



HOPE ISLAND MONTESSORI
the children's house

EST | 2011

FAMILY HANDBOOK

Dear Families

We warmly welcome you and your family to Hope Island Montessori. Our whole team are passionate about providing exceptional care and high quality Montessori education in a beautiful, holistic environment. We feel honoured to be part of this special time in your lives and look forward to building a beautiful partnership with you.

Please take a moment to read through the important information included in this handbook. Of course if you have any further questions, we are always happy to help.

Warmest wishes from The Children's House

OUR CHILDREN'S HOUSE	6
Our Classrooms	6
Multi Age Classrooms	10
Cultural Diversity	10
Communication	10
Our Educators	11
Our Community	11
Celebrations	12
Students, Volunteers + Visitors	12
Our Management	13
OUR PROGRAM	14
The Montessori Way	14
Practical Life Studies	15
Cultural Studies	15
Language	15
Mathematics	15
Sensorial Studies	15
Differences between Montessori Education and Traditional Education	17
Our Educational Programming, Planning + Reflection	18
Sustainability	20
Social Responsibility	20
DAILY RITUALS	21
Orientation	21
Arrival + Departure	22
Collection of Children	23
What to Bring	23
Appropriate Clothing	24
Sun Protection	24
Toys + Other Treasures from Home	25
Lost and Found	25
Nutrition	25
HEALTH + WELLBEING	27
Sick Children	27
Clearance Letter	28
Diarrhoea + Vomiting	28
Medication	28
Prescribed Medications	29
Management of Asthma	29
Management of Anaphylaxis	29

Incidents, Emergencies + Evacuation Procedures	30
Immunisation	30
Hygiene	31
Toileting	31
Rest	31
Dental Hygiene	31
Safety Issues	32
Child Protection	32
ENROLMENT	33
Management of Wait Lists	33
Offer of Enrolment	33
Gentle Transitions	34
Additional Needs	34
Positive Management of Behaviour	34
Babysitting	35
Policies + Procedures	35
Quality Improvement Plan	35
Keeping Us Informed	36
Exit - Notice of Withdrawal	36
FEE INFORMATION	37
Centre Fees	37
Child Care Subsidy	37
Allowable Absences	38
Swap Days/Holidays	38
Late Collection	38
PARENT INFORMATION	39
Parent Code of Conduct	40
Parent + Caregiver Concerns	40
When you need a hand..	40
OUR PHILOSOPHY, VISION + VALUES	41
Philosophy and Quality Improvement Plan	41
Our Vision	41
Mission Statement	41
Values	42
The National Quality Standard	42
Log Book Requirement	42
Licensing + Regulations	42



“The things she sees are not just remembered;
they form a part of her soul.”

- Maria Montessori



OUR CHILDREN'S HOUSE

In keeping with the Montessori philosophy, our 32 place centre is designed to feel warm and homely with natural materials, soft colours and plenty of sunshine. Our Children's Garden offers a beautiful and natural outdoor area that includes a mix of activities designed to encourage physical exploration, stimulate curiosity and connect with nature. Being a small centre, we pride ourselves on great attention to detail in a gentle, loving environment, both indoors and out.

Our Classrooms

The Montessori classroom is a peaceful, loving community within which all members actively support one another while successfully pursuing their own development and interests. We strive to ensure our classroom environment includes as many of the traditional Montessori elements such as:

- Order, cleanliness and beauty above all
- Open space for children to move around easily and comfortably
- Classical artwork such as paintings
- Bouquets of fresh flowers
- Living plants
- Neutral colours on walls encouraging focus on Montessori learning materials
- Variety in texture and colour of furnishings
- Natural wood furniture and materials
- Symbols of Love, Friendship, and Peace

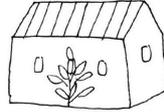
We are also committed to achieving a chemical free environment, using natural cleaning products, nappies, sanitiser, sunscreen, insect repellent and wipes.



NIDO

The word 'Nido' is derived from the Italian word meaning 'nest' and it conveys the spirit of our toddler environment - comforting and warm with care being taken to provide nurturing in a calm environment to enhance the development of our young children.

Within our beautiful Nido, our toddlers learn the key competencies of a Montessori environment through Practical Life, developing the foundations to meet more advanced activities as the Educators gently guide them in discovery. We place great emphasis on the practical side of education and materials as the children adapt responsibility, concentration and abstract thinking. Under the guidance of our Montessori trained Lead Educator, our children are gently supported in gaining confidence in motor skills, social emotional development, enhancing learning dispositions and forming a sense of belonging and identity.



CASA

Our 3-6 yrs Casa classroom offers a unique blend of Montessori, the Early Years Framework and the Queensland Kindergarten Curriculum. Our environment encompasses a rich program based on Montessori concepts, holistic learning development and the children's interests.

Following an emergent curriculum process, our program evolves from written observations, parental input, developing child interests and spontaneous activities. We place great importance on children developing competence in all aspects of their development as they approach the school years and become confident, individual lifelong learners.

Under the guidance of our qualified Montessori educators and our Kindergarten Teacher, we offer an exceptional program and environment for our 3-6 years children.

Whatever is presented to our children must be beautiful and clear.
- Maria Montessori



Multi Age Classrooms

The Montessori blended age classroom has great benefits, allowing children the opportunity to learn within their developmental level, rather than restricted to age dictated milestones. We find this gentle approach to education helps us to view children's individual strengths and to offer support in necessary areas. This also offers a great sense of community within the classroom where children learn from and teach each other with the support of our educators.

Transitioning Between Rooms

Each child is assessed on their developmental ability and social-emotional progression to determine their readiness for transitioning. Our educators assist both the child and family to ensure a strong, secure and positive start within the new learning environment.

Inclusive Environment

We strongly believe in offering an inclusive environment, working with children of diverse cultures, back-grounds and developmental abilities. We welcome the opportunity to work with outside agencies that assist in the support with developmental delays and additional needs. We encourage you to help us provide the best possible care for your child and support for your family by bringing to our attention any additional needs or problems that may have been identified.

