



## **Enrolment Information Pack**

**No: 2 Armadale Road**

**Remuera**

**Ph: 520 2805**

**[info@remueramontessori.co.nz](mailto:info@remueramontessori.co.nz)**

**[www.remueramontessori.co.nz](http://www.remueramontessori.co.nz)**

## ***Proverb: "It takes a whole village to raise a child"***

In line with the above proverb we recognise the significant role we play in the growth and development of the children at Remuera Montessori House of Children. We have accordingly integrated that understanding in developing our guiding Vision, Mission and Values.

### **Our Vision**

Happy, content, confident children prepared and ready for their next steps in life.

### **Our Mission**

To enable children to enjoy and meet their full potential by creating a fun and positive learning environment for them to prosper and succeed as individuals.

### **Our Values**

- Recognising and embracing cultural diversity leads to greater understanding and learning.
- Integrity and honesty are essential to gain trust and respect.
- Empathy and love are essential to create a safe and caring environment for the children.
- Recognising family needs and aspirations in our programmes are important to the individual child's success.
- Being responsive to the learning interests, strengths and capabilities of individual children is key to their participation and educational growth.
- Enhancing the children's sense of themselves as capable people and competent learners enable them to become confident and comfortable in the growth and learning environment.
- Modelling good behaviours create an example to others and is an integral part of the learning process.

## **Remuera Montessori Philosophy**

Remuera Montessori believes in creating a warm, welcoming and loving environment, where children, families and staff are included and respected in the daily life of the centre. We acknowledge each child as unique. We will support their emotional and social needs, empowering them to build on their confidence, self-esteem and sense of belonging through a safe and trusting environment.

The Montessori approach believes that children learn best in a warm, home like setting which we have carefully developed in our beautiful homely villa and large outdoor playground. The environment has been created with specially designed Montessori equipment that is multi-sensory, sequential and self-correcting; this equipment supports and facilitates the learning of new skills and concepts.

Our centre is supported by highly trained Montessori teachers whose goals are to provide an environment where each child is stimulated and challenged, but never put under pressure. Our teachers will observe each child to ascertain each individual's learning needs and will provide the appropriate learning materials at each developmental stage.

Our Montessori is inclusive and is designed as an environment set up specifically for children. This is their place to explore and participate in every aspect of its running. The children are encouraged to care for the environment, each other and themselves. Respect is a key part of everyday functioning at the Montessori.

Remuera Montessori focuses on the development and growth of the whole child. By supporting them to be active in their own learning, the child experiences the joy of learning and develops strong disposition necessary to become a successful adult.

### **Montessori Hours:**

We are open between 8:30am and 4:00pm, Monday to Friday throughout the year. We also offer morning and after care between 7.45am to 5.30pm.

### **Staff:**

We have a dedicated and passionate team of teachers who are highly qualified and experienced in early childhood education and specialised in Montessori Philosophy. Our teachers to child ratio are kept well above the Ministry of Education requirement, thereby we are able to cater to your child's individual needs.

### **Meals:**

Children need to bring their own lunch box with food for lunch and afternoon tea. We cater to children with allergies and should your child be allergic to any food please consult one of our teachers upon enrolling.

We are an environmentally friendly school and teach our children how to reduce and recycle waste. Fresh non-packaged food is strongly encouraged.

### **Sleep/Rest Time:**

There is a dedicated sleeping area and should your child need to sleep, bedding will be provided in our sleeping area. Please inform a teacher should your child need an afternoon rest.

### **Nappies and Toilet Training:**

Nappy changing facilities are provided for those children who are in nappies or pull ups. We encourage toilet training as it is a significant step in the child's journey of gaining independence.

### **Observation, Orientation and Settling:**

#### **Observation:**

We recommend parents come in to observe for 30- 40 minutes, during which time you are able to sit quietly and observe how our Montessori environment works. It is preferable that you observe on your own as you are then able to get a strong sense of how our Montessori runs.

You may have questions which come up during this period which you can discuss with the lead teacher afterwards.

#### **Orientation visits:**

We offer three one hourly visits between 9:15 to 10:30 on the days your child is enrolled. These will occur during the first week of the enrolment process. During this time, we recommend that you observe as much as possible so as to allow your child to explore independently and begin to form bonds with their teachers and peers.

Visit #1 – 1 hour in length with a parent or caregiver present, usually starts at 10:30 am

Visit #2 – 1 hour in length with a parent or caregiver present, usually starts at 9:15 am

Final Visit – 1 hour in length. Parent or caregiver will only stay for 10 minutes and leave for the rest of the hour, 50 minutes; usually starts at 9:15 am

### **Settling:**

During the second week, you are able to leave your child for approximately 1½ - 2 hours. If the child is ready, we recommend they stay with us till 1pm. This can continue for a few weeks until they are ready for a full day.

