

**Welcome  
To**



**Woodcroft  
Little Learners**

**Montessori Childcare  
and  
Early Learning**

We would like to welcome you to Woodcroft Little Learners, Montessori Childcare and Early Learning Centre.

Our Address is:

**Woodcroft Little Learners Pty Ltd**

**Woodcroft Town Centre**

**Cnr Bains & Panalatinga Roads**

**Morphett Vale 5162**

**Phone: 8325 0011**

**Email: [woodcroft\\_little\\_learners@hotmail.com](mailto:woodcroft_little_learners@hotmail.com)**

**ABN 20410524336**

**Website: [woodcroftlittlelearners.com.au](http://woodcroftlittlelearners.com.au)**

**Like us on FACEBOOK**

**Our Aim/Philosophy is to:**

- Provide a nurturing learning environment.
- Provide Montessori Quality Care and Education.
- Work in partnership with parents to help children to learn and develop the Montessori Way.
- Offer all children and their parents a service that promotes equality and values diversity no matter what race, religion and gender.
- Provide an environment that promotes a sense of belonging to each child, their family members, our staff and the members of the wider community.
- Have a happy, safe, stimulated, educational and clean environment so children can be children.
- Meet every child's needs, through offering various experiences which will help them achieve the 5 outcomes of learning the Montessori Way.
- Offer experiences that will promote their independence and let them explore at their own pace.

## **Starting at the Centre**

To make sure your child/baby has an easy separation, the staff will work with you to decide on how to help your child/baby to settle in, we will ask you to:

Attend the centre for a minimum of 2 days.

- Visit and stay and play for a 45 minute session before they start whilst you stay in the centre.,
- Visit and leave them for an hour.
- Leave them for a morning with us.
- Let us know any worries, concerns, changes in behaviour or changes at home .

### **When you leave we will:**

- Advise you on the best way to say goodbye.
- Give hugs and cuddles when needed.
- Be ready for your phone calls
- Understand when your child is missing you.
- Follow your advice on how to calm your child when they are upset.
- Observe your child carefully.
- Have time to discuss your child's day when you return.
- Inform you through our Online Learning Portal, how they are getting on

### **Ages of children at the centre**

We take children from the age of 3 Months through to starting School.

### **We have 3 rooms in the centre:**

**0-3 Room** for babies and children up to 3 years  
Ratios 1 adult to 4 babies

**3-6 Room** for ages 3 years to 6 years  
Ratios 1 adult to 8 children

**Sleep Room** Where our 0-3 Room children sleep

### **Opening Times**

We are open Monday—Friday between 6.30am - 6.30pm,  
52 weeks per year.

See the notices around the centre for Christmas opening and closing days.

We have regular Newsletter with dates of events in that are happening at the centre.

## **Fees**

Fees are as follows:

6.30am-6.30pm \$90.00 per day

Our hourly fee is \$10.00 per hour

**If a child is still in the centre after 6.30pm, a late fee of \$1.50 per minute will be charged.**

Fees are to be paid fortnightly in advance and are to be paid when the child commences at the centre. Please note Fees are still payable if your child is absent and on public holidays, if a family has given 2 weeks notice in writing when going on holiday then a 50% reduction will be given.

We do not charge when the centre is closed over Christmas other than Public Holidays.

When you begin at the centre we ask you to pay 1 weeks bond into our account (CCB is not applicable). This amount is held to minimize bad debt.

### **Childcare Fee Payment Policy**

We ask families to remain 1 week in advance with their childcare fee payments. We reserve the right to discontinue an enrolment if an account remains outstanding. We have the right to suspend a child from attending the centre until the account is settled.

### **Invoices and Statements**

Every family has a pigeon hole in the foyer, all statements of accounts are emailed every fortnight.

### **Payments of Accounts**

Payments are made through Ezidebit either weekly or fortnightly, when starting at the centre a Direct Debit Form will be given, if you choose to pay by Credit card through Ezidebit then an extra charge of 1.7% will be charged on top of the weekly/fortnightly fee.

### **Leaving the centre**

When you no longer require a place at our centre, please notify us in writing 2 weeks prior to leaving the centre.

If there is a bond in the account this will be refunded when all payments are up to date.

### **Childcare Benefit and Childcare Rebate**

This is determined by Human Services, On enrolling at the centre please get in touch with them to determine if you are eligible to claim it. Full fees will be charged until the centre has obtained a letter from Human Services stating your eligibility.

## **Birthdays**

Woodcroft Little Learners has children with dietary needs and allergies in the centre, therefore please ask the Teachers in the room for suggestions on what to bring in.

## **Food**

Food is not provided at the centre, please pack enough food each day for the time your child attends the centre. We ask you to provide a healthy balanced lunch. Please do not put lollies, chocolate or any food that has a high sugar content in the lunch box, the staff will put them back in the lunch boxes and send them home. We ask you to bring in a some fruit, vegetables or Rice Crackers for Morning Tea.

In our 3-6 Room we ask you to provide a drink bottle.

Please label all your child's containers and bottles

## **NUT FREE Centre**

We are a **NUT FREE** centre, so food that has nuts in will not be allowed in the Centre, for example Nutella, Peanut Butter.

## **Allergies**

Children with allergies will need an action plan from the doctor and any medication to remain in the centre.

## **Illness**

If your child is ill, please could you inform us on the first day they are ill? (the number is at the front of this book).

If they have been ill with sickness or diarrhoea, please refrain from bringing them back until all symptoms have cleared & at least 24 hours after.

Management have the right to refuse a child who appears unwell. Please inform a member of staff if your child has any infectious disease so parents/carers can be informed if necessary.

