



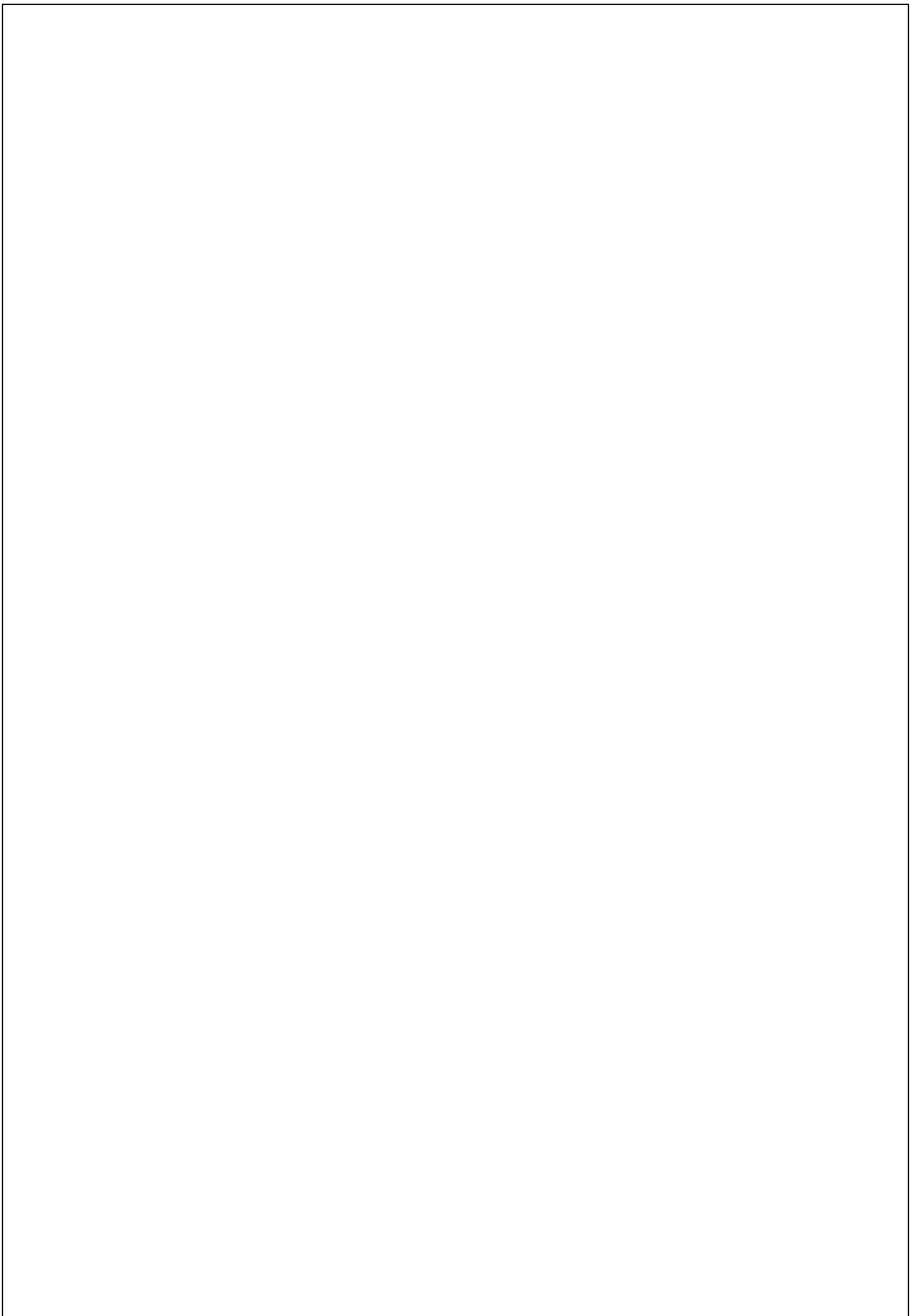
# Kenmore and District Montessori Children's House

**(KDMCH)**

**2017**

# **PROSPECTUS**





# Welcome

Welcome to Kenmore & District Montessori Children's House (**KDMCH**). We are a Registered & Quality Assured Montessori Long Day Care Centre, [www.montessoriaustralia.org.au](http://www.montessoriaustralia.org.au) 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 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.

