



Stepping Stones Montessori Long Day Care Enrolment Procedure

Address: 196 Bobbin Head Rd, Turramurra, NSW, 2074
Website: www.steppingstonesmontessori.com.au
Email: adminsslcd@northsidemontessori.nsw.edu.au
Phone: 02 9488 9294

Thank you for your interest in Stepping Stones Montessori Long Day Care. The following outlines the enrolment process. Enrolment applications can be made using our online form. Parents/guardians will be advised of any opportunities to visit the Centre.

STEP 1: Enrolment Application Form & Application Fee

Email adminsslcd@northsidemontessori.nsw.edu.au to obtain an Enrolment Application form. All Applications must include the fee of \$75 (via credit card), or evidence of payment (via bank deposit) and all necessary paperwork as noted on the Enrolment Application Form including your child's ACIR Immunisation Record.

STEP 2: Acknowledgement of your application

Acknowledgement of your application will be sent to your email address.

STEP 3: Assessment of your application

We will assess your application based on priority access and date/time of your submission as well as availability of requested days.

STEP 4: Centre visit

Parents/Guardians will be advised of an appointment to visit the centre.

STEP 5: Letter of Offer & Enrolment Agreement

If a place is available, we will send you the Letter of Offer, an Enrolment Agreement and an Esidebit form by email. You will need to return the completed Agreement and the Esidebit form by the date noted in the Letter of Offer along with the Enrolment Bond in order to secure your place.

STEP 6: Confirmation of place and Commencement

A confirmation of place and start date will be emailed to you along with Consent forms and a Parent Handbook. Fees are paid two weeks in advance prior to commencement. The linen fee will be added to your first invoice.

If you have any questions, please do not hesitate to call us on 9488 2994.



Stepping Stones Montessori Long Day Care FEE SCHEDULE 2017

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Application Fee	\$75	Payment of the application fee is required to process your application to place your child on the Stepping Stones Montessori Long Day Care waitlist. The fee is non-refundable and is paid per child.
Enrolment Bond 2 weeks' fees		Payment of the bond is required to accept an offer of place and before commencement. The bond is refunded when your child leaves the Centre in accordance with the Enrolment Agreement.
Daily Rate NIDO Room \$140 Infant Community Room \$135 CASA Room \$130		Fees are payable two weeks in advance prior to commencement and thereafter on or before the last day of attendance of the child every fortnight. The bond cannot be credited towards payment of fees.
Linen fee	\$40	The once only non-refundable linen fee is payable before date of commencement of any child yet to turn 3yrs of age. It becomes payable for any child over 3yrs who naps.
Late Fee		You will incur a late fee of \$20.00 for each 5-minute interval after 6.00pm.
Payment Method		Payment may be made by Ezidebit only. A direct debit from your bank account is fee free. A direct debit from your credit card will attract transaction fees which will be added to your payment. Payment defaults will incur a dishonour fee which will be added to your next payment.

Terms and Conditions - All other terms and conditions of enrolment and fees are outlined in the Enrolment Agreement which is issued to each family once a place is offered.

Child Care Benefit and Child Care Rebate - The Centre has Approved status for the purposes of the Child Care Benefit and Child Care Rebate. Eligible families must supply the Centre with parent and child CRN and date of birth in order to receive the CCB and CCR by the fee reduction method. This information is also requested on initial application.

Entry points to Montessori pre-primary at 3yrs and 5 years of age ...

Stepping Stones Montessori Long Day Care is part of Northside Montessori School (NMS). Children at Stepping Stones who do not attend 5 days per week, will not therefore be receiving the full Montessori pre-primary program. In addition, the third year of the pre-primary program (the year your child turns 6) is not offered at Stepping Stones as this third year is the first year of formal schooling. In these cases, parents can apply for a place at NMS before their child is age 3 or 5.

Transfer to NMS at age 3 is subject to completion of the enrolment application process which is available on the school website and includes an interview with the Principal. Early application is recommended. The Montessori pre-primary program is 5 days per week and After School Care is available until 5.45pm.