Cultural Diversity

We recognise that our centre is culturally and linguistically diverse and we want to ensure all families experience a sense of belonging. To achieve this we provide opportunities for all children to develop an understanding of different cultures and help foster in each child an awareness and acceptance of these cultures by integrating multiculturalism into our programs. We aim to help foster in each child an awareness and acceptance of other cultures through integrating multiculturalism into our programs. This can be achieved through providing and offering a range of books, music, cooking, activities, singing, clothing, play equipment and more.

Communication

We value open communication with our families and invite you to actively contribute to the development of our programs through a variety of ways. We also understand that many parents are time short and are pleased to be able to provide frequent communication via the Storypark app, email, Facebook and newsletters. Our goal is to build positive and supportive relationships with our families in the way that best suits you.

Our Educators

Our dedicated Educators offer a diversity of cultures, experiences and hold an extensive variety of qualifications within the childcare industry. Our qualifications within the Children's House range from Certificate III through to Bachelor of Education and beyond, along with an extensive range of Montessori qualifications. It is a requirement that all of our Educators hold current certificates in First Aid, CPR, Anaphylaxis and Asthma.

We appreciate the importance of continual development and training and offer ongoing opportunities to enhance each individuals practice. We offer regular off site and in-house professional development and Montessori specific training, both formal and informal, to ensure our knowledge, ethos and values are maintained.

Our Community

We view our parents as first educators and understand the important role that you play in the learning and development of your child. We welcome parent participation in the development of our programs, whether it be liaising with your child's teacher or being involved in centre events. We would also love you to share any interesting aspects of your family's hobbies or working lives to enrich the experiences of the children. We strongly believe in the importance of fostering positive and collaborative relationships with our families, in harmony with the adage "*It takes a village to raise a child*".

We hold a range of social and celebratory events throughout the year outlined in our Events Calendar and greatly enjoy opening our Children's House to the wider community.

Celebrations

We love to celebrate a range of special days in the Children's House each year and warmly invite our families to participate in these much loved events. Our celebrations include Mothers Day, Fathers Day, Grandparents Day, Winter Solstice, Community Day and Kindergarten Graduation.

In keeping with Montessori's values of inclusion and keeping to concepts based in reality, we do not openly celebrate Christmas or Easter, rather we acknowledge that this is an important time for many families to gather together. All children are welcome to share their excitement for the special times in their families calendar and we each year we will select a range of cultural days of importance from around the World to celebrate.

Birthdays are celebrated with the traditional Montessori Walk Around the Sun, a very special ritual that honours the life of each child from birth. Parents will receive photos of this beautiful occasion.

For all Children's House celebrations, we kindly ask that any food items sent into the centre are in line with our Food Safety + Nutrition Policy.

Please see the Food Safety + Nutrition Policy for further information.

Students, Volunteers + Visitors

All students, relief staff and volunteers are screened before participating in our daily activities and must adhere to our philosophy, policies and procedures whilst at the Centre. Our students, volunteers and visitors are supervised at all times.

Our Management

Hope Island Montessori is a private, family owned service, owned and licensed by Crayton and Sheye Rosemeyer.

“As parents of six wonderful children, we are extremely passionate about offering the very best in quality Montessori education within a truly beautiful environment using high quality Montessori materials and natural play areas. Having had our own children thrive within a Montessori environment, we have a genuine commitment to offering other families the same valuable opportunity.

We believe in creating a unique and personal experience within our centre for both the children and their families. Living locally in Hope Island, we are lucky to know many of our families as neighbours and enjoy the strong, supportive community that exists both within and outside the centre. We also feel very lucky to have a wonderful team of Educators who share our vision and are passionate about making a wonderful difference in the lives of children and their families during the important early years.

We’re very proud of the unique environment and program we offer at Hope Island Montessori and enjoy working closely with our Educators and families to maintain the high standards we would expect as parents ourselves, first and foremost”.

- Sheye + Crayton



OUR PROGRAM

At Hope Island Montessori, we are passionate about the Montessori program and values. The Montessori method supports our goals to develop positive self-image and inspire creativity in a peaceful, loving environment, as well as genuinely catering for every child as an individual where they progress at their own rate.

The Montessori Way

Children in a Montessori classroom are allowed to develop at their own pace within a carefully prepared environment, freely choosing activities of interest with the gentle guidance of their educators. Dr Montessori believed in the importance of practical tasks being seen as purposeful activities. Logic, routine, concentration, responsibility and many foundational skills can be developed through meaningful activities. By observing children interacting and manipulating the materials within their surroundings, Dr Montessori concluded that children build themselves from what they encounter within their environment.

Fostering independence is an integral part of the Montessori philosophy and we encourage children's learning and self-discovery by working individually or in small, self-selected groups. Individual planning is completed for each child based on ongoing and systematic observations by teachers.

The Montessori environment is divided into five distinct areas, each of which is devoted to learning about a particular subject. These are practical life studies, cultural studies, sensorial studies, language and mathematics. These areas are presented in developmentally appropriate, structured and unstructured learning activities.



Practical Life Studies

Practical Life teaches children to take care of themselves and their physical environment. They learn to prepare their own snacks, pour their own water, tie their own shoes, make their own beds, and clean up after themselves. These activities directly satisfy the child's overwhelming desire to "do it myself." Practical Life activities are designed to allow independence in an environment that nurtures the whole child and supports their natural curiosity and love of learning.

Cultural Studies

In the Montessori system, cultural study encompasses the traditional disciplines of social studies and science, covering geography, anatomy, botany, zoology and simple physics. Children study the solar system, the Earth and its layers, the animals and plants that live on the surface of the earth, and the rich history of different cultures. Maps that are puzzles, flags from different nation, language, songs, dance, World music and foods from around the world support cultural studies. With our multi-cultural team of Educators, we are pleased to be able to offer an extensive Cultural program.

