



Chapel Hill Montessori
Children's House
(CHMCH)

PROSPECTUS

Welcome

Welcome to Chapel Hill Montessori Children's House (CHMCH). We are a Montessori Long Day Care Centre catering for children 6 weeks of age to school entry age.

Making a choice for your child's early childhood education & 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 their relationships with their children & role modelling are the most important influences for their children.

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 securing 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
Phone:	(07) 3378 0700
Email: Website:	info@chmch.com.au www.chmch.com.au

About CHMCH

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 Dr 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 relationships 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 CHMCH

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 practises 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 sandpits, artificial grassed areas, children's gardening areas, and lots of undercover shade.

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 & busy faces of the children. This is truly a child-centred environment.

Our staff

The staff & educators 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 interests. 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 are 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 weekends, to allow our working parents the opportunity to participate.

Kindergarten

CHMCH has a government approved Kindergarten program led by qualified Early Childhood Teachers. Children enrolled in the kindergarten program, who turn 4 years old by 30th June in the year before Prep are eligible for the Free Kindy Subsidy.

Free Kindy is for 15 hours per week, 40 weeks per year. Hours outside the 15 hours of Free Kindy are eligible for Child Care Subsidy.

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 Lead Educator.

Our teaching program begins at **9.00am**. Parents are requested to arrive by this time to allow the children to settle, without interruption, into their room routine.

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 in Dec/Jan and is closed all statutory public holidays. Fees are payable for all booked days over the 50 weeks we are open, including public holidays.

Licensing

The centre currently has a licensed capacity for 75 children per day. It as been designed to be flexible and meet the needs of the community.

We have five classrooms.

Room	Ages
Koala	Babies 6 weeks to 15 months (approx.)
Wallaby	Toddlers 12 months to 25 months (approx.)
Echidna	2 years to 3 years
Wombat	3 years to 6 years Fully toilet trained
Platypus	3 years to 6 years Fully toilet trained

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 standard
- ◆ A National quality rating and assessment

Food and Nutrition

At CHMCH, we are committed to providing healthy and nutritious meals for our children. Daily meals include morning tea, lunch, afternoon tea, and a late afternoon snack. All meals are carefully prepared to ensure they are balanced and nutritious. Upon enrolment, families will be asked to share any specific allergies or dietary restrictions. All meat used in our meals is sourced from Halal suppliers.

CHMCH is an allergy aware centre.

About Montessori

Dr Maria Montessori

Dr 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, Dr 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 to develop across all areas.

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

Benefits of Montessori Education

The Montessori program aims to:

- ◆ increase social confidence which, in turn, allows greater participation both individually and in a group setting
- ◆ heighten 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 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, when, and how. The carefully prepared environment is designed to enable each child to explore and learn.

Enrolments

Enrolment Allocation

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 of 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

Centre Visits

Prior to waitlist application, or 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.

Application for enrolment

As a general rule, children need to have been placed on our waiting list prior to entry. Waitlist applications can happen at any time through our website, and we recommend this is done as soon as possible.

You can access our online waitlist form here: [Xplor Waitlist form](#)

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.

Notification of a place

When a place becomes available, we will provide you with an Offer of Enrolment package containing all the other information you will require, and documentation you will need to complete. At this time, the Enrolment Fee is payable to secure your place.

Orientation

Once your enrolment has been processed you will be contacted to arrange two 1 hour Orientation visits. These visits provide you an opportunity to meet our Educators and help introduce your child to their new environment.

During your first Orientation you will remain with your child in their room. During your second visit we encourage you to settle your child in the room then come to the office to finalise some additional paperwork with our Administration.

A guardian will need to remain on the premise during both Orientations.

Cessation of Care / Change of Days

We require a 4 week notice period for change of days or cessation of care.

Fees

Waitlist Application Fee

A non-refundable application fee of \$50 per child is payable upon submission of your waitlist application. We require that 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 \$250 per child is payable to secure your child's place.

Bond

In addition to the Enrolment Fee, a bond of \$1000 per child is payable to secure your child's place. This bond is refundable at the end of care or can be used towards the final statement.

Fee schedule

From Monday 7th July 2025, our daily fees are:

Rooms	10hr session (5 days/week)	11hr session
Koala, Wallabies, Echidna	\$156.00	\$161.00
Wombats and Platypus	\$154.00	\$159.00

The amount payable by you will be dependent on the percentage of Child Care Subsidy (CCS) applied by Centrelink. Until your CCS has been confirmed from Centrelink, you will be responsible for the full amount of the fees.

The 11 hour session is the cheapest option for most families, unless attending 5 days/ week. However, we encourage you to utilise the below Starting Blocks calculator, to determine which session is best for your CCS and family situation.

<https://www.startingblocks.gov.au/child-care-subsidy-calculator>

If you do not have enough fortnightly Activity Hours to cover your sessions, an alternate session will be recommended to you.

Fee inclusions

Our daily fees include:

- ◆ Montessori education & care program
- ◆ Meals – morning tea, lunch, afternoon tea, and late afternoon snack
- ◆ Incursions
- ◆ Extracurricular lessons (please contact the office for up-to-date information on our current offerings)

Payment of fees

Accounts are processed weekly, and fees are kept 2 weeks in advance. Fee payment is by Direct Debit.

Charges for late payment of fees

A late payment fee of \$20 will apply to all overdue accounts. If outstanding fees remain unpaid, your child's enrolment may be terminated.

Late Collection Fee

Any child collected after 6.00pm will automatically be charged a late fee of \$45.00/child, for the first 15 minutes or part thereof, and then \$5.00 per minute/child, until children are collected.

Fee Increases

Fees are reviewed periodically. Any fee increases will be notified to you at least 2 weeks in advance of the increase taking effect.

Absences & Holidays

All absences, including illness, public holidays, and holidays are charged as normal. Services Australia will pay Child Care Subsidy (CCS) for up to 42 allowable absences per child each financial year. If you reach your allowable absence limit, you may be able to receive additional absences under specific conditions with supporting documentation.

Child Care Subsidy

Child Care Subsidy is available to Australian residents attending a registered childcare provider. CCS is income and work/ activity tested.

Centrelink administers the CCS. Centrelink can be contacted on 13 61 50.

We are required to have your Customer Reference Number (CRN), whether you intend to claim or not.

What to bring

What we supply

In order to assist our parents, Chapel Hill Montessori supplies:

- ◆ meals (morning tea, lunch, afternoon tea, and late snack)
- ◆ sheets
- ◆ bibs
- ◆ wipes
- ◆ towels
- ◆ 50+ sunscreen

What you need to supply

All items brought to the centre must be clearly labelled with your child's name. Each day you will need to bring the following:

All children:

- ◆ Sun hat – with a brim, or legionnaire style
- ◆ Nappies – enough to last the day, if required
- ◆ Spare clothes – weather appropriate
- ◆ Water bottle
- ◆ Sunscreen (we supply 50+ sunscreen. However, if your child requires a special formula, this will need to be provided by you, clearly named and with a pharmacy label)

Children under 2 years of age:

- ◆ Bottles of breast milk, or formula. No pre-prepared formula. Formula bottles should have measured water, with formula pre-measured separately, ready to mix.
- ◆ 2-3 sets of spare clothes – weather appropriate
- ◆ Creams for rashes etc – clearly named and with pharmacy label
- ◆ Comforter – if required