Transfer at age 5 into our Extended Day (Kindergarten equivalent) programme at NMS is also subject to completion of the enrolment process and is less assured due to the later entry and competition for places. We invite you to call NMS on 9144 2835 to enquire.



Stepping Stones Montessori Long Day Care Enrolment Application Form (6 months to 5 years)

Address:
Website:
Email:
Phone:

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www.steppingstonesmontessori.com.au
adminssldc@northsidemontessori.nsw.edu.au
02 9488 9294

Date: _____

This application is to go on the waitlist for a place at the Stepping Stones Montessori Long Day Care Centre. It is not an Offer of Place or Confirmation of Enrolment. Please read the accompanying notes on the Enrolment Procedure. This form must be accompanied by a copy of your child's birth certificate, immunisation records and the Application Fee of \$75.

Please complete one form per child

Child's details

Child's given name:	_____	Child's surname:	_____
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:	_____ (DD/MM/YYYY)
Nationality	_____	Religion: (Optional)	_____
Child's main language:	_____	Other language(s) spoken at home	_____
Age of child at commencement:	_____	Child's CRN (for CCB/ CCR purposes)	_____

Primary Contact: Parent 1 or Guardian 1 details

Surname:	_____	Given Names:	_____
Address:	_____	Home Phone:	_____
	_____	Work Phone:	_____
Email:	_____	Mobile:	_____
CRN (to claim CCB/CCR)	_____	Date of Birth: (to claim CCB/CCR)	_____ (DD/MM/YYYY)
Occupation:	_____	Company / Organisation:	_____

Secondary Contact: Parent 2 or Guardian 2 details (optional)

Surname:	_____	Given Names:	_____
Address:	_____	Home Phone:	_____
	_____	Work Phone:	_____
Email:	_____	Mobile:	_____
Occupation:	_____	Company / Organisation:	_____

Family details:

Sibling name	Male / Female	Date of Birth	Long Day Care, Pre/School currently attending

Are parents separated or divorced? YES / NO

If yes, with whom does the child live? _____

Is there any court order affecting the child? YES / NO

If yes, please provide a copy of the orders

OFFICE USE ONLY:

Observation:	Date: / /	Interview:	Date: / /
Offer of place:	Date: / /	Acceptance of place:	Date: / /

Priority Access

Please provide date from which you need care _____

Days required	<input type="checkbox"/> 2 days program (Thu, Fri) <u>No charge for Public Holidays</u> <input type="checkbox"/> 3 days program (Mon, Tue, Wed) <input type="checkbox"/> 5 days program (Mon—Fri)
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I will: Only take the selected days
 Consider other available days. I prefer Mon Tue Wed Thu Fri *(please circle days)*

Priority of Access	<p>Please tick any of the following Priority of Access guidelines that apply to your situation</p> <input type="checkbox"/> Priority 1—a child at risk of serious abuse and neglect <input type="checkbox"/> Priority 2—a child of two parents or a single parent family working/training/studying <input type="checkbox"/> Priority 3—a child with a sibling enrolled at Northside Montessori School <input type="checkbox"/> Priority 4—any other child (includes parents at home ie home duties)
	<p>Please also tick any of the following that apply to your family</p> <input type="checkbox"/> Aboriginal or Torres Strait Islander family <input type="checkbox"/> Single parent family <input type="checkbox"/> Families that include a disabled person <input type="checkbox"/> Family with culturally and linguistically diverse background

Montessori details

Previous Montessori (if applicable)	<p>Brief description</p> <input type="checkbox"/> I have a child at Northside Montessori School (Pre-Primary or Primary) <input type="checkbox"/> I have a child in the Northside Montessori School Montessori Toddler Programme
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The Montessori Method	<p>What attracts you to the Montessori Approach?</p> <p>Would you like to know more about Montessori education?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Would you be interested in enrolling your child in the Montessori Pre-School Program (3—6 years)?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional needs