Language

The language materials allow children an eclectic array of hands-on learning experiences, exploring phonics, linguistics and sight words. The materials are kinesthetic, auditory and visual, appealing to the multi-sensory modes that children use to acquire information.

Mathematics

The Montessori math materials are concrete manipulatives that give each child the opportunity to have a physical experience of mathematics that allows them to move into abstraction with a real foundation and understanding of math and its underlying concepts. In a 3-6 years environment, there are materials for counting to 1000, materials made from golden beads that help them to experience place value, materials for learning beginning addition, subtraction, multiplication, division and fractions as well as problem solving.

Sensorial Studies

Children live in a world of senses, and the Montessori sensorial materials enable children to clarify, sort, classify, and comprehend their world. Through sight, touch, sound, taste and smell, these materials play a key role giving children concrete examples of abstract terms. These materials also provide a basis for the development of other skills such as mathematics and language.

Some of the benefits that we observe daily through our program include:

- The freedom for our children to develop naturally at their own pace as they become independent in the learning process.
- The development of self-motivation and self-discipline, ensuring children experience the benefits of commitment, focus, individual goal-setting and life-long learning.
- An emphasis on cognitive and social development, teaching children *how* to think, not *what* to think.
- The opportunity for our children to explore activities that specifically interest them via multi-sensory experiences as they explore their environment through hands on learning.
- The creation of long lasting friendships based on trust and respect through being encouraged to teach, work with and help others on a regular basis and in turn encouraging co-operation, responsibility, courtesy and gentle interactions.



Differences between Montessori Education and Traditional Education

MONTESSORI EDUCATION

TRADITIONAL EDUCATION

Based on helping the natural development of the human being

Based on a national curriculum

Children learn at their own pace and follow their own individual interests

Children learn from a set curriculum according to a time frame that is the same for everyone

Children teach themselves using materials specially prepared for the purpose

Children are taught by the teacher

Child is an active participant in learning

Child is a passive participant in learning

Understanding comes through the child's own experiences via the materials and the opportunity to find things out for themselves

Learning is based on subjects and is limited to what is given

Child can work where they are comfortable, and talk at will while not disturbing others. Child is encouraged to sit still and listen during group sessions

Children sit at desks and learn from a whiteboard and worksheets

The teacher works in collaboration with the children

The class is teacher led

The child's individual development brings its own reward and therefore motivation, as well as internal self-discipline.

Motivation is achieved by a system of reward and punishment, enforced by the teacher.

Shared emphasis on intellectual, social, emotional and spiritual development

Main emphasis on intellectual development

Uninterrupted work cycles with mixed age groups where child may work as long as they wish on chosen project.

Block time, period lessons with same age groups.

Working and learning matched to the social development of the child

Working and learning without emphasis on the social development of the child

Shared focus on the acquisition of academic, social, practical and life skills

Main focus on academics

Early Years Learning Framework

Our program is flexible, encouraging both child and parent input to reflect the philosophy and outcomes of the Australian Children's Educational and Care Quality Authority. Our program supports the three fundamental elements of the Early Years Learning Framework; Belonging, Being and Becoming.

Belonging is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place. Our program and centre ethos foster positive and caring relationships within a safe, comfortable setting so that children can experience a strong sense of belonging.

Being is about living here and now as unique individuals. When a child has a sense of being they build and maintain relationships with others, take part in life's journey confidently and face challenges in everyday life. Understanding children's individuality is the cornerstone of our program.

Becoming is about the changes that young children experience as they gain knowledge, extend their understanding, create relationships and develop skills. Children start to form their sense of identity from an early age, which shapes the type of adult they will become. Our program focuses strongly on individual growth to build foundations for learning and school readiness.

Our Educational Programming, Planning + Reflection

Hope Island Montessori's educational program aligns with the learning outcomes of the Early Years Learning Framework and Montessori Curriculum. The Educators and children work collaboratively to follow the Early Years Planning Cycle, creating a program based on personal philosophies, interests, objectives, engagement, documentation and reflection.

Information regarding your child's engagement with and progression through the program, in both an individual and group context, is recorded through a multiple of modes. These modes include termly planning documents, Educator running records, learning stories and portfolio books.

Learning stories, that include both individual and group learning journeys, are published on Storypark for families to access and contribute to on both a weekly and termly basis. Learning stories may include a written description of the learning journey and/or photographs to capture the experience.

The children are invited to contribute to their personal portfolio books throughout the year, making autonomous choices regarding its contents. The portfolio books capture the child's engagement with the program through, but not limited to, photographs, artwork and direct quotes.

Children and families are welcome to access individual portfolio books, stored in the classroom, at any time. All termly planning documents, including running records, are also available to families on request.

Educators value strong relationships with families and welcome regular discussions regarding your child's holistic development. Families are welcome to communicate via email or Storypark as well as arrange a meeting via phone or at the Children's House. Families will also be invited to attend annual Parent Teacher Meetings:

As a parent/caregiver, you will be able to see your child's individual development through the program which incorporates daily records of experiences and activities. We utilise "Storypark", a wonderful web/app based program offering excellent communication between our families and educators, allowing us to share daily learning stories and other highlights of your child's day. Storypark also allows selected family and friends to remotely participate in your child's days at Hope Island Montessori should you wish.

Photography

With parent written permission, we will take digital photos of children so that parents can follow their child's time in the Children's House. We will also use these photos as a tool in our learning journey with the children to assist us in program planning and for inclusion in room portfolios.

Please do not place photos of other children, or any part of the Children's House, on social networks such as Facebook, Instagram etc as this contravenes the privacy act.

Sustainability

Hope Island Montessori is proud to have a strong sustainability program that is embedded in our daily routines including:

- ✓ Recycling
- ✓ Gardening
- ✓ Energy conservation
- ✓ Water conservation
- ✓ Natural resources used in lesson and craft activities (sands, dirt, shells, logs, leaves, rocks etc)
- ✓ Use of natural products (nappies, wipes, sunscreen, insect repellent, sanitiser)
- ✓ Planned and spontaneous lessons on the importance of sustainability
- ✓ Provision of information to families on the importance of sustainability
- ✓ Ongoing commitment to eliminating the use of chemicals and plastics in the Centre where-ever possible.

