



Little Wonders
.....
MONTESSORI

FAMILY INFORMATION

imagine

explore

create

2023



Little Wonders
MONTESSORI

WHY CHOOSE LITTLE WONDERS MONTESSORI?

Diversity and inclusion inspire the child to explore

We encourage collaborative partnerships with communities and families to explore diversity. Our environment is prepared to embrace diversity.

Little Wonders Montessori encourages a child's exploratory behaviour by linking it to the real world. Everyone from the community are welcomed, creating an inclusive, respectful environment.

Sustainability is "environment education".

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Our Philosophy

Little Wonders Montessori believes every child possesses an intrinsic drive to imagine, explore and to create. In our multi age group environment, children spontaneously engage, discover, and learn. In doing so, children are allowed to express their unique personalities.

At Little Wonders Montessori, we are committed to the holistic development of a child's character emotionally, intellectually, physically, and socially. We strive to nurture, guide, and educate children to become happy, independent, contributing members of a global community.

Each child is unique

Montessori materials have been thoroughly researched and carefully designed to fit the developmental needs and characteristics of children. Based on different developmental pace of each child, varied learning experiences appropriate to the child's needs and abilities will be provided.

The first six years of life lay the foundation of a child's love for learning. This is when subconscious learning is gradually brought to the conscious level. This crucial phase sets the foundation for openness, curiosity, and wonder - attributes for successful lifelong learning.

Montessori children learn to initiate and build on ideas of their own. They tend to be more open to change, growth and new experiences. They are ready to get more out of life itself.

Each child's health and safety are paramount

Nutrition, healthy eating, and exercise offer a multilayered approach to wellness. At Little Wonders Montessori, children are provided with a combination of these three aspects including an understanding for their need.

Life is full of challenges and obstacles that can cause children to feel overwhelmed and frustrated. We want our children to approach challenges and change with positivity and confidence, so we must teach them to develop resilience.

Children have a genuine need for purposeful work

A child works for different reasons compared to that of an adult. Rather than completing a job, a child works willingly to acquire something infinitely more precious – the unfolding of their human potential and value to mankind.

Little Wonders Montessori's professional and qualified educators create a meaningful rapport with each child to ensure they flourish and their needs are always met.

Montessori cultivates a culture of resilience by fostering the idea that children are capable learners, who can do, and think for themselves. By allowing children to fix problems themselves, instead of removing them, Montessori empowers children with the confidence they need to bounce back from accidents or disappointments. We focus on children's Independence, emotional awareness and confidence. Little Wonders Montessori also provides a secure and respectful environment between children and their educators which is responsive to the child, bringing health and safety to the forefront.

Each child's health and safety are paramount

A rich, stimulating environment will allow each child to bring forth their own special talents and abilities.

Children feel safe and connected through bonding with educators Little Wonders Montessori's warm and welcoming approach from educators encourage children to feel comfortable and supported.





**Open Mon - Fri
7:00 AM to 6:00 PM
Food & Nappies Included
Two Weeks Holiday Discount**

Our Rooms

WE HAVE FOUR FULLY PREPARED ENVIRONMENTS AT OUR CENTRE:

INFANTS COMMUNITY - 15MTHS - 3YRS

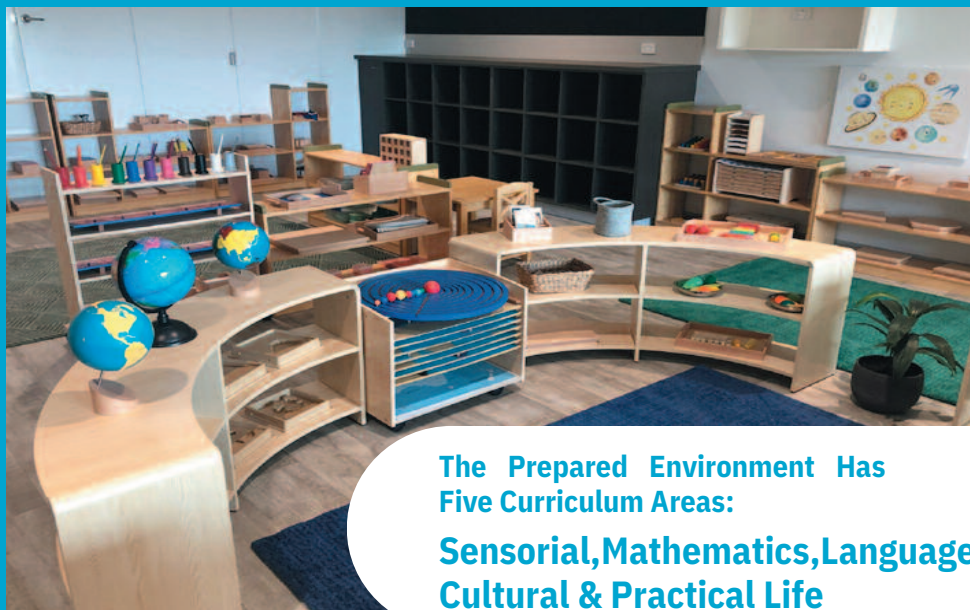
THE FOCUS IN THE INFANTS COMMUNITY IS ON ALLOWING THE CHILDREN TO HAVE THE OPPORTUNITY TO BECOME INDEPENDENT, PRACTICE LIFE SKILLS AND DISCOVERING NEW CONCEPTS USING ALL OF THEIR SENSES.