	<input type="checkbox"/> My child has additional needs. Please describe and if applicable provide copies of any specialist assessment. <input type="checkbox"/> My child has one of the following conditions. Please include a management plan from your GP for each condition. <ul style="list-style-type: none"> <input type="checkbox"/> Asthma <input type="checkbox"/> Anaphylaxis <input type="checkbox"/> Diabetes <input type="checkbox"/> My child has no additional needs
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FAQs about Montessori Long Day Care

- **How is a Montessori Long Day Care different?**

In a Montessori Day Care Centre, children have the freedom to choose work independently or can be guided by staff to select developmentally appropriate activities. We have equipment made of real and natural materials rather than plastic toys. While your child is still developing an understanding of the world and the difference between what is real and what is not, we refrain from fantasy in books and dress ups. Your child's satisfaction and happiness is derived from their joy of learning, the success of achievement and the mastery of real skills. We do not provide temporary and external rewards such as stickers and copious adult praise. Your child becomes more content, more self-satisfied as a result. Members of our current community have come to us from other more traditional long day cares, attracted by this respectful, harmonious environment.

- **How is the day structured in Stepping Stones?**

The day is structured to provide a dedicated 2-3 hour Montessori Work Cycle, where children work with and are presented Montessori materials and lessons by trained Montessori educators. Routines also exist for nappy changing, meal times, sleep & rest times as well as structured and spontaneous outdoor play.

- **What is included in my fees?**

The fees include 3 meals, nappies, formula and milk.

- **What are the meal-time arrangements in Stepping Stones?**

Our delicious meals are provided by Kids Gourmet Foods, caterers devoted exclusively to providing great quality food to child care centres, kindergartens and pre-schools. All of your child's food requirements during the day are provided by Kids Gourmet Foods, including morning tea, lunch and afternoon tea. Food is fresh and creative and varies with the age of the child. Menus rotate on a 6 week basis and special dietary conditions are catered for. We are a nut free centre. There is no discount if you provide your child's lunch.

- **What are the sleeping arrangements in Stepping Stones?**

In Montessori Long Day Care, children sleep on comfortable padded floor beds instead of in cots. This encourages the child to be independent and gives them the freedom to sleep when their body demands it, instead of being dependent on an adult. Cots are only used for the purposes of evacuation for fire drills and emergencies.

- **Do I get child care rebate/benefits?**

Yes. You need to provide us with your CRNs and updated ACIR statements to be eligible.

- **What is the educator to child ratios in Stepping Stones?**

The educator to child ratios are 1:4 under 2yrs, 1:5 under 3yrs and 1:10 over 3yrs per the NSW Department of Education and Communities guidelines.

- **How long does it take for a child to settle into a Montessori Long Day Care Centre?**

The time it takes to settle into the Montessori environment varies from child to child. Some children take a little more time than others. However in accordance with Montessori principles the children are not forced or rushed but are given the space and time to acclimatize themselves to their surroundings and build trust with their educators. We find that children who attend three or more days each week settle more quickly.

Differences between Montessori and Traditional Long Day Care Centres

MONTESSORI LONG DAY CARE	TRADITIONAL LONG DAY CARE
Children are placed in developmentally appropriate rooms named NIDO, Infant Community & Casa	Children are placed in age defined rooms
Children are encouraged to be independent and not helped with things they can do by themselves	Children depend on adults to meet their needs
The role of the educator is to be a guide or facilitator	The Educator is the central figure in the program
Environments are kept purposely minimalistic with neutral coloured walls, wooden materials and child appropriate furniture	Environments is purposely colourful with lots of environment print
Children work with Montessori materials purposely designed to support a child's learning. Plastic toys, Lego, dress ups and fantasy storybooks are not part of the curriculum	Children work with common materials like plastic toys, Lego, blocks, dress-ups
Children sleep on floor beds	Children sleep in cots
Self-care routines are child directed. Specialist feeding chairs facilitate this process.	Self-care routines are adult directed
When children cry they are first given time to work through their emotions without the adult stepping in to rescue	Crying children are soothed by an adult
For children who can walk and stand up their nappy is changed standing up	Nappies are changed on change mats in the traditional way