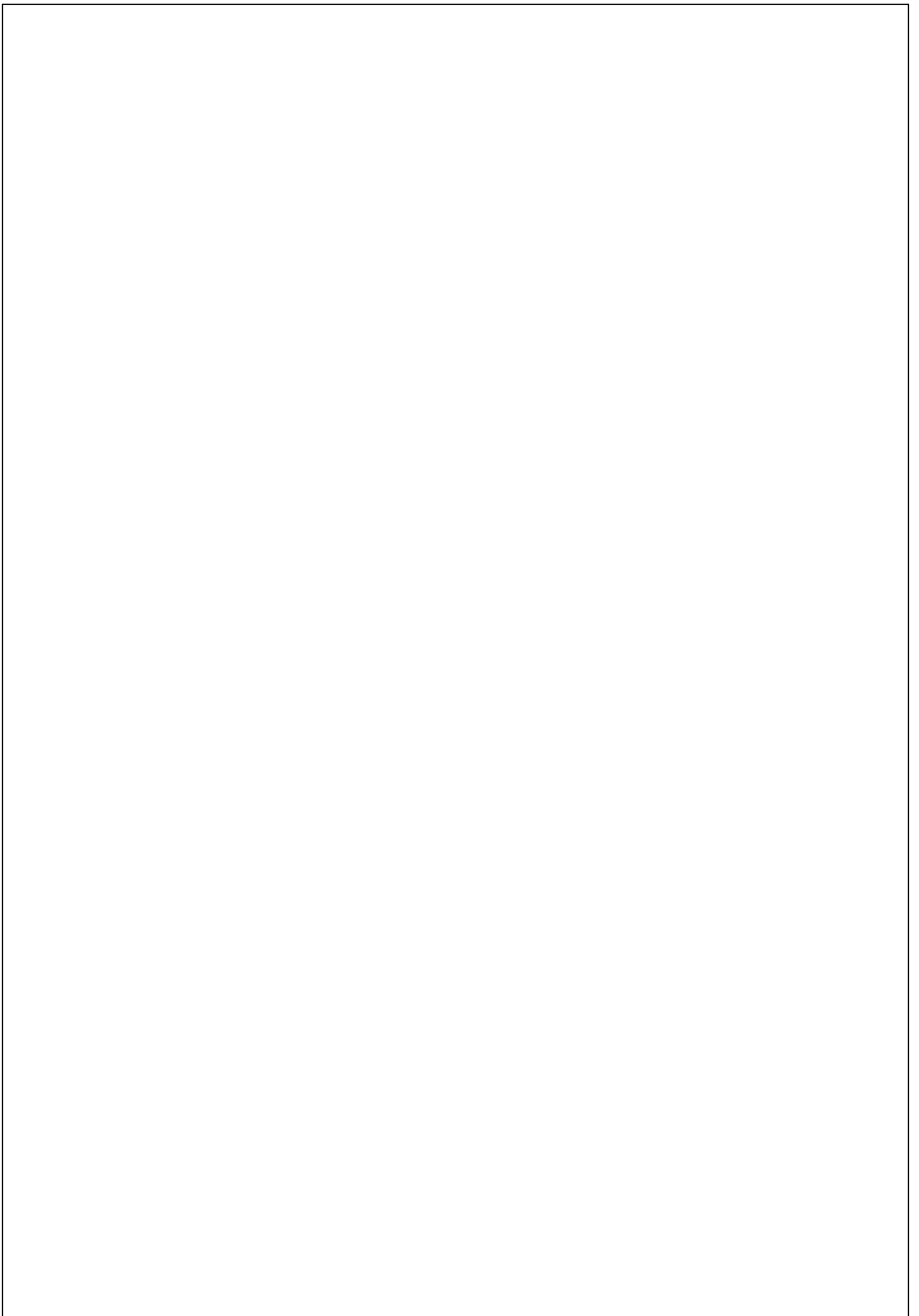
We operate on the following principles:

- ◆ 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 **KDMCH**

Our contact details are:

Address:	9 Brookfield Road Kenmore QLD 4069
Postal Address:	PO Box 1490 Kenmore QLD 4069
Phone:	(07) 3378 1122
Fax:	(07) 3378 3300
Email:	<a href="mailto:info@kdmch.com.au">info@kdmch.com.au</a>
Website:	<a href="http://www.kdmch.com.au">www.kdmch.com.au</a>



## About KDMCH

### KDMCH mission

Our mission is to provide a warm, kind and respectful environment for the children which will:

- ◆ Nurture curiosity, creativity and imagination
- ◆ Inspire a passion for learning
- ◆ Aid the development of resilience and tolerance
- ◆ Honour the legacy of Maria Montessori's vision for world peace.

### KDMCH 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.

### KDMCH

Kenmore Montessori has been purpose designed and built to honour the Montessori Method of teaching. We give careful consideration to the children's needs, parents' 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, parent seminars and a playgroup.

The outside playground features two types of sandpits, soft-fall and artificial grassed areas, 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.