YOU ARE LIKELY TO FIND PRACTICAL LIFE (CARE OF SELF, CARE OF ENVIRONMENT, CARE OF OTHERS), LANGUAGE, SENSORIAL, AND CULTURAL ACTIVITIES SUCH AS MUSIC AND ART.

CHILDREN'S HOUSES - 2.5 YEARS - 5 YEARS

THE CHILDREN'S HOUSE ENVIRONMENT IS DIVIDED INTO FIVE CURRICULUM AREAS – SENSORIAL, MATHEMATICS, LANGUAGE, CULTURAL AND PRACTICAL LIFE.

SENSORIAL WORK IS THE FOUNDATION TO MATHEMATICS. THE CULTURAL AREA COVERS GEOGRAPHY, ZOOLOGY, BIOLOGY, BOTANY, GEOLOGY, MUSIC, THE ARTS AND SO ON.



**The Prepared Environment Has
Five Curriculum Areas:**

**Sensorial, Mathematics, Language,
Cultural & Practical Life**

Our MONTESSORI ENVIRONMENTS

OUR CENTRE IS DIFFERENT TO A TYPICAL LONG DAY CARE CENTRE; A DIFFERENCE OUR PASSIONATE EDUCATIONAL TEAM ARE VERY PROUD OF WHEN YOU STEP INSIDE OUR ENVIRONMENT YOU WILL BE IMPRESSED BY CHILDREN WORKING PURPOSEFULLY AND HAPPILY WITH EACH OTHER AND THE EDUCATORS.

YOU WILL EXPERIENCE THE CALM AND PEACEFUL ATMOSPHERE AND YOU WILL BE ENTHUSED BY A CENTRE WHICH IS BEAUTIFULLY APPOINTED BY USING EVERYDAY MATERIALS YOU FIND IN YOUR OWN HOME; INCLUDING CROCK- ERY, STAINLESS STEEL, WOOD AND ON OCCASIONS, GLASS.

AT LITTLE WONDERS MONTESSORI, WE UPHOLD THE VISION OF EDUCATION AND CARE AS AN “AID TO LIFE”. OUR APPROACH IS DESIGNED TO SPECIFICALLY HELP CHILDREN TO GROW IN THEIR LIFE SKILLS DURING THEIR MOST FORMATIVE YEARS – THE EARLY CHILDHOOD PERIOD.

LITTLE WONDERS MONTESSORI WILL BENEFIT YOUR CHILDREN FOR LIFE, FOR HERE WE PROVIDE A SPECIFICALLY DESIGNED LEARNING PROCESS TO SUIT YOUR CHILD’S UNIQUE DEVELOPMENT AT HIS/HER OWN PACE IN A SAFE, CARING AND INSPIRING ENVIRONMENT.

EVERY ROOM IS WELL EQUIPPED WITH PURPOSE-DESIGNED RESOURCES. OUR CENTRE IS BUILT TO FOSTER CREATIVE, INNOVATIVE AND INDEPENDENT THINKING, ALSO TO INSTILL IN THEM A GREAT LOVE FOR LEARNING.

WE SEEK TO CREATE A GENUINE COMMUNITY SPIRIT BY BUILDING RELATIONSHIPS AMONGST STAFF, OUR COMMUNITY, FAMILIES AND CHILDREN.

AT LITTLE WONDERS MONTESSORI, WE ESTEEM ALL OUR CONNECTIONS HIGHLY. OUR GOAL IS TO SUPPORT OUR FAMILIES IN GIVING THEIR CHILDREN THE BEST OPPORTUNITIES TO ACHIEVE THEIR FULL POTENTIALS.

