

Montessori STARS Preschool

High Quality Early Learning for your Child



20 HOURS FREE

ALL CHILDREN

2 – 6 years

Open 8.00am – 4.30pm

**69 McFaddens Road,
St Albans,
Christchurch, 8052**

PH: Sharon 021 486 575 / 03 356 1193

★ WELCOME! ★

**We are a small, family focused Preschool
(Ratios 1:6 – maximum 24 children)**

Studies show that high quality preschools with lower class sizes and smaller teacher/child ratios improve positive outcomes for children in the earliest stages of their life



We celebrate and embrace respect, gratitude, and cultural diversity



We will empower your child to grow and develop their intrinsic love of learning



**Email: montessoristars2017@gmail.com
www.montessoristalbansrisingstars.com**

Facebook: Montessori STARS



Kia Ora, Talofa and Welcome to Montessori STARS

Our teachers are Lauren, Aimee, Sweetie, Carolina, Sharon and Laura who are all proud of our aspirations and core values, “where your child is at the heart of what we do”

OUR ASPIRATIONS AND CORE VALUES EMBRACE GRATITUDE, CONNECTION, COMMUNICATION AND COMPASSION

OUR PHILOSOPHY

At Montessori STARS we strive for excellence within the Early Childhood sector. The philosophy of Maria Montessori is weaved together with the Ministry of Education Curriculum (*Te Whāriki*).

We believe that your child is unique, and will be treated with respect as an individual, inclusive of their culture and identity to develop to their full potential.

Responsive, reciprocal, and respectful relationships between children, teachers and parent/whānau underpin what we are here for.

We provide a child focused environment that creates a love of learning, fosters independence, and nurtures your child’s mana and growth.

Our team are passionate about working together in a cohesive manner to provide a warm, nurturing environment that creates a culture of genuine care for each other’s and your child’s wairua and wellbeing.

We are committed to biculturalism and believe in ako, a co-constructive approach that connects us together with the beliefs and values of *Te Tiriti o Waitangi*.

Please feel free to view our current ERO report @
www.montessoristalbansrisingstars.com or visit www.ero.govt

Viewing under ‘Reports’ for St Albans Ltd.

OUR DAILY ROUTINE

**Our daily routine may vary from time to time.
We are flexible to all children's needs, events, or weather conditions.**



Welcome, Settling & Reading / 8.00am



Open Kai Table & Music / 9.00am



Mat Time & Presentations of Equipment / 9.30am



Montessori Work Cycle / 10.00am



Free Play Inside/Outside & Lunch from /11.00am



Clean Up, Rest Time & Free Play / 12.30pm



Group Time & Montessori Work Cycle / 1.30pm



Open Kai Table & Stories / 2.30pm



Free Play, Reading & Music / 3.30pm



Free Play & Clean Up / 4.00 – 4.30pm



OUR CURRICULUM IS DEVELOPED FROM THREE CRITICAL COMPONENTS

Montessori

Montessori Education is a method and philosophy based on years of observation and work with children by Dr Maria Montessori, Italian doctor, and educator.

The Montessori approach begins with the acknowledged potential of each child and provides for physical, cognitive, and spiritual development through a prepared environment.

With specialised equipment and qualified teachers that nurture independence, concentration, co-operation, and respect while focusing on each child's unique learning style and encouraging the child's own natural desire to learn.

Te Whāriki (English translation: "the mat")

This is the National Curriculum for Early Childhood Education.

Unique in its bicultural framing, *Te Whāriki* expresses the vision that all children grow up in New Zealand as competent and confident learners, strong in their identity, language, and culture. It emphasises our bicultural foundation, our multi-cultural present, and the shared future we are creating.

It implements a programme of learning and development that encourages and supports each child's personalised learning pathway alongside adults who know them well and have their best interests at heart.

The underpinning concept of the whāriki (mat) enables and supports this diversity.

Emergent Curriculum

This part of the curriculum is based on children's interests, learning styles and dispositions. Through observation, our skilled teachers notice and record children's activity choices and interests and plan ways to extend and develop these further. This allows children the opportunity to gain independence and direct their own learning.

Classroom

Our Montessori classroom is very orderly, it is a child-sized world where order allows children to choose their own work and return it neatly to the shelf once completed. Children work with materials independently, with their peers or with a teacher. Adults treat children with respect and understanding, encouraging independence, and building self-esteem.

Our focus is on the whole child and choices of activities are carefully selected to provide interest, variety, and the necessary learning experiences. Coordination, manners, respect for others and self are fostered, increasing your child's social skills and awareness.

Presentation of Montessori Equipment

Our teachers give children presentations on materials that they have not used before, so they understand their purpose. It is vital that children engage in a cycle of repetition allowing them time to grasp the concepts that the materials are teaching them.

