circumstances as we, in our absolute discretion, consider appropriate for the purposes of providing our services and activities or for the education, health, care, welfare or development of your child.

## **No warranty**

8. Kenmore Montessori does not warrant that:
  - a. it will achieve any particular outcome in respect to your child; or
  - b. it can control behaviour or activities of other children or parents.

## **Media consent**

9. Kenmore Montessori may take and use any photographs, video or sound recordings of your child and any other reproductions or adaptations of your child's likeness (material), either in full or in part, in conjunction with any wording or drawings, in our publications and presentations, including the journals we provide you in relation to your child's activities.
10. You acknowledge that you have no right in the material or in any publication or presentation of Kenmore Montessori which includes the material.

# **SCHEDULE 1**

## **FEES – 2019**

### *Daily fees*

Fees include the provision of meals and drinks (with the exception of babies' bottles and formulas).

Our daily fees are \$117 which includes:

- Education and care
- Meals, including morning tea, lunch with milk, afternoon tea
- Concerts, performers and cultural activities

The amount payable by you will be dependent on the level of Child Care Subsidy (CCS) notified to us by Centrelink. Until such time as notification is received from Centrelink, you will be responsible for the full amount of the fees.

### **Montessori Australia Foundation (MAF)**

Each year the Centre pays an annual subscription to MAF. Upon enrolment, a one-off levy of \$50 is payable. Throughout the year we will send Montessori eArticles for your information.

### **Payment of fees**

Preferred payment of fees is by way of Direct Deposit through your Bank or Payment Authority with credit card.

Accounts are processed fortnightly and are **payable 2 weeks in advance**. A late fee of \$20 will apply to all overdue accounts fortnightly. If overdue fees exceed the bond held your child's enrolment will be suspended.

### **Holidays**

The Centre will close each year for approximately 2 weeks during the Christmas / New Year period. Fees are not charged for this closure period, otherwise fees are payable for all booked days including public holidays. You will be notified of our closure period during the second half of the year.

### **Late Fees**

Any child collected after 6.00 p.m. will be automatically charged a late fee of \$35.00 for the first 15 minutes or part thereof, and then \$5.00 per minute until their child/children are picked up.

### **Fee Increases**

Fees are reviewed periodically. Any fee increases will be notified to you at least one month in advance of the increase taking effect.