WE THEREFORE PROVIDE EDUCATIONAL SESSIONS TO OUR FAMILIES AND COMMUNITY ON A REGULAR BASIS TO ALLOW PARENTS TO LEARN MORE ABOUT LITTLE WONDERS MONTESSORI AND THE MONTESSORI METHODOLOGY.



**Open Mon - Fri
7:00 AM to 6:00 PM
Food & Nappies Included
Two Weeks Holiday Discount**

OUR FEES

WE ARE OPEN 11 HOURS EACH DAY AND PROVIDE FOOD, NAPPIES, SUNSCREEN AND HATS EACH DAY. TO HELP FAMILIES ACCESS AS MUCH CARE AS THEY ARE ELIGIBLE FOR WITH CHILD CARE SUBSIDY, WE HAVE A NUMBER OF SESSIONS YOU CAN CHOOSE FROM, PLEASE DISCUSS WITH OUR CENTRE DIRECTOR OR ADMIN FOR SESSION TIMES.

OUR FEE SCHEDULE IS AS BELOW:

Fees per day \$130

We have multiple session times available to suit your CCS eligibility

BEFORE YOUR CHILD'S FIRST DAY, A BOND FEE EQUIVALENT TO ONE WEEK OF FULL FEES AND A NON-FUNDABLE ENROLLMENT FEE OF \$50 WILL BE CHARGED FOR FAMILIES. THE BOND FEE AND HELD BY OUR SERVICE. THIS BOND FEE IS HELD TO COVER THE NOTICE PERIOD IF REQUIRED AND WHEN ENROLLMENT CEASES.



NATIONAL QUALITY FRAMEWORK

THE FRAMEWORK WILL HELP EARLY CHILDHOOD EDUCATION PROVIDERS IMPROVE THEIR SERVICES IN THE AREAS THAT IMPACT ON A CHILD'S DEVELOPMENT AND EMPOWER FAMILIES TO MAKE INFORMED CHOICES ABOUT WHICH SERVICE IS BEST FOR THEIR CHILD.

THE NATIONAL QUALITY FRAMEWORK INCLUDES:

- A NATIONAL LEGISLATIVE FRAMEWORK THAT CONSISTS OF THE EDUCATION AND CARE SERVICES NATIONAL LAW AND EDUCATION AND CARE SERVICES NATIONAL REGULATIONS.
- A NATIONAL QUALITY STANDARD AND ASSESSMENT AND RATING SYSTEM.
- A REGULATORY AUTHORITY IN EACH STATE AND TERRITORY WHO WILL HAVE PRIMARY RESPONSIBILITY FOR THE APPROVAL, MONITORING AND QUALITY ASSESSMENT OF SERVICES IN THEIR JURISDICTION IN ACCORDANCE WITH THE NATIONAL LEGISLATIVE FRAMEWORK AND IN RELATION TO THE NATIONAL QUALITY STANDARD.
- THE AUSTRALIAN CHILDREN'S EDUCATION AND CARE QUALITY AUTHORITY (ACECQA).

YOU CAN ACCESS DETAILS OF THE NQF EITHER THROUGH THE ACECQA WEBSITE (WWW.ACECQA.GOV.AU) OR SIMPLY ASK AT THE RECEPTION DESK TO VIEW A FULL COPY OF THE LEGISLATION AT ANY TIME.

CENTRE POLICIES AND PROCEDURES

Our policies and procedures are developed to guide and protect everyone who takes an active interest in our centre. Policies and procedures are regularly reviewed in consultation with our educators, families, and community. Best practice is always applied and strengthened by centre individuality. This is reflected in the day-to-day operations of the centre.

We promote non bias and cultural awareness to enhance children's understanding of cultural and individual differences and similarities to encourage a positive self-esteem. We have outlined a summary of some of our Policies and Procedures in this handbook for your perusal.

Full details of our Policies and Procedures are always available at Reception.

Arrival and Departure

We request parents to ensure their child arrives prior to 9am, for their child's educational benefit to participate fully in our "work cycle" (9am to 3pm) as well as to limit disruptions and the concentration of the class.

Security and Children's Attendance Records

Recording your child's attendance (Signing In and Out) is done electronically in the main foyer of the centre. All children must be dropped off and collected from the centre by a responsible adult who is over the age of 18 years (parent, guardian or authorised person) so that the adult is able to sign your child in and out of the centre. It is also extremely important that you notify an educator of your child's arrival and departure.

Late Collection Procedure and Fees

A late fee will be charged if your child is not collected by the centres advertised closing time of 6pm, and that no Child Care Subsidy can be claimed for this fee. Late fees are charged at a rate of \$1 per minute per child for each minute that your child has not been collected after closing time. Please note our staff are only employed till 6pm. At 6:10pm our educators will contact the Centre Director and continue to attempt contacting the family until 6:30pm. If contact cannot be made by 6:30pm, the police will be contacted, and child/children placed in their care.