Please see the Sustainability Policy for further information.

Social Responsibility

We proudly support a number of local charities with fundraisers and events, including the RSPCA, Share the Dignity and Paradise Kids. Each year, we invite the children to share ideas to assist community groups in need of assistance.



DAILY RITUALS

Orientation

If your child is entering a child care environment for the first time, a gradual transition process is highly recommended. This may mean that for the first day of enrolment without you present, your child may only be at the centre for anywhere between 30 minutes and 2–3 hours, depending on how comfortable they appear. We will then recommend gradually increasing the time frame with each day of attendance.

We understand that you will need time to adjust to our centre, just as your child will. Children will naturally look to their parent/guardian for guidance when presented with new experiences and you can assist by being very positive in discussions with your child leading up to their first day. Our Educators are trained in settling strategies and will offer support throughout this time. We would love to hear about any interests, comforting strategies and/or concerns you may have to ensure we can support both you and your child throughout this special time.

On these first few days of attendance either the Director or your child's class Educator will keep you informed of how your child is settling in. You are also encouraged to ring the Centre as many times as you like during the day.

Your orientation pack includes helpful information about this important time for you and your child. Please let us know at any time if you have additional questions or would like extra support in any way.

Please see the Transition and Orientation for Families and Children Policy for further information.

Please see the Physical Environment (Workplace Safety, Learning and Administration) Policy for further information.

Arrival + Departure

We are open 52 weeks of the year with the exception of public holidays from 7.00am - 6.00pm. Our daily work cycle begins at 8.30am each day and we kindly ask that children arrive before 8.15am. This allows children to be settled and ready to begin the work cycle without disruption. When children arrive late to the centre, they miss out on a number of opportunities including outdoor play where they can openly greet their Educators and friends and exert some energy before their indoor activities commence. Should you arrive late, please enter via reception where the Director or an Educator will guide your child to the classroom.

Our digital sign in kiosk is located at the garden gate and in the foyer. It is important for legal and safety reasons that these be signed each morning when arriving and each afternoon when collecting your child.

Once signed in, please apply sunscreen and insect repellent to your child, located at the Wellness Station. When ready for goodbyes, please ring the bell and an Educator will support a brief and positive hand-over at the gate.

We kindly ask that parents remain at the gate on drop off and pick up. This supports our belief that all within the Children's House belongs to the children and minimises disruption to routine and the environment, especially as new or younger children can become very unsettled with unfamiliar faces. This also assists Educators in ensuring handovers are conducted in a timely manner, ensuring uninterrupted supervision and safety of all children. Should you require information about your child's day, an Educator will be very happy to discuss. For lengthier conversations, we ask that you make an appointment with your child's Lead Educator.

To support a distraction-free, calm environment, we ask that you avoid entering the classrooms during Work Cycle. Should you arrive after the commencement of the Work Cycle or at any time during a group activity, we ask that you wait in the reception until an Educator can assist you.

Please ensure that your child is not left unsupervised in any area in or outside of the Children's House, the Children's Garden or car park at any time. This also applies to siblings and/or any other persons who are not registered as Authorised to Collect.

Collection of Children

At the time of enrolment it is important to provide us with the names and telephone numbers of those who are authorised to drop off and collect your child.

Only authorised people and Emergency contacts may pick up children. You must have previously authorised them in writing to do so, or you must telephone on the day and give sufficient details that they will verify. Please make staff aware of any new custody/access details that may occur. Any authorised people must carry photo ID and be prepared for staff to request verification if they are unknown to that staff member.

Parents requiring the collection of their children by anyone other than an adult will be required to:

- List them on the Emergency Contacts List
- Provide permission in writing (to be kept on file)
- Provide a photo or a copy of photo ID of the person collecting.

Please discuss this arrangement with the Director in advance. **Children cannot be released into care unless all appropriate procedures have been taken.** Please remember to notify the Director and staff of any changes as we hold your child's safety as utmost importance.

Please see the Arrival and Departure of Children Policy for further information.

What to Bring

Please pack your child's bag with the following **named** items:

- At least two changes of comfortable and sun safe clothing including rash vest and swimming bottoms.
- Additional layer of clothing in cooler months ie jumper or coat.
- Safe, comfortable footwear that provides support as well as protection for exploring within our environments.
- Pacifier if required within a sealed and named container (no strings or cords attached). Please ensure pacifiers are replaced at least monthly.
- Comfort item if required. We endeavour to minimise use over an appropriate period.

- Cot sized bedding (sheets/light blanket) for mattresses during sleep and rest times
- Drink bottle
- Bottle with milk or formula if required
- Ample spare underwear and clothing changes during toilet training.
- Sunscreen and insect location are supplied by the centre, in both natural and traditional options.
- Medication where required. This must also be handed to and signed in with classroom teachers or can not be administered - PLEASE DO NOT PLACE IN CHILD'S BAG.

** Please ensure all items are clearly named

Appropriate Clothing

In line with Montessori values, we request that children do not attend wearing any licensed or character clothing or footwear (ie Disney, superheroes, tv characters etc). In the interests of supporting each child's development of identity, we discourage role play of particular characters and find that wearing of costumes etc can hinder this. We also find that keeping a calm, focused environment is made easier without these distractions and would appreciate your assistance.

To ensure the safety of all children, we ask jewellery is not worn in to the centre as small parts pose a choking hazard to children. This includes chains, bracelets, anklets, decorative pins and other accessories. Items will be removed and can be collected from the office.

Please see the Sleep, Rest, Relaxation + Clothing Policy for more information.

Sun Protection

Please ensure your child has 2 changes of cool, sun smart clothing such as T-shirts, shorts and skirts, avoiding any clothing that does not adequately cover the shoulders, where children easily burn. During Summer, we frequently offer water play activities and ask that children bring sun safe swim wear (rash vest with short or long sleeves and bottoms) to help limit discomfort and wet clothing being sent home. We take measures to keep sun smart by avoiding outside times during the hottest periods of the day, setting up activities in shaded areas and applying sunblock before outside routines. Natural and

Tradition sunscreen options are available each morning at the Wellness Station and reapplied by our Educators throughout the day.