Each activity a child works with is the preparation for the activity that follows later, and each activity has an extension.



Key Teacher

Every child is allocated a key teacher who will, alongside our team, monitor your child's progress. Please feel free to talk to any teacher regarding your child. The more informed we are about what is happening for your child on each day they arrive at Montessori STARS, the better equipped we are to meet their needs and interests. We know that every child is an individual and we respect that you know your child better than anyone.

Transition to School

We will provide experiences and opportunities for your child to build on their educational, social and practical skills. After consultation with teachers in the primary sector we recognise that these are vital skills for children to learn in preparation for their school and future life.

Assessment / Educa

Every child will have documentation in the form of Learning Stories on our Educa online system that are uploaded for you to view any time.

These stories show what your child's interests, learning style and developmental areas are so you can see how your child's having fun through learning all day long. This specialised tool offers each child an individual profile that can be accessed by parents 24/7 including extended family via a password login.

We urge you to view your child's profile at your leisure and have input into this on a regular basis. The more we hear your voice and your child's, the more informed and equipped we are to meet your child's needs and interest levels. There is also a centre dashboard where notices will be posted about upcoming events and any other general information about what is happening here at Montessori STARS.

Partnership with Parents/Whānau

We strongly believe in building partnerships with families and we will try to share as much information as possible during the day. This can be challenging during sessions so if you would like to catch up with us please do not hesitate to let teachers know and we will make a time that suits you. We believe in teachers and parents working together to give your child the best possible start. We encourage a collaborative approach to education and value your input and support.

Enrolment Procedure

Parents who are interested in their child attending Montessori STARS are welcome to come and observe at any time.

A one-off, nonrefundable enrolment fee of \$50.00 is payable when enrolling your child and must be received before a child can be placed on the waiting list. This will be used for administration and to secure your child's place. Your child's enrolment will be confirmed when we have the enrolment form completed and signed. Please remember to bring with you all additional documents required e.g. Immunisations, Birth Certificate or Passport. Please talk to our team about the sessions you prefer.



Work and Income Subsidy

Generous subsidies are available with eligibility depending on your personal income. To be eligible all families must register with Work and Income NZ(WINZ). Please feel free to ask us for the forms or you can visit www.workandincome.co.nz.

Fees and 20 Hours ECE Scheme

Montessori STARS provides education and care at a higher level than required by the Ministry of Education. We are a small family focused preschool with a ratio of 1:6 and a total roll of 24 children. Montessori Education is additional to the New Zealand Early Childhood Curriculum therefore we ask for a donation.

Fees and Donations

We ask for a donation of \$5.00 per half day and \$10.00 per full day from all those who use their 20 hours ECE. This is a very small donation of \$5.00 for 4 hours of high-quality care and education. All hours over 6 hours per day and 20 hours per week are \$10.00 per hour.

All fees are inclusive of GST at 15% Our Account number is: 12-3441-0084370-00

Late Fee and Notice of Withdrawal

If you are going to be late for your child's pick-up time, please ring ahead to inform our team. A late fee of \$1.00 per minute will be charged, in particular after 4.30pm. We require four weeks written notice of intention to withdraw your child, or full fees will apply.

Invoices and Payments

Invoices are emailed in the first week of each month and are payable in advance within 7 days. Please set up an automatic payment for all fees owing and ensure your child's name follows for our reference. Our bank account details are printed at the bottom of your invoice. A 10% penalty will be charged for late payments. If your account becomes overdue for more than 4 weeks, we will refer it to a collection agency and all incurred charges will be your responsibility.

This may also result in the cancellation of your child's enrolment at Montessori STARS.

Holidays

Children can have a maximum of 2 weeks holiday per year at no cost (of their regular weekly bookings). Please fill in a holiday form for all holidays. If your child has more than 3 weeks of consecutive absence the Ministry of Education will stop funding for your child and full fees will apply.

Policies

We review our policies and procedures on a regular basis. These are available for you to view on our Early Childhood Software Package called Educa. Please read and make any comments for changes of improvement as we value your feedback, thank you.





We offer a calm, nurturing environment that allows your child to grow and thrive.

Children leave our environment with a love to learn, explore and have the foundations they need to build upon for their future life.

If you are interested in booking a space for your child, please contact us as soon as possible so we can discuss availability.

SHARON ANDERSON: 021 486 575 / 03 3561193

THANK YOU FOR YOUR INTEREST!