Children's Absenteeism

Absent Days and Public Holidays are charged at the normal booked session fee rate and make-up days will not always be available. Please inform the office as early as possible if your child is going to be absent for any amount of time. If after two week's unexplained absence from the centre, and if the centre is not notified by the following Monday of further absences your child's booking at the centre will not be held open and may be filled by another child. Any costs incurred as a result will be billed as usual.

Administration & Fees

In order for your child's place at the centre to be confirmed a non-refundable enrolment fees of \$50 and a bond of one weeks full fees is payable before your child's first day of care. All day care fees are charged one week in advance.

Visitors to the Centre

Professionals, Trade's/ Maintenance, Students and Volunteers may participate in our centre throughout the year. All these visitors play a vital role in enhancing children's knowledge of the wider community. Blue card regulations are met by all visitors and must satisfy criteria specified in Centre policies and are briefed by the Director. Educators will advise you of any students or volunteers who are helping in the classrooms. Students and Volunteers are fully supervised by qualified educators at all times.

Multiculturalism

Our centre embraces and promotes multiculturalism. A wide variety of learning materials are provided for the children to familiarise themselves with varying aspects of different cultures. Our educators have varying cultural backgrounds and language's that enhance children's education and care.

Priority Access

The Australian Government has Priority of Access Guidelines for allocating places in a long day care centre. They set out the following three (3) levels of priority:

PRIORITY 1 – a child at risk of serious abuse or neglect

PRIORITY 2 – a child of a single parent who satisfies or of parents who both satisfy the work / study / training test

PRIORITY 3 – any other child

The benefits for inclusion can be:

- The opportunity to participate in the typical experiences of childhood
- The opportunity to be with other children and form friendships and develop other social skills
- The opportunity for natural learning of skills in real situations
- The opportunity to gain understanding about the diversity of people in the community
- The opportunity to gain skills and confidence to pursue inclusion in other settings
- Access to peer models

Under the Priority of Access Guidelines, a childcare service may require a Priority 3 child only to vacate a place to make room for a higher priority child.

The service can only do so if the person liable for the payment of the childcare fees was notified when the child first entered care that the service followed this policy, and the service gives at least 14 days' notice of the requirement for the child to vacate the place.

The centre will keep a waiting list that includes the family's status according to Priority of Access. When a vacancy exists within the centre, the Managing Director will check the waiting list and offer the vacancy to the family with the highest priority that have been wait listed the longest.

The centre will give priority to siblings of children already enrolled at the centre, where the family is level one. This will assist the family unit with continuity and consistency of care.

Toys from Home

We have lots of wonderful, fun and educational toys for the children to enjoy at our centre. We encourage children to leave their own toys at home. Home toys are special to children and if they are lost or broken children can become very upset. We understand that some children may need 'com- fort' items, can you please ensure they are clearly labelled with your child's name and that their teacher is aware of them. If your child brings a special item in for show and tell, please hand this to one of our team members and they can pop it away safely for sharing later.

Our centre cannot accept any responsibility for the care of any personal items brought into the centre.

CENTRE POLICIES AND PROCEDURES

Rest Time

We provide 'quiet time' for our children to regroup after a busy morning of fun and learning. Children of all ages are offered a time to rest during the day which may or may not include a 'sleep' depending on what the child's rest needs for the day are. If our children do not sleep, they will be supplied with quiet activities for them to use on their beds or in a different part of the classroom.

Changes to Personal Details

It is the responsibility of the parent/guardian to advise the Centre Director in writing of any changes to information that may have a bearing on the health, care and safety of their child whilst in the care of the centre. Forms for recording this information are available in the main office.

Celebrating Birthdays

Families are welcome to organise a celebration at the centre prior to the birthday so that your child can fully enjoy their special day. We have children and families at our centre from a number of various religious and cultural backgrounds so it's important to seek advice from your Centre Director prior to making any arrangements at the centre. We encourage parents / guardians to order fruit kebabs/ platters/ cupcakes to share with friends. The birthday child will not have a candle on their cake to blow out. We do this to minimise the spread of droplet infection by the child blowing on a cake to be eaten by others.

Shows and Special Visits

We have a number of special shows / visitors that come to our centre each year. These include police, dentists, reptiles etc. Any planned shows are outlined in the Parent Newsletter for you prior to the day. Our centre also encourages participation from local schools and training organisations. If a special visit to the centre is required by a health care professional (speech therapist, inclusion support therapist, health care worker etc) during the year, discussion and permission will be sought from the child's parent / guardian. Should you have any concerns about your child, please see the educators in your child's room. All shows and visitors are under constant team member and Managing Director supervision.