Please see the Sun Protection Policy for further information.

Toys + Other Treasures from Home

We've chosen a wide range of developmentally appropriate equipment and toys for our Centre. It would be appreciated if your child could be dissuaded from bringing in toys or treasures as they can be lost or create distraction. Of course cuddly or security toys are welcome - please just ensure they are clearly named.

It would also be appreciated if you explain to your child that the toys, books and equipment at the Centre are for everyone to share and that they cannot be taken home.

Lost and Found

Found items are placed in the Lost and Found basket at the garden gate entrance. We ask that families ensure all items worn and sent into the Children's House are clearly named and to regularly check the basket as we donate any unclaimed items every four weeks.

Nutrition

Hope Island Montessori offers a fully catered meal option through [Kids Gourmet Foods](#), providing children with a high quality fresh, nutritious and delicious lunch, morning and afternoon tea each day. Our menu changes daily, offering variety and balance, giving children the opportunity to experience new foods over a shared meal. We can accommodate the vast majority of allergies, from food intolerances to anaphylaxis. Please consult the [Kids Gourmet Foods website](#) for more information.

We appreciate the importance of a healthy balanced diet in aiding the development and learning of our children. Therefore, our nutrition policy does not allow chips, lollies, chocolate etc. For birthdays, we are happy to receive fruit treats to share. Please ensure these are 100% fresh fruit only without toppings or other additions and must be egg, nut and sugar free.

Please see the Food Safety + Nutrition Policy for further information.

**** Please keep in mind that we are an Egg and Nut Free centre due to severe allergies present in some of our children and these items cannot be brought into the centre.**

Please see the Nutrition and Food Safety Policy for further information.

THE
CHILDREN'S
HOUSE

WEEK ONE
MENU

TUESDAY

Fresh Fruit
Cheese, Spinach, Pumpkin & Paprika pinwheels
Chicken & corn rissoles
Macaroni cheese pasta bake with Vegetables
Banana & Bran Bread

Fresh Fruit
English Muffins & Cheese
Cheesy Tomato & white bean sauce
with Pasta and Vegetables
Beetroot, Cocoa & Coconut Muffin
Fresh Fruit & Raw Vegetables





HEALTH + WELLBEING

Sick Children

Within our centre, we strive to reduce illness amongst our children, our families and our Educators by adhering to clear and consistent policies regarding sickness.

The centre aims to prevent the spread of illnesses by implementing the following strategies:

- hand washing and other hygienic practices;
- identifying and excluding children and staff/carers with symptoms of infection;
- maintaining clean and hygienic environments.

When children are sick they need more attention, as well as quiet and rest. Therefore, we request that if your child is unwell they remain at home and that the Centre is informed as to the nature of the infection. This will allow the Centre to alert other parents as necessary and to make careful observations of any child that seems unwell. If your child has been ill overnight it is strongly advised that they should not attend the centre.

Children are required to remain absent from the centre for 24 hours after any of the following:

- Any Episode of Vomiting or Diarrhea (Doctor's clearance required for return)
- Any other condition the Director deems is not able to be managed by the staff of the service (Doctor's clearance required for return)
- Any time the child has been administered Paracetamol or other fever reducing medications
- Immediately following immunisation

Should there be an outbreak of three or more cases of an illness, the Director and/or Approved Provider reserve the right to impose a 48 hour clearance period.

While in our care, should we feel your child is in need of medical attention or would benefit from being at home, we will contact you. We do appreciate parents may need to attend work or other commitments and therefore if you are not able to collect your child please arrange for someone else to do so within 60 minutes of being called. The staff in the Centre are not qualified to diagnose your child's condition, they can only explain the symptoms they are observing.

We do not administer Panadol or any other fever reducing medication in the centre. Every effort will be made to contact parents or other authorised persons to arrange collection of unwell children. We request that collection occur as soon as possible and no more than 60 minutes from time of contact. Should a child display a significantly high temperature or other concerning signs of illness, the person in charge may deem it appropriate to arrange transport via ambulance to a medical facility. The cost of ambulance transfer is the responsibility of the parent/caregiver.

Clearance Letter

If your child is absent due to illness, a clearance letter from your child's doctor may be required to confirm your child's suitability to return to the Centre.

Diarrhoea + Vomiting

Diarrhoea and vomiting are potentially contagious and it is our policy that if your child is suffering from either of these, regardless of the cause, they must be kept away from the Centre. This means that if your child has a loose motion or vomiting before leaving home in the morning, they are unable to be brought to the Centre.

If you are in any doubt at all regarding your child's health and unsure whether to bring your child, please do not as they usually not well enough to attend.

Medication

All medication must be clearly marked with the child's name and the dosage clear on the pharmacist's dispensing label. Medication must be given to your child's Lead Educator or the Centre Director upon your arrival at the Centre, at which time it will be stored in a designated secure area, out of reach of children. **Please do not leave medication of any nature in your child's bag.** For staff to be able to give medication to your child a medication form needs to be completed and handed to your child's Lead Educator or the

Director with the medication. Medications requiring refrigeration will be appropriately stored.

Please note we are unable to administer any medications, creams etc unless your child has previously taken them with no side effects for a minimum of twenty four hours. Any medication that contains a fever reducing ingredients will not be administered.

Please see the Administration of Medications Policy for further information.

Prescribed Medications

Prescribed medications will only be administered if the pharmaceutical label is current and intact. Medication will only be administered following directions on the bottle when Parents/Guardians have signed an authorisation form. No other medication, creams, powders or elixirs will be administered to children within the Centre without a pharmaceutical label and will not be administered for more than three consecutive days without medical advice. Any medication that contains a fever reducing ingredients will not be administered.

Please see the Administration of Medications Policy for further information.

