



Little Wonders  
.....  
MONTESSORI

DARRA



**FAMILY**  
**INFORMATION**  
**2024**

**IMAGINE**

**EXPLORE**

**CREATE**



# 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”**

Practicing sustainability empowers children to extend their knowledge, explore values and develop an awareness for their environment.

Little Wonders Montessori encourages children to recycle, reduce and reuse their resources.

This provides children with the knowledge and skill to become environmentally responsible for their future.

## **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.





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# OUR PHILOSOPHY

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 is paramount

Nutrition, healthy eating and exercise offer a multi-layered 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.

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.

Every child is talented in some way

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.



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## OUR ROOMS

### **INFANTS COMMUNITY**

#### **12 MONTHS – 3 YEARS**

- Focuses on allowing the children 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**

- 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.



**HOURS OF OPERATIONS**

**6:30 AM – 6:00 PM**

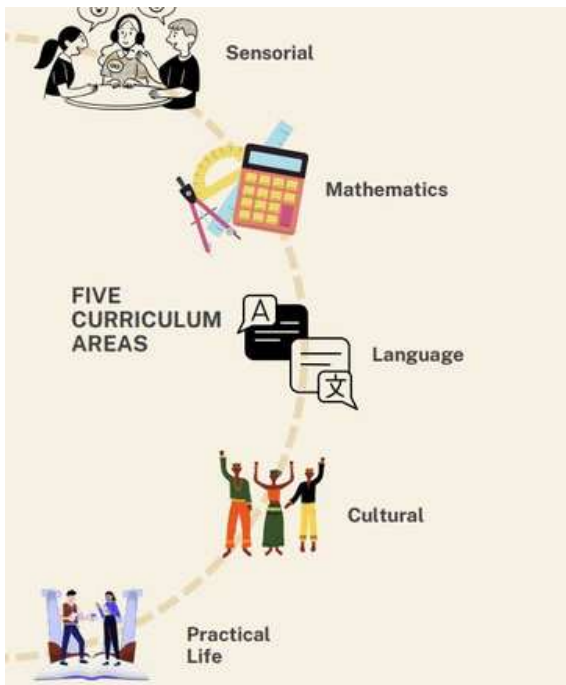




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# OUR MONTESSORI ENVIRONMENT

- Our center is different to a typical long day care center; 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 center which is beautifully appointed by using beautiful materials you find in your own home including crockery, stainless steel, wood and on occasions, glass.
- At little Wonders Montessori, we uphold the education and care as an “aid to lieur” 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 specifically 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 center 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 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.





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## OUR FEES

WE ARE OPEN 11.5 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 CHILDCARE SUBSIDY, WE HAVE A NUMBER OF SESSIONS YOU CAN CHOOSE FROM AT A FLAT RATE OF \$125.

OUR FEE SCHEDULE IS

FULL 11.5 HR SESSION	\$125
10 HOUR SESSION	\$125
9 HOUR SESSION	\$125
8 HOUR SESSION	\$125
6 HOUR SESSION	\$125

CASUAL BOOKING FEE      \$135 per day



A NON-REFUNDABLE ENROLLMENT FEE OF \$50 WILL BE CHARGED FOR FAMILIES DURING ENROLMENT PROCESS.



# BOND FEES | NOTICE PERIOD

## Childcare Enrollment Bond Fee and Notice Period Policy

### 1. Bond Fee Requirement:

Upon enrollment, families are required to pay a bond fee equivalent to one week of full fees, in addition to a non-refundable enrollment fee of \$50. This bond fee is essential for securing the child's place in our service.

### 2. Purpose of the Bond Fee:

The bond fee will be retained by our service throughout the child's enrollment period. Its primary purpose is to serve as a financial safeguard for our service, ensuring stability and continuity.

### 3. Use of Bond Fee for Notice Period:

The bond fee is specifically held to cover the expenses of the mandatory 4-week notice period when the child's enrollment is terminated. This notice period is crucial for our service to make necessary adjustments and prepare for the child's departure.

### 4. Notice Period Requirement:

Parents or guardians are required to give a 4-week notice in writing when they decide to cease their child's enrollment with our service. This notice period helps in managing transitions and planning effectively.

### 5. Bond Fee Utilization:

In cases where the 4-week notice is not provided, the bond fee will be utilized to cover the expenses incurred during this notice period. This is in lieu of the actual notice being given, thereby compensating for the short notice.

### 6. Refund of Bond Fee:

If the required 4-week notice is duly provided and all accounts are settled, the bond fee will be refunded to the family. It is our commitment to ensure fair and transparent financial dealings with all families.

Please note, adherence to this policy is crucial for maintaining a harmonious and efficient operation of our childcare service.



# CASUAL BOOKING

## 1. Definition of Casual Booking:

A casual booking in our childcare service is defined as any booking for childcare made for a period ranging from a single day up to a maximum of three weeks. This type of booking is distinct from regular, ongoing enrolments.

## 2. Fee Structure for Casual Bookings:

For all casual bookings, a fee of \$135 per day will be applicable. This fee is set to cover the additional administrative and staffing costs that arise from managing these short-term enrolments.

## 3. Additional Costs and Requirements:

Our childcare service prides itself on providing nutritious and well-planned meals for all children. Our food menus are created a week in advance to ensure the right nutritional requirements are met for the children in our regular program. The Casual fee covers this additional cost.

## 4. Special Orders for Casual Bookings:

Given that casual bookings are not part of the regular planning cycle, they require special orders for meals. These orders need to be made with some advance notice to ensure we can cater to the dietary needs of all children. This process incurs additional costs due to the need for special arrangements and potentially last-minute changes to our food orders. Our center cannot guarantee a casual spot or special orders all the time due to lead times involved.

## 5. Advance Notice for Casual Bookings:

Parents or guardians making a casual booking are required to provide as much advance notice as possible. This notice is crucial to ensure we can accommodate the child without disrupting our planned activities and meal prep planning.

## 6. Financial Implications:

The higher fee for casual bookings reflects the additional resources and efforts required to integrate a child into our program at short notice. It also covers the extra administrative work and potential changes in staffing levels needed to maintain our high standard of care.





# 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 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 on 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](http://www.acecqa.gov.au)) or simply ask the reception desk to view a full copy of the legislation at anytime.



# 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.

## ● **Early/Late Fee Procedure**

A late fee will be charged if your child is not collected by the centres advertised closing time of 6pm, and that no Childcare Subsidy can be claimed for this fee. An early/late fee of \$1.00 per minute will be applied when children are dropped off or picked up by the family outside of their scheduled session hours and before or after the service's operational hours. 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. 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.





### ● **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 'comfort' 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.

### ● **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.

### ● **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 and bed linen for children. Families are asked to provide 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 and 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.







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# CONCLUSION AND DISCLAIMER

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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## ACKNOWLEDGEMENT OF COUNTRY

We at Little Wonders Montessori would like to thank you to the Yuggera and Turrbal people for letting us share your land. We promise to look after it. The animals and the people too.

Hello land, hello sky, hello me, hello you.