## **Clothing**

We encourage children as they develop to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet when able to, taking off and putting on their own clothes and shoes. We advise you to bring your child in shorts and tops in the summer and tracky pants in the winter all with elasticated waist. Overalls are not recommended or vests with pressed stud fasteners

Please pack an extra set of clothes/socks/shoes when your child attends the centre for any toileting accidents, water play or

outside play.

A coat and a beanie are needed for outside play in the winter and a sunhat is needed when the UV is over 3.

### **Nappies**

The centre does not provide nappies, therefore please could you bring in enough nappies for your child's daily needs.

### **Policies**

We have policies to help us to make sure that the service provided by us is of a high quality one and that being a member of the centre is an enjoyable and beneficial experience for each child & their parents.

### **The Montessori Curriculum**

The curriculum aims to support all aspects of the child's personal and social development within a structured environment. It is divided into 5 areas:

**Practical Life:** This gives the child the opportunity to practise the skills of everyday life and helps them develop skill of concentration, co-ordination and independence.

**Sensorial:** the sensorial materials allow your child to build on skills of classification, order and sequencing using all of their senses to explore.

**Maths:** The mathematic materials give us the opportunity to introduce math concepts in a concrete form.

**Language/Literacy:** The materials allow us to gradually build on verbal and nonverbal communication, writing and reading.

**Culture:** Geography, history, biology, botany, zoology, art and music are introduced to help develop their understanding of the world and allows them to express their ideas and thoughts in our world.

### **The Montessori Method**

The Montessori method is based on the scientific observations of Dr Maria Montessori who was born in Italy in 1870. She observed that education begins at birth and that children experience periods

of special sensitivity during which there is a specific eagerness to learn.

The Montessori rooms are designed to meet the children's needs at times of peak interest.

The Montessori method of education is an alternative type of education which harnesses the child's natural ability to learn. It is not a modern unstructured method based upon the whim of the child or the Teacher but a proven scientific method which offers concrete experiences and materials to abstract principles.

### **Dr Montessori's observations revealed that children:**

- Learn through movement, particularly through the actions of the hand which is linked to the development of intelligence.
- Enjoy learning in an environment prepared to meet their needs.
- Learn best through education which is offered through the senses
- Reveal a spontaneous self-discipline within a prepared Environment.

### **Sunsafe Policy**

With regards to our Sunsafe Policy, we recommend that children **do not** wear singlets or strappy dresses outside, they must wear a top that covers their shoulders.

For the safety of the children we recommend that suitable footwear is to be worn at the centre, especially for outside play, **no thongs please.**

A hat is to be worn when the UV is 3 and over, the hat needs to be either a legionnaire style, a bucket hat or a broad brimmed hat. **No caps allowed.**

We provide sunscreen at the centre, if you choose to provide your own sunscreen then a consent form will need to be filled in and returned to the centre.

### **Focus Teacher**

Every child has a Focus Teacher at the centre, this means that each member of staff has a group of children for whom he/she is particularly responsible for.

Your child's Focus teacher will keep you informed of your child's progress throughout their time with us.

This information will be passed on to you through our online Learning Portal, that you can access on your phone or computer.

When you start at the centre the information about the portal is provided in your welcome pack.

We also have a Qualified Teacher in the centre.

## **The Early Years Learning Framework**

The provision focuses on children's learning and development and is guided by the **Early Years Learning Framework** which identifies Principles, practices and outcomes to support our work with children. We plan for each child using the Montessori approach to embed a sense of belonging, being and becoming through the 5 learning Outcomes-Children have a strong sense of identity, Children are connected to their world, Children have a strong sense of wellbeing, Children are confident learners, Children are effective Communicators.

### **Responding to abuse and neglect**

Our Centre is committed to building a culture of safety in which children are protected from abuse and harm in all areas. All our staff are trained to recognise any signs of abuse.

To report any abuse please ring the following number  
13 14 78.

### **Behaviour Management**

We aim to teach children to behave in a socially and acceptable way and to understand the needs and rights of others. We aim to teach them how to care for the environment, care for oneself as an individual and to care for others in the community. We redirect children that are behaving inappropriately.

We want your child to enjoy, have fun whilst at our centre, and begin their education with us therefore if you have any worries or concerns or changes in your child's life, we would like to hear from you.

We would also like to hear positive comments and appreciate knowing you are pleased with our centre. A parent/carers feedback book is situated in the foyer on the desk.

### **High Educational Needs**

As part of our centre's policy to make sure that we meet individual needs, we take into account any educational needs a child may have and work with them to help them achieve.

Thank-you for taking time to read this prospectus, if you would like a tour of the centre, please give us a call.

We look forward to working with you and your child.

Michelle Robinson (Director) and staff



## **Some useful Numbers & Addresses**

### **Education and Early Childhood Services Registration and standards Board of South Australia EECSRSB**

GPO Box 1811,  
Level 4 162 Grenfell Street  
Adelaide, 5001  
Phone Free 1800 882 413  
[www.eecsrsb.sa.gov.au](http://www.eecsrsb.sa.gov.au)

### **Families SA**

GPO Box 292, Adelaide 5001, phone 8226 7000  
[www.families.sa.gov.au](http://www.families.sa.gov.au)

### **For Child Care Benefit or Childcare Rebate contact**

Human Services Monday-Friday 8am-8pm  
Phone 136 150  
Register for a service online -[www.humanservices.gov.au](http://www.humanservices.gov.au)

### **Child and Family Health Service (Parenting, health advice)**

1300 733 606  
211 Main South Road  
Morphett Vale  
Web site [www.wchn.sa.gov.au](http://www.wchn.sa.gov.au)

**Michelle Robinson February 2018**