Management of Asthma

Nebulisers/Volumatics will be only administered with your Doctor's written consent and can be stored at the Centre in case of attack. We may require an asthma management plan which is to be reviewed regularly. All medication is to be within date and will be administered no more than four hourly.

Please see the Administration of Medications Policy for further information.

Please see the Administration of Management of Medical Conditions Policy for further information.

Management of Anaphylaxis

Children who are at risk of anaphylaxis must have an Anaphylaxis Action Plan and photo identification of the child provided to the centre and updated every twelve months or if any changes in treatment are required. A locked medical cupboard within the staff room is provided for children who require the use of an adrenalin auto-injector pen. Staff are educated on the requirement and use of EPI pens and will work closely with families to ensure safety is upheld at all times.

Please see the Anaphylaxis Policy for further information.

Please see the Administration of Medications Policy for further information.

Incidents, Emergencies + Evacuation Procedures

In the event of a minor incident, first aid will be administered by staff and recorded. If a more serious incident occurs, you will be contacted immediately. Please ensure the Centre has current contact telephone numbers, both for parents or caregivers and for emergency contact persons. In emergency situations, should the person in charge determine the injuries are serious enough, an ambulance will be called immediately. The cost of ambulance transfer is the responsibility of the parent/caregiver.

In case of an unforeseen emergency situation, every effort will be made to contact parents or caregivers to collect their child. The Centre is fitted with safety devices, which are maintained regularly in accordance with regulations. Regular emergency drills give the children an opportunity to become familiar with the evacuation process. Staff are familiar with evacuation procedures and policies. Every effort will be made to make evacuation procedures pleasant rather than stressful events for the children.

Please see the Fire Safety, Emergency and Evacuation Policy for further information.

Immunisation

Upon enrolment, families are asked to provide a copy of their child's immunisation record to be kept on file at the Centre. Immediately following immunisation, children are required to remain absent for 24 hours to ensure close monitoring for any adverse reactions.

We understand and respect your choice whether to have your child immunised. If your child is not immunised, your Child Care Subsidy may be affected.

Should we have an outbreak of an illness listed in the immunisation schedule, it may be necessary to exclude non-immunised children from attending the centre for their own protection. This also applies to children who have not provided immunisation details to the centre.

Please see the Immunisation and Disease Prevention Policy for further information.

Hygiene

We uphold and practice effective hygiene procedures, establishing supervised routines of hand washing before meal times and after toileting. To prevent the spread of infectious diseases staff wear gloves and thoroughly wash their hands continually throughout daily routines. Posters of hygiene protocols and procedures are displayed in all relevant areas of our Centre.

Please see the Immunisation and Disease Prevention Policy for further information.

Toileting

Staff encourage children to maintain good hygiene practices when toileting ie hand washing with soap and drying or wiping hands when finished in the bathroom. Children are encouraged to go to the toilet individually. During toilet training, staff will endeavour to support efforts made at home. Should accidents occur, soiled and wet clothing will be sent home for laundering. Please feel free to discuss your individual needs with staff.

Rest

All Nido children are supported in resting between 12-2pm daily.

All children in the Casa Junior class are offered adequate time to relax or rest during the day, enabling them to gather their thoughts and strength for the rest of the day. It is our policy that if a child falls asleep, they are in need of rest and will not be woken unless requested by Parents/ Caregivers personally. Some children may not need sleep, but will be encouraged to rest on their mattresses for a short period. Quiet activities will be made available for those who choose not to sleep. Should your child be planning to rest, please ensure a fitted cot sized sheet is packed.

Please see the Sleep, Rest, Relaxation + Clothing Policy for more information.

Dental Hygiene

We believe that good habits start at an early age. We encourage good dental hygiene through our nutritional food policy and by offering our children apple and cheese after a meal. The apple cleans children's teeth and the cheese counteracts the acid in the apple.

Children with allergies or other food restrictions are invited to rinse using the “Swish and Swallow” method after meals.

Please see our Dental Health Policy for more information.

Safety Issues

Please keep our children safe by adhering to the following:

- Drive slowly and carefully in our car park and watch for children at all times.
- Do not park in the centre driveway.
- Do not leave children unattended in cars, the car park or in the centre.
- Close all gates and doors behind you for security purposes.
- Do not allow any hazardous toys or items to come to our centre.
- Do not bring food or drinks into the centre.
- Ensure all medication is handed to an Educator on arrival.
- Sign your child in and out on arrival and departure.

Please see the Physical Environment (Workplace Safety, Learning and Administration) Policy for further information.

Child Protection

Hope Island Montessori is totally committed to ensuring the safety of every child whilst at the centre and to being watchful and vigilant in detecting any signs, symptoms or allegations of physical, emotional or sexual abuse of any child by any person whatsoever.

Hope Island Montessori employees have a duty of care and a legal obligation to carry out their duties in a manner which minimises the risk of harm to the children and to take appropriate action to protect the children from any foreseeable risk of harm.

Hope Island Montessori management meet the requirements of relevant legislation in regard to the protection of children. Hope Island Montessori has policies and procedures which meet the requirements of the legislation.

Please see the Child Protection Policy for further information.



ENROLMENT

To enrol at Hope Island Montessori, all families are required to book a pre-enrolment tour, allowing you and your child to learn more about our facilities, program and Educators. Should you wish to proceed with enrolment, we ask that you complete a wait list or enrolment form, depending on individual circumstances and availability of places. We require a \$40, non refundable application fee per child to be added to the wait list and/or begin the enrolment process.

Management of Wait Lists

If a waiting list has been formed, the highest priority is given to children as per the Priority of Access Guidelines set out by the Department of Education: <http://education.gov.au/priority-allocating-places>

Please see the Waiting List Policy for further information.

Offer of Enrolment

Once your requested days become available, you will be contacted via phone to discuss your child's place offer. An email will be sent formally outlining the enrolment offer and to request any items required to finalise the enrolment process. This offer must be accepted within 48 hours or the place may be offered to the next family on the waitlist. Once all paperwork and required payments are received, enrolment will be confirmed. Please note enrolment must begin within fourteen days of a place becoming available. Families who attended a tour of the Children's House more than six months prior to a place offer may be required to attend a second tour or brief garden visit prior to the first day of enrolment.