We look forward to beginning an exciting learning journey in our small family focused preschool with you at the heart of your child ♥

CONTACT: SHARON: 021 486 575 or 03 356 1193

69 McFaddens Road, St Albans, CHRISTCHURCH 8052

Email: montessoristars2017@gmail.com

WEBSITE: montessoristalbansrisingstars.com

FACEBOOK: Montessori STARS

FREE 20 hours for children aged 3-6 years up to 6 hours per day

20 hours per week - \$10.00 per hour for all other hours

LOW ratios 1:6

Maximum 24 children

Open 8.00am - 4.30pm flexible hours to suit you

WINZ subsidies available

ALL STAFF FULLY TRAINED AND REGISTERED



ADDITIONAL INFORMATION

Once you have enrolled your child, the following information will be helpful to ensure a smooth transition and settling period.



First Day - On your first day our team will be available to go through the settling routines with you and your child

Sign in and get your child to look for their name tag. Place fruit in fruit bowl and lunch boxes in the far end of the shelves. Place your bag in any of the shelves to your left and put your name tag next to it on the velcro.

We do encourage you to leave as soon as possible so your child may settle more quickly, although you are welcome to stay for as long as it takes for you to feel comfortable to leave. Ensure to communicate with our team throughout this time who can offer advice and support. Feel free to ring us at any time to see how your child is and be assured that we will call you if your child is unhappy.

Please bring in your child's bag - A spare set of clothing and jacket. Please provide all nappies and wipes and ensure that all your child's belongings are clearly named. If your child requires nappy cream, medications etc. please give these to a teacher who will complete a medication form which must be signed by a parent.

Allergies / Medication - Please inform our team of any allergies or medication so we can meet your child's needs appropriately. We will require you to fill in a medication form and you will be asked to sign this form again when you take the medication off the premises. For long term medicines, i.e. Ventolin, a personalised medicine form needs be completed by you. This will document what, how and when the medicine should be given, and needs to be renewed every 3 months, or when your circumstances change.

***PLEASE ENSURE THAT ALL MEDICATIONS, ETC, ARE HANDED TO A TEACHER AND SIGNED FOR.**

First Aid - We endeavour to make our environment as safe as possible. In the event of an accident, one of our team who holds a current comprehensive first aid certificate, will attend to your child. If an accident is more serious, we will contact you and/or act in the best interests of your child. For safety reasons, plasters will cover all blood and arnica cream and ice packs will be applied where necessary. Please inform our team if for any reason you would prefer us not to do this. All accidents and incidents will be documented and explained to you and you will be required to sign the accident/incident register to acknowledge that you have been informed.



Sun Safety - We provide every child with a named sunhat to stay at Montessori STARS. You can also purchase an extra sunhat for \$12.00 to keep for your private use and wear any time. T-Shirts can be purchased for \$10.00 each. Please apply sunblock to your child prior to coming to preschool. For the children who attend all day, please supply a named bottle of sunscreen for your child and this will be reapplied after lunch time.

Food - In the preparation for school we believe in all children having their own named lunch box to include lunch, morning, and afternoon tea. Please provide a piece of fruit for each session that your child attends and place in the fruit bowl on the child sized bench to share for morning/afternoon tea. Please bring a named drink bottle and place in the tray with all drink bottles. As part of our programme we encourage children to make healthy food choices and would appreciate it if you could provide healthy lunches. Please no chocolate or sweets, all children have access to water all day.

***Due to allergies at Montessori STARS we are a NUT FREE ZONE.**

Celebrations - We celebrate every child's birthday and their last day at Montessori STARS with a globe ceremony and the children sing 'Happy Birthday'. You are more than welcome to join us for this. To maintain the healthy food messages and to accommodate all children with allergies, please do not bring food in for birthdays.

Sleeping - If your child has a special sleep toy or cuddly blanket, please bring this so we can ensure continuity at sleep time.

Toileting - Please inform our team of where your child is at regarding toileting, so we can meet your child's individual needs. We will also support toilet training routines that are occurring at home.

Illness - If your child is unwell please keep them at home and telephone us at Montessori STARS to let us know. The Early Childhood Regulations give the staff the authority to exclude sick children from attending to stop the spread of infection. We ask that you keep your child at home for 48 hours after their last onset of vomiting or diarrhea.

Hearing and Vision - The Canterbury District Health Board Vision and Hearing Screening Service offer us regular visits for testing. This is for children 3 and 4 years old and you will receive notification from them if there are any concerns.

Emergency Closure - Situations may arise that lead to the emergency closure of Montessori STARS preschool. Some events, such as loss of power or water, may lead to the Ministry of Education requiring us to close. On rare occasions extreme weather conditions may also force us to close. In the event of an emergency closure, it will be necessary for you to collect your child.

BIRTHDAY PARTIES!

Please come and celebrate your child's birthday party on our premises

A fee of \$50.00 for the whole day

All friends and family who are interested are welcome to enquire

Ph: Sharon 021 486 575 / 03 356 1193

