



# Early Childhood Education and Care Consultancy Services

Centre Establishment Services

## Montessori Australia Foundation

The Montessori Australia Foundation (MAF) is the peak national body for Montessori in Australia. MAF is a non-profit organisation that is committed to facilitating the delivery of Montessori learning programs that embody the fundamental principles of human development. In doing so, MAF works in partnership with businesses, not-for-profit organisations, schools, parents, educators, government and outside agencies to maximize the reach of the Montessori philosophy to as many children as possible across Australia.

MAF shares the mission of the Association Montessori Internationale (AMI) and works to support the natural development of the human being from birth to maturity enabling children to become the transforming elements of society leading to a harmonious and peaceful world.

## Montessori Centre Management Australia

Through Montessori Centre Management Australia (MCMA), MAF aims to support early childhood education and care providers to achieve the highest quality Montessori early learning programming. From long day care services to preschools and toddler/parent programs, MCMA offers a range of consultancy services that reflect the diverse needs of the early childhood education and care industry. These include:

- Centre design and establishment
- Montessori learning programming
- Staff training and development
- Quality assurance and improvement
- Operational management

### MCMA Core Team

The MCMA team is made up of a diverse range of experienced early childhood education and care administrators, trainers and practitioners. Together they provide an unparalleled level of expertise in establishing and operating the highest quality Montessori early childhood education and care programs in Australia.

Megan Tyne  
Christine Harrison  
Barbara Langford  
Katie Denzin  
Bruce Fisher  
Amy Kirkham  
Victoria Marshall-Cerins

Executive Director  
Managing Director  
ECEC Management Consultant  
ECEC Administration Consultant  
Montessori Architect  
AMI Trainer & 3-6 Learning Programme Consultant  
0-3 Learning Programme Consultant



# Centre Design and Establishment Consultancy

## Option 1: Design and Quality Assurance

Our Design and Quality Assurance Consultancy service is designed for operators new to the management of early childhood education and care programs. MCMA staff work to build the structures, policies and procedures that will foster the highest standard of Montessori practice.

Through this service, MCMA consultants are engaged to:

### Project Management

- Arrange consultancy with specialist Montessori Learning Environment Architect
  - Review current plans
  - Provide written recommendations to existing Architect.
- Prepare centre's establishment timeline
  - Establish key project milestones, based on building project projections
  - Monitor and adjust project milestones in consultation with building project manager and operators.
- Oversee fit-out of the centre
  - Document furniture, fixtures, fittings, signage and equipment needs
  - Procure furniture, fixtures, fittings, signage and equipment
  - Document required learning material list
  - Procure learning materials (10% discount)
- Oversee the set-up of the learning environment
  - Provide mentoring to educators on set-up of individual environments
  - Provide mentoring to educators on development of classroom learning programmes
- Arrange consultancy with Landscape Architect or specialist Montessori outdoor learning environment
  - Develop outdoor learning environment plan
  - Document required outdoor learning equipment list
  - Procure outdoor learning equipment

### Human Resources

- Establish a training plan for the Centre Director
  - Document a training plan
  - Provide mentoring on childcare centre management
  - Recommend professional development activities and arrange work experience in high quality ECEC programs
- Develop a Staffing Plan for the centre
  - Document staffing needs
  - Recommend a staffing structure – including staffing numbers, roles and qualifications
  - Develop Specific Role Descriptions for each position, specifying: Training/experience requirements, Supervision and reporting, Role Accountabilities and Performance Indicators
- Oversee recruitment of educators
  - Develop advertising strategy for vacant positions
  - Develop recruitment resources for vacant position, including: advertisements, applicant's packages and employment contracts



- Providing advice on the shortlisting applications for interview
- Chairing the selection panel & conducting the interviews
- Providing advice on the selection of applicants
- Providing advice on the negotiation of employment conditions
- Provide advice on the recruitment of non-teaching staff
- Develop an induction program for all new staff
- Develop a training program for all staff
- Identify whole-of-staff and individual training needs
- Provide onsite training
- Recommend professional development activities

### **Centre Administration**

- Provide guidance on Government licencing and approval processes
- Oversee the set-up of the centre's administration systems
  - Selection of CCMS
  - Establish record keeping protocols
  - Develop administration processes and procedures
- Develop the centre's policies & procedures to ensure compliance with NQF
  - Develop a master list of all policies, procedures and forms
  - Write policies, procedures and forms specific to the proposed operations of the centre
  - Review policies, procedures and forms after 6 months in operation
- Oversee the marketing and promotions of the centre
  - Develop an individual branding with graphic designer
  - Set-up a website
  - Design promotional material
  - Design parent education materials
  - Provide advice on marketing strategies
- Oversee the development and monitoring of the centre's budget
  - Develop a start up budget (first year operations)
  - Develop a break-even budget
  - Provide first year budget monitoring & variance reporting

During the period of consultancy, clients of MCMA also receive:

- a 10% discount on Nienhuis educational materials ordered through MAF
- discounts to MAF events
- access to MAF's 'School/Centre Subscription' section of the website featuring hundreds of templates to compile a Board Handbook, Staff Handbook and Policies and Procedures Manual
- access to the 'Individual Subscriber' section of the website that features hundreds of articles and professional resources
- a user licence for the Montessori National Curriculum.

# Centre Design and Establishment Consultancy

## Option 2: Quality Assurance

Our Quality Assurance service is designed for operators with experience in the management of early childhood education and care programs. Our staff work to adapt existing structures, policies and procedures to ensure they reflect the highest standard of Montessori practice.

### Project Management

MAF consultants will review and provide advice on:

- Existing architectural plans
- The centre's establishment timeline
- Lists of furniture, fixtures, fittings, signage, equipment and learning material for purchase

### Human Resources

MAF consultants will review and provide advice on:

- The centre's staffing plans
- The selection of teaching and non-teaching staff
- The centre's induction program for all new staff
- A training program for all staff

### Centre Administration

MAF consultants will review and provide advice on:

- The centre's administration systems
- The centre's Policies & Procedures
- The centre's marketing and promotional material
- The centre's start up and first year operational budget

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- discounts to MAF events
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## MCMA Fees

As every program is unique, MCMA will develop a consultancy package that best reflects the individual needs of the early education and care program. In developing this package, our Director and nominated consultants document a detailed scope of work, based on interviews with the operators and a review of all existing documentation, plans and other relevant information.

Detailed Scope of Work:	\$1,980.00
Daily rate:	\$ 660.00

The following prices include GST. Additional expenses, such as consultants' travel, are not included and will be charged separately.

## Contact MCMA

For more information on Montessori Centre Management Australia's services, please contact the Montessori Australia Foundation:

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