Please see the Enrolment Policy for further information.

Gentle Transitions

We believe a gentle transition into the Children's House is crucial to ensure children feel secure and have the opportunity to form positive connections with their Educators and new friends. To facilitate this, we ask that children attend shorter visits, starting in the garden and progressing into the classroom. Nido children will be invited to attend six orientation visits and Casa children will be invited to attend up to two orientation visits in the week/s prior to beginning full days. Fees for this period are either free or half daily rate, depending on length of stay

Your child's Educator will guide you throughout the transition schedule and may make adjustments to ensure she is feeling as comfortable as possible. It is important that drop off and pick up times are strictly adhered to as we design these around the daily schedule and minimising change for your child as they adjust to their new surroundings.

Please see the Transition and Orientation for Families and Children Policy for further information.

Additional Needs

Our centre seeks to welcome all children and cater for diversity. We are committed to working with families and external agencies to facilitate a positive journey for every child attending Hope Island Montessori. To ensure we can best support children with additional needs, the enrolment process may include requirements for supplementary information and/or paperwork. We value ongoing, close collaboration between the Children's House and families of those requiring additional support so that we can successfully cater for your child's learning and care requirements.

The Montessori prepared environment includes some materials that are fragile, heavy and breakable. For this reason, please ensure all diagnosed medical conditions are disclosed when applying for enrolment so that we can discuss and plan any support strategies that may be required.

Please see the Additional Needs Policy for further information.

Positive Management of Behaviour

At Hope Island Montessori we uphold a positive guidance and behaviour management approach, centred around the importance of respect and dignity of children. We acknowledge and accept that children are learning to express themselves and understand their emotions. Our role is to assist children in appropriate ways of doing so. Our

children are always gently and positively supported in respecting our environment and others.

Please see the Behaviour Management Policy for further information.

Confidentiality of Centre Records

We value your privacy and have a number of initiatives in place to ensure the protection of your data. For more information on our Confidentiality of Centre Records policy, please head to our centre website or ask the Centre Manager

Please see the Confidentiality Policy for further information.

Babysitting

Hope Island Montessori do not offer outside babysitting services and staff are not permitted to engage in outside paid or voluntary employment for childcare of children enrolled at the centre.

Policies + Procedures

The Centre's policies are reviewed annually to ensure that they remain current. Families are invited and encouraged to offer any feedback with regard to our policies at any time. We will email out policy updates for review and you are welcome to see our full policies located on our website (under Parent area) and at reception.

Quality Improvement Plan

Our goal every single day is to provide the highest quality program that is both innovative and engaging alongside genuinely loving care. We continually plan, reflect and adjust to achieve this goal, supported by our Quality Improvement Plan (QIP) which serves as a framework for ongoing improvement. The QIP is designed to acknowledge and assess our program and practices, in alignment with the National Quality Standard, National Regulations and Montessori Curriculum. This document is updated yearly and welcomes the contribution of children, staff and families. A copy of our current QIP is kept at reception and available to view at any time.

Keeping Us Informed

We kindly request that all information on your child's enrolment form and your child's file be kept current. The Centre's change of details form is kept at reception. Where a Court Order of Custody is involved; staff will always refer to this documentation before accepting any changes to conditions of collection.

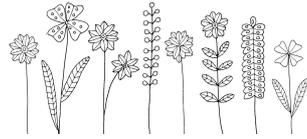
Please see Enrolment Policy for further information.

Exit - Notice of Withdrawal

Hope Island Montessori requests that **28 days advanced notice** in writing is required for all cancellations and/or changes to enrolment.

Where applicable, CCS rate will be applied however if you do not attend for any days within this period, full fees will be applied unless a medical certificate is provided. Any credit remaining on the account after the child's final day will be refunded within 10 working days. Bond will not be refundable if the account is in arrears or the required notice period is not provided.

Please see the Discontinuation of Enrolment Policy for further information.



FEE INFORMATION

Centre Fees

On enquiry at the Centre, you will be given information outlining the fee structure and method of payment. All families are asked to complete a Debit Success form upon enrolment, authorising all fees to be paid weekly via the Debit Success system. This is a condition of enrolment at Hope Island Montessori. Please note there will be a late payment charge added to your account if there are not enough funds available on processing day. This is to cover the cost of account management/follow up and is additional to any fees charged directly by Debit Success. Please let us know if you require to change your processing day.

Please note, full fees are still payable if a child is ill, your child attends on a public holidays or your family goes on holidays. Unfortunately we are unable to offer swap days.

Should your fees become in arrears, Hope Island Montessori reserves the right to suspend or cancel your child's enrolment at the Centre. If we are required to engage a debt collection agency you will be liable for any costs incurred. If you believe you may encounter difficulty in payment of fees, please discuss with the centre director so that we may assist where possible.

Please see the Payment of Fees Policy for further information.

Please see the Fee Summary for further information.

Child Care Subsidy

Child Care Subsidy (CCS) is provided by the Commonwealth Government to approved childcare and educational facilities; this subsidy is used to reduce the amount that families are required to pay. Families can apply through local family assistant offices. Before commencing enrolment with Hope Island Montessori we ask that you supply you and your child's CRN and date of birth to ensure you will not be charged full fees.

Allowable Absences

Allowable absences occur when your service can charge a fee for care and claim CCS when the child is not present. All families will be eligible for 42 days pro-rata of allowable absences and absences caused by holidays or illness without a medical certificate. In addition, CCS will be paid for all absences due to illness (with a medical certificate).

Swap Days/Holidays

Unfortunately due to the logistics of staffing a small centre, we are unable to offer holiday discount or “swap days” for any absence. We will do our best to accommodate requests for additional days at short notice and you are welcome to phone on the day should you require care for your child unexpectedly.