If your child has something to help them settle, please bring this along.

This process takes approximately two to three weeks in order to allow enough time for your child to settle into their new environment.

We understand that when a child starts preschool, it can be an emotionally challenging time for both parent and child. To ensure a smooth and easy transition, our staff are here to help every step of the way. You are most welcome to call us during the day to find out how your child is as well as having a chat with the teachers at the end of each day.

### **What to bring:**

A child 'manageable' bag and encourage your child to carry their own bag into Montessori. Children can choose their own hook in which to place their bag and find their name tag.

Please bring the following in your child's bag:

- At least one change of clothing
- A long sleeve top
- Extra clothing may be needed if toilet training
- In summer please send along a named sun hat
- In winter please include a warm winter hat, weather proof jacket and gumboots suitable for outdoor rainy play.

Any items of interest are encouraged to be left at home or in the car. However, children are encouraged to share 'news', i.e. things from home such as photographs, books, music, special clothing, etc. Toys are not encouraged from Monday to Friday as they often work as a distraction or may be broken, lost or left behind. However, we would be delighted to have their favourite toy for show and tell on Friday.

### **Your Child's Health:**

If your child is unwell, is vomiting, has a high temperature or suspected stomach bug, please, keep them at home until they have recovered and are no longer contagious. Please consult with one of the teachers regarding our illnesses policies and contagious periods.

A first aid kit is located in a secure container in the children's bathroom. All staff members hold a current first aid certificate and are trained to attend to minor incidents. All accidents are recorded in an accident book. In the unlikely event of a serious accident they will be taken

to the nearest medical centre or an ambulance will be called. The parent or caregiver will be called immediately.

If your child requires prescribed medication during their time at the centre, please ensure the medication is handed to one of the teachers. It is a requirement that all medication be recorded and signed authorisation given for the staff to administer the medicine. All medication is kept in the kitchen or in the fridge.

The Ministry of Education requires teachers to sight immunisation records. Please attach an up to date copy of these to your child's enrolment form.

### **Attendance:**

Please do let us know if your child is going to be away due to illness or holidays.

You must write in and sign the time of your arrival and departure from the centre on a daily basis. This is a Ministry of Education requirement.

### **Holidays:**

We are closed for two weeks for x'mas and **fees will not be charged** during this period.

Also you are entitled to further 2 weeks holiday a year, once you have been enrolled at the centre for a minimum of **six months**. You will receive a 50% discount off the normal weekly fee. You may take your child out of the centre for longer than 2 weeks, however, to hold your enrolment with us, full fees will be charged after the 2 week period. A notice period of two weeks is required prior to the first day of your holiday. We reserve the right to charge full fees if this notice period is not provided.

The centre is closed on public holidays; however, fees are payable in full.

### **Withdrawing your Children:**

We require **three weeks'** notice if you are withdrawing your child from the Montessori.

### **Special Needs:**

The needs of the individual child are of paramount importance. Therefore, our program is flexible enough to offer a positive learning environment and meet the individual needs of all children in our care. Children with special needs will not be excluded from any area of our program unless this is their parents wish.

**Fees:**

When you enrol, you are required to pay a one-off fee of \$50. This enables us to process and confirm the enrolment of your child.

You are required to pay for your fees by direct credit one week in advance to ensure your place is booked. If you are late to pick up your child, you can be charged at a rate of \$1 per minute late pick up fee.

Work and Income subsidies may be available to help fund the fees depending your level of income. Please call them on 0800 559 009 to have this assessed.

Once enrolled please set-up a direct credit or automatic payment for your fees to be paid one week in advance.

**Our Bank Account Details are:**

Name: Remuera Montessori

Bank: ANZ Bank

Branch: Newmarket

Account No: 06 0193 0763601 00

**Session Times:**

Remuera Montessori offers both morning sessions and full days for the two to three-year olds who are just starting preschool. In both cases, a minimum of three days per week enrolment is required as this assists the child to settle in to the Montessori and the routine. The child is able to form strong bonds with his teachers and peers as well as develop his social and cognitive skills. Children then begin build up to full days at around the age of three years. You can choose to enrol your child for three, four or five days a week.

We understand that some of the younger children who are under three need an easy transition. We are happy to accommodate and personalise a programme of easy transition which is suitable for your child and your family. Should you wish to gradually increase the hours we are happy to offer morning sessions for the new entrants from 8.30 am to 1pm. A minimum of 3 sessions per week is required.

Children must be picked up promptly. Punctual arrivals are appreciated so that the class is not disrupted and your child is able to commence the session with his/her classmates.

We are open throughout the year including school holidays except for our x'mas break. For 2020 our final day will be December 18th and we will re-open on Monday January 4<sup>th</sup> 2021.