Lost Property

The centre will aim to take every precaution to prevent lost property. Unfortunately, items can go missing from time to time. The centre will keep any lost property together and make it available at the centre for families to search for any missing items. If items are still uncollected after a period they will be donated to a local charity. To avoid your child's precious belongings becoming "Lost Property" it is imperative that you label ALL of your child's belongings.

Mealtimes and Nutrition

Our centre provides food which is freshly prepared and delivered daily. This includes Morning Tea, Lunch and Afternoon Tea. Please ensure all allergies have been included in the information you provide to the office. We ask that no food from outside is brought to our centre as we can ensure the health and safety of all children including those with allergies.

Settling your Child into Care

Parents often have mixed feelings when placing their child into care for the first time. Anxiety, guilt, relief and excitement are all common feelings. Staff understand this may be a challenging transition for your family however we aim to make this transition as smooth as possible for you and your child. Our educators are here to help, discuss and implement settling strategies that compliment your child's interest and growth. For your child's best chance for settling into care please aim to arrive before 9am so your child can participate in our transition routines into our "Work Cycle- Montessori Curriculum."

Fee Inclusions and Exclusions

Our centre provides food, nappies, wipes, sunscreen, hat, tissues for children. Families are asked to provide, bed linen and spare underwear for children who are toilet training in case of accidents and messy play and a drink bottle filled with water. Please also ensure ALL of your child's belongings are labelled including shoes & socks.

Child Care Subsidy

Families in care with Little Wonders Montessori may be eligible for Child Care Subsidy (CCS). These fee reductions are administered through the Department of Human Services. It is the family's responsibility to ensure that they apply for CCS and it is not possible to give fee reductions until Little Wonders Montessori has confirmation through CCMS that's these reductions have been allocated.

Changes to Care Arrangements and Booked Days

Any variation to your original booked days for attendance must be negotiated in advance with the Centre Director. Please note any casual additional days must be paid for as extras and cannot be used as a "swap" arrangement. Forms for recording this information are available in the main office.

Sun Safety

Children are very vulnerable to sunburn which increases their risk of acquiring skin cancer. Cancer Council Australia advises 'the major cause of skin cancer is too much exposure to ultraviolet (UV) radiation from the sun. Children will play outside before 10.00am and after 2.00pm where possible to minimise the exposure of the sun to the children and staff. Parents are encouraged to ensure that children have sunscreen on all uncovered areas prior to leaving home in the morning or on arrival at the centre. Educators will also use a variety of age appropriate teaching tools to ensure that children are developing sun safe habits. Parents are encouraged to dress children in loose comfortable clothing which covers as much skin as possible. All children and team members must wear a sun safe hat when outdoors at all times.

Parent Grievances

We are here to ensure that your child is happy and healthy in our care. If there are any concerns, please let us know! We have a grievance procedure and a support structure displayed in the foyer.

By following this procedure, it gives those involved an opportunity to address any issues and ensure that your concerns are followed through and you are satisfied with the end result and the action taken. Should the need arise, you are always welcome to contact the Approved Provider directly. All grievances are taken very seriously, and we will always ensure the resolution is discussed with the family involved.

Parent Support Structure

We welcome feedback from our families on the standard of care provided at our centre. Should you have any concerns or require an assistance, please follow our support structure. Partnerships between staff and families are crucial for positive outcomes for our children. We will always try to do our best, and with your help we can work as partners to provide the best possible care for your child.

CENTRE POLICIES AND PROCEDURES

We hope you and your child enjoy your time at our centre and hope this information has helped you to understand what our centre is all about. Please remember that this is your centre. Your support is vital!

Please let us know if there is anything contained in this booklet that you have concerns with or if you feel there are any areas that require additional information.

We thank you for your support and interest; we look forward to getting to know you and your child over your enrolment in our centre.

Whilst every care has been taken in the preparation of this booklet, the Approved Provider and all employees thereof, accept no liability for any inaccuracy or omission.

The information contained in this Family Handbook is given in good faith. The centre owner reserves the right to make alterations to the information contained in this booklet from time to time when deemed appropriate.



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Acknowledgment

We acknowledge the traditional owners of the land where Little Wonders Montessori stands, pay respect to their Elders - past, present, and emerging - and acknowledge the important role the Aboriginal and Torres Strait Islander people continue to play within our community.

-Little Wonders Montessori Team