Late Collection

We ask for your co-operation in dropping off and collecting children within our operating hours. If at any time you have an emergency and are going to be delayed, please contact the Centre. Staff can then allay your child’s concerns and make plans for their own commitments.

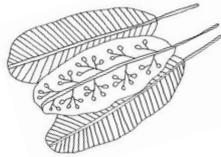
If a child is not collected before the registered closing time of the Centre, emergency contacts will be called. If no arrangements to collect the children have been organised after 30 minutes of the closing time, the police will be notified. After three instances of late collection, continuation of enrolment will be reviewed.

Regulations require two staff to be in attendance, one of which must be a Level 4, when children are in care. When these staff are delayed beyond their usual finishing time, we are required under the award to pay overtime and cover any additional travel expenses. To cover those costs, a late fee will apply as per the Fee Schedule.

Note: Penalty fees are not eligible for child care benefit.

Please see the Fee Summary for further information.

Please see the Discontinuation of Enrolment Policy (Centre Initiated) for further information.



PARENT INFORMATION

In choosing Hope Island Montessori for your child, our hope and desire is that you support and embrace our vision which is wholly based in Montessori principles. We are different in many ways to most child care settings, starting with the genuine belief that our building, and all within it, belongs to the children - hence being known as “The Children’s House”.

It is carefully designed to allow the child to feel safe, comfortable, independent and empowered. It is a home away from home, completely geared to the size, pace, and interests of the child and the children take great pride in caring for their classrooms and garden. Even very small children are responsible for the care of their own child-sized environment.

With this in mind, we do adhere to routines that require support from our parents to achieve the best outcomes for our children. By providing consistency for your child, they will gain a strong sense of security through routine and order, as well as feel a part of their community. Important lessons can be reinforced at every opportunity, allowing them to learn and grow into their full potential.

Please familiarise yourself with the information relating to arrival and collection each day at the Children’s House. We frequently share information relating to our program and current interests, as well as Montessori at Home, and hope that together we can support a wonderful and harmonious journey for your child. Please let us know if you have any questions.

Parent Code of Conduct

In striving to deliver a high quality Montessori program, our goal is to create a calm, focused atmosphere free of distraction in which children can become self-directed learners. To achieve this, we follow specific procedures and routines and ask that parents familiarise themselves with, and agree to, the Code of Conduct at the time of enrolment.

Please see the Parent Code of Conduct for further information.

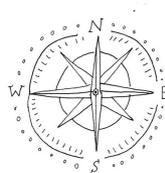
Parent + Caregiver Concerns

We invite any concerns regarding your child's care to be raised with your room's Lead Educator. If you do not feel that your concern has been dealt with satisfactorily, the Director will be pleased to discuss this further to ensure appropriate action can be taken. All concerns will be dealt with in a professional and confidential manner. We highly value open communication and positive collaborations with our families; mistreatment toward a member of staff, child or family member will not be tolerated and may lead to cancellation of enrolment.

Please see the Parent Code of Conduct, Grievance Policy and Discontinuation of Enrolment Policy for further information.

When you need a hand..

The well being of your whole family is important to us so if we can help you in any way, please ask us. If you have issues with older children, health concerns, or are just having a challenging day - our Director is happy to spend time with you and try and be of assistance. We can also suggest additional support options, both formal or informal, if required as well as organise extra days of care in cases of emergency. We have a parent library available in reception for families with a wealth of information about child health, wellbeing and education as well as pregnancy and parenting.



OUR PHILOSOPHY, VISION + VALUES

Philosophy and Quality Improvement Plan

Our entire team within the Children's House have shared beliefs regarding the nature of children, child development, appropriate curriculum and the role of parents and community members. These beliefs guide us on our journey with children and have helped us develop appropriate policies and procedures for our centre. We have a very detailed philosophy statement, Policies and Procedures Handbook and Quality Improvement Plan. These are all on display in the foyer or available in our office for parent viewing and input.

Our Vision

We aim for Hope Island Montessori to have a local and National reputation for excellence in providing the highest quality care whilst delivering an exceptional Montessori program, reflected directly through our children.

Mission Statement

To provide our children with a holistic education, based in the Montessori principle of "Following the Child" that allows them to contribute as global citizens who think creatively, work independently, communicate effectively and develop the necessary skills to continue learning throughout life.

Values

At Hope Island Montessori, we believe in providing a caring, supportive, safe and peaceful early learning environment where all children are respected and loved as unique individuals.

- Learning occurs in an inquiring, cooperative, nurturing atmosphere.
- We promote resilience and a sense of belonging in providing a supportive and loving environment, the children are able to make secure attachments and warm loving relationships with staff and peers.
- We acknowledge that all children are unique, competent and capable individuals. Each child has the right to be safe, healthy, respected, and a valued member of our diverse community.

The National Quality Standard

Our centre is a keen participant in The National Quality Standards. We believe that continually reflecting on what we do, and inviting others to share their views, improves the quality of a child care centre. We look forward to parent participation in our Quality Standards Program.

Log Book Requirement

From 1 July 2010, Approved Providers of early childhood education and care services are required to keep and maintain a compliance history log book. The log book contains all formal notices issued to the Approved Provider for the service. An Approved Provider is required to make the log book available for inspection or to provide a copy of part of the log book on request by a person. An Approved Provider must also advise parents, in writing, of the logbook and their right to inspect or to request a copy of part of the log book. Parents are welcome to view our log book at any time, located in reception.

Licensing + Regulations

Our Centre is licensed under the Department of Education National Regulations under the Education and Care Services National Law and must comply with the national regulations. This includes requirements about appropriate activities, experiences, display of programs, child- staff ratios and staff qualifications. Rooms will have staffing information displayed.

A copy of the National Regulations are available at our office for parent viewing.

Queries in relation to policies and procedures about our centre or child care in general may be directed to:

Department of Early Childhood Education and Care Information Services

Phone: 5656 6688



We recognise the immense power,
the unconscious forces existing in the child
on the threshold of life.

- Maria Montessori