### **KDMCH 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.

### **KDMCH 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 teachers/guides 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.

KDMCH has a government approved kindergarten class.

## **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.

## **Food and nutrition**

Kenmore Montessori is proud to offer the children nutritious and delicious meals. Menus are designed to provide at least 50% of the 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.

In circumstances where families wish to provide food, please do so in clearly labelled lunch boxes.

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 the child has any special dietary requirements parents are expected to provide the meals.**

## **Hours of operation**

Kenmore Montessori is open Monday to Friday between the hours of 7:00am and 6:00pm. The Centre is closed for 2 weeks over the Christmas / New Year period and is closed on all statutory public holidays. **Fees are payable for all booked days during the 50 weeks we are open, including public holidays.**

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

## 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.

## 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.

<b>Room</b>	<b><i>Ages</i></b>	<b><i>No. of Children</i></b>	<b><i>Minimum Attendance</i></b>
Bluebell Nido	Babies 6 mths to 2 yrs	8	2 days per week
Wattle Infant Community	Toddlers 15mths to 3 yrs	12	2 days per week
Heath Infant Community	2 yrs to 3 yrs	15	2 days per week
Waratah Cycle 1	2 ½ yrs to 4yrs	18	3 days per week
Orchid Kindy Cycle 1	3yrs to 6 yrs Fully toilet trained	22	3 days per week

## **Licensed Capacity**

The Centre currently has a licensed capacity for 75 children per day.

## **The National Quality framework**

The NQF, replaces the existing state and territory licensing and national quality assurance processes. The NQF includes;

- A National legislative framework
- A National quality standards
- A National quality rating and assessment

## **Other Licenses**

Kenmore Montessori is also licensed as a food premises by the Brisbane City Council. The Food License is displayed in the office. We currently have a 5 star Excellent Food Safety rating.

## **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 are 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. Registration can happen at any time and we recommend this is done as soon as possible. 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 to visit the Centre 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 enrolment process. After the interview between the family and the Director, if you and your child meet all the requirements for placement, a formal offer of enrolment will be made in writing stating the agreed starting time and days.

Once confirmation is received from you, your child's orientation morning will be arranged. On this day you will spend some time in the classroom to meet the Educators and observe the class routine.

## FEES - 2017

The Centre receives funding from the Qld. Government to assist with the employment of teachers to provide Kindergarten programs. Through the Department of Human Services (DHS), Government child-care benefits are available to families attending the Centre.

### Child Care Benefits

Child Care Benefit (CCB) is available to all Australian residents attending a registered Child Care provider. CCB is income tested.

Child Care Tax Rebate (CCR) is an additional payment for parents or guardians who are working, studying or training. The Child Care Tax Rebate is **not** income tested.

DHS administers the CCB and CCR. The nearest Medicare (incorporating DHS) is in Lissner Street, Toowong. Alternatively, telephone DHS on 136 150.

We are required to have your **customer reference number (CRN)**, whether you intend to claim or not.

### **Application fee**

A non-refundable application fee of \$50.00 per child is payable upon submission of your application form. We require that you communicate with us quarterly to keep your application active.

### **Enrolment fee**

Upon acceptance of a place at the Centre, a non-refundable fee of \$250.00 per child is payable.

In addition, a bond of \$1,000 is payable. This bond is refundable and will be used towards payment of the final statement.

### **Montessori Australia Foundation Levy**

KDMCH is a registered and accredited Montessori Centre. There is a non-refundable one-off \$50 levy payable upon enrolment.

### **Daily fees**

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

Daily fees are \$109 for all age groups, which includes

- Education and care of children
- All meals including morning tea, lunch with milk, afternoon tea
- All Cultural Activities

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

### **Payment of fees**

Preferred method of payment is by way of Direct Deposit from your Bank or payment authority by credit card. We do not accept cash or cheque payments.

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

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

### **Late Fees**

Any child collected after 6.00p.m. will automatically be 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.

## **What to bring:**

### **What we supply**

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

- ◆ meals \*
- ◆ drinks (water throughout the day and a cup of milk at lunch). We do not supply formula (see below);
- ◆ sheets;
- ◆ bibs;
- ◆ towels;
- ◆ 30+ sunscreen (see comments below).

\* If you choose to supply your own food please note that all food must be supplied in clearly marked containers. If heating is required clear instructions as to times must be given.

### **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)
- ◆ Enough disposable 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 30+ sunscreen. However, if your child requires a special formula this will need to be supplied by you)

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:**

- ◆ Two changes of clothing (clearly named)
- ◆ 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 water bottle for drinking

No chips, chocolates, biscuits, chocolate yoghurts/desserts, 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.