



INTRODUCTION AND APPLICATION

Welcome

Welcome to Chapel Hill Montessori Children's House. We are a 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 choose the right path for your child.

Chapel Hill 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.

Chapel Hill 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 Chapel Hill 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

Our contact details are:

Address:	5 Cedarleigh Road, Kenmore East, QLD 4069
Postal Address:	PO Box 5238, Kenmore East, QLD 4069
Email:	info@chmch.com.au
Website:	www.chmch.com.au

About us

Our 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.

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 Chapel Hill 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 centre

Chapel Hill 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.

Our staff

The staff at Chapel Hill 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.

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 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. These education sessions will be conducted in the evenings or at weekends to allow our working parents the opportunity to participate.

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.

Hours of operation

Chapel Hill Montessori is open 5 days per week 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 over the 50 weeks we are open.**

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

The Kindergarten program begins at 9.00am and finishes at 4.00pm.

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

Chapel Hill 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
A	Babies 6 mths to 2 yrs	8	2 days per week
B	Toddlers 15 mths to 3 yrs	10	2 days per week
C	2 years to 3 years	12	2 days per week
D	3 to 4 years	21	2 days per week or Kindy Program 3 days per week
E	3 to 6 years Fully toilet trained	24	3 days per week Kindy & Prep Program

Childcare Act and Regulations

The Child Care Act (2002) and the Child Care (Child Care Centres) Regulations 2003 provide the statutory framework which determines the minimum standards for childcare services in Queensland.

For further information on childcare services parents can access the Childcare information Service Hotline on (07) 3224 4225.

Accreditation

Chapel Hill Montessori Children's House is part of the National Childcare Accreditation Council (NCAC). Its website is: www.ncac.gov.au

Enrolments

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

- ◆ Chapel Hill 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.

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 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.

Once your enrolment has been accepted and the enrolment fee is paid, we will provide you with a our Welcome Package containing copies of all other information which you will require and documentation you will need to complete and, for the children, a Chapel Hill Montessori hat and T-shirt.

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) to Chapel Hill Montessori is at Indooroopilly Shopping Town and the closest DHS office is in 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 recommend you communicate with us regularly to keep your application active.

Enrolment fee

Upon acceptance of a place at the Centre, a non-refundable fee of \$200.00 per child is payable.

In addition, a bond of \$1000 is payable. This bond will be used towards payment of the final two weeks of your child's enrolment at the centre.

Daily and weekly fees

2017 FEES

1 day	2 days	3 days	4 days	5 days
\$103.00	\$206.00	\$309.00	\$412.00	\$515.00

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

Payments by cash, credit card or EFTPOS can be made via the office between the hours of 8am and 4pm.

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 fees are not received for a period of four weeks the child's place MAY be terminated.

Late Fees

Any child collected after 6.00p.m. will automatically be charged a late fee of \$33.00 (including GST) 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, Chapel Hill Montessori supplies;

- ◆ sheets;
- ◆ bibs;
- ◆ towels; and
- ◆ 30+ sunscreen (see comments below).

What you need to supply:

All children:

Morning tea, lunch and afternoon tea
Bottle of Water

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)

All food must be supplied in clearly marked containers. If heating is required clear instructions as to times must be given.

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, chocolate yoghurts/desserts, nuts or sweets will be allowed.

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

Chapel Hill Montessori Children's House

Waiting List Application

Child's Family Name: _____ Child's First Name: _____

Date of Birth: _____

Male/Female _____ Place in Family _____

Contact Information:

Family Name: _____ First Name: _____

(Please circle) **mother / father / grandparent / other**

Address: _____ P/Code _____

Home Ph: _____ Work Ph: _____ Mobile: _____

Email: _____

Family Name: _____ First Name: _____

(Please circle) **mother / father / grandparent / other**

Address: _____ P/Code _____

Home Ph: _____ Work Ph: _____ Mobile: _____

Email: _____

Health Information:

Vaccination history of child: *(please circle)* Up to Date / Unvaccinated

Important note: Prior to enrolment, if unvaccinated, an Immunisation Exemption Conscientious Objection Form must be provided (available from the Medicare website) and signed by a recognised immunisation provider.

If your child has not been vaccinated there is a risk to your child of contracting a serious illness through contact with other children and adults. For this reason if a notifiable disease occurs in the Centre you will need to collect your child immediately.

Does your child have any illnesses, phobias or special needs? If so please specify:

Does your child have any allergies? If so please specify:

What days do you require care? *(please circle)* **Mon / Tues / Wed / Thurs / Fri**

Are you flexible with these days? **Yes / No**

Date from which care is required: _____
(please note, it may not be possible to start on this date)

Any special circumstances: _____

What languages are spoken at home? _____

Is there any other information you feel we should know?

Is your child toilet trained? **Yes / No**

All children must be toilet trained to attend the kindergarten program.

Is it your intention that your child have a Montessori education at Chapel Hill Montessori during the kindergarten and prep-years? **Yes/No**

Is your child booked in elsewhere for these years? **Yes/No**

Previous Childcare/Kindergarten experiences:

I understand that this application places the above-mentioned child on a waiting list only. My application fee of **\$50** (per child) accompanies this application, and I accept that this fee will not be refundable, irrespective of whether a place is offered or not. Application form should be emailed to info@chmch.com.au and payment should be made direct to our Commonwealth Bank Account No. 10319612 BSB 064152., using your child's name as reference.

Signed: _____

(parent/legal guardian)

Date: _____

*We look forward to beginning the journey with your child
and family*

We would greatly appreciate it if you could answer the following:

Where did you hear about Chapel Hill Montessori?

Mailbox leaflet Local paper Newspaper ad Yellow pages

Signage Internet Word of mouth other

What times of the day do you think you will be dropping off and collecting your child?

From: _____am To: _____pm.

Thank you

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Office Use only:

Date received:

Waiting list fee received:

Sibling: yes/no

Special circumstances:

