



montessori school

Banksia Montessori School

Parent Handbook

Version 6



Revision Notice

This is a managed document. All copies of this document preceding this release are obsolete and shall be destroyed.

This Parent Handbook document is:

- Version 6
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Revision History:

Version Number	Date	Modification	Author
1		First Release	
2	April, 2014	Reviewed Content	Claire Loong
3	24 th November, 2014	Restyled document around the new logo and reviewed content	Grace Dennis
4	27 th May, 2015	Updated Fee information to reflect new fee structure	Grace Dennis
5	17 th November, 2015	Updated staff and 2016 fee information Deleted yard duty as parents are no longer required to do this Removed information regarding the Parent Incentive Reward scheme as this is now obsolete Added activity list for Option 2 families	Sandra Gyles
6	3 rd February, 2016	Added Appendix A and Appendix B	Grace Dennis

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1 Introduction

Welcome to Banksia Montessori School's Parents Handbook.

The aim in producing this document was to create a one-stop information point where parents would be able to access all the information they are likely to need in relation to their child's commencement at Banksia Montessori School.

It is hoped that parents find this a useful guide that clarifies any queries they may have had since the interview process. However if a question is not dealt with here, please feel free to discuss the question with the Principal or the School Administrators.

2 The School

Banksia Montessori School was incorporated in 1984 and has since developed a reputation as a quality pre-school for 3 to 6 year olds following the Montessori Method.

Montessori is an approach to the education of children. It is a view of understanding how children develop and learn which has been translated into a systematic method of education. It is designed to take advantage of the child's sensitive years when they can absorb information from an enriched environment. Maria Montessori (pioneer of the Montessori philosophy) believed that children have an innate, positive attitude towards learning. The Montessori approach is child-centred, but adult/teacher guided. A Montessori environment is structured but free for learning and emphasises basics in an enjoyable way.

More information is available from our website at www.banksia.wa.edu.au.

3 The Staff

Banksia Montessori School recognises the fundamental importance of a quality workforce in early childhood development. It also recognises that the quality of the workforce is the major factor driving quality in the School.

The Principal, teachers and assistants are qualified Montessori teachers possessing in excess of 30 years combined experience.

The School aims to continue to maintain a team that can provide the best possible teaching and learning in early childhood development. The team comprises of:

- Principal and Directress: Emelinda Stephen
- Teaching Staff: Emelinda Stephen and Razina Karani
- Teacher's Aides: Razina Karani, Donna Martin and Anjum Iqbal
- School Administrator(s): Grace Dennis and Sandra Gyles

4 The Council

Banksia Montessori School is governed by parents through an elected School Council.

Our School relies on the goodwill and active participation of all parents to run it. Therefore, all option 2 families are requested to consider being on the Council for a period of 18-24 months during their child's 3 year attendance at Banksia. The Council comprises the following roles:

- Chairperson;
- Treasurer;
- Secretary;
- General Members;
- Business Manager; and
- Principal.

When a position becomes vacant, the Chairperson will approach new parents or parents who haven't had an active role yet to take on a role. For more information on the council, and a description of the roles, please refer to the Parent Portal on the website.

Parent Council meetings are held once a month (generally the first Thursday) at 7pm. Parents are encouraged to participate at these meetings, whether a position on the Council is held or not, since important matters that impact the whole school and all parents are being discussed. Attendance at these meetings will also enable an introduction to the Council members and their positions, an introduction to how the school is run and general discussion of any issues that new parents may have.

The dates of Council meetings for the year and the Annual General Meeting (AGM) will be included in the School Calendar and posted on the notice board a few days before the meeting, as well as placed in the Newsletter. These dates will also appear on the Calendars posted on the Parent Portal.

5 School Hours

Morning Group: 9.00am - 12.00pm (Mon - Fri)
Drop off 8.45am sharp for 9.00am start

Extended day: 9.00am - 3.00pm (Mon - Fri)
Drop off 8.45am sharp for 9.00am start

These time periods must be **strictly** observed. Waking time should be early enough to allow home routine to be carried out without tension and for the child to eat a substantial breakfast before proceeding to school in a relaxed frame of mind.

It can't be emphasize enough how important it is for children to be in school on time. First it teaches children an important value, second it's unsettling for a child to enter a class room that has already started, and third, it is very disruptive for both the other children as well as the teachers when students arrive late. Parents and teaching staff have a duty, each to the other, to ensure the doors to the School are open on time and children are dropped off and picked up on time.

Three year old children commencing at Banksia must attend at least four days of morning sessions (fifth day optional to parents) before extended days will be offered. A child's readiness to attend for extended days is at the discretion of the Principal, who will approach parents when she feels a child is ready, after their 4th birthday. This can be discussed at the Parent/Teacher interviews which are scheduled in Terms 2 and 4.

As a guideline, once a child turns four years old, at the discretion of the Principal and the parent, and dependent upon the child's readiness, the child progresses to Transition, whereby he/she attends 3 half days and 2 full days (9am - 3pm). Hours are then gradually increased over a period of time to 5 extended days a week for pre-primary students.

5.1 Regular Attendance

Banksia Montessori School is a school, not a child-minding centre. Therefore, it is vital for the relaxation and feeling of security in the child that attendance is regular. Parents' attitude towards school is directly reflected in their children's attitude and how they settle in each day. It is difficult enough for a child to feel secure when returning to School after a bout of sickness. Haphazard attendance is totally unacceptable. Should parents find difficulties in ensuring their child's regular attendance for whatever reason, the Principal should be informed immediately.

An Absent Notification Form must be completed and submitted to the school Administrator for any days of absence from school. These forms are available in the Pigeonhole Unit and from the Forms section of the Parents Portal on the school website: www.banksia.wa.edu.au.

5.2 Before and After School Care

The School is not responsible for the care of children before 8:45am and parents cannot leave their children unattended before this time. **Parents and children must leave the school grounds promptly at the 12 noon and at 3pm pickup.** Children are not allowed to play on the school playground equipment after hours.

6 School Uniforms

School uniforms (including a hat) are compulsory and must be worn every day. Banksia T-shirts or jumpers must be worn with plain navy or denim bottoms. Please ensure that the children are comfortable and are able to toilet themselves with the pants or skirt which they have on. Uniforms may be ordered through the School Office or from the Forms section of the Parents Portal on the school website: www.banksia.wa.edu.au.

During the changes of season, when the daily temperatures may change dramatically, it is advisable to pack a jumper or warm top in the school bag, as well as a spare change of clothes in case of accidents.

Shoes or sandals should always be worn to school but children should be able to remove and replace shoes of their own accord. Gumboots are not allowed. If children wish to climb outside, rubber soled shoes are permitted, otherwise climbing will only be allowed in bare feet.

Remember **“NO HAT - NO OUTSIDE”**. It is also recommended that children wear clothing with sleeves and have access to sun block and a pair of sunglasses.

All clothing and bags should be clearly marked with the child's name.

7 Health and Hygiene

It is very important that children who come to school are fully toilet trained.

It is important that children have enough sleep in order to be alert and gain the maximum from each school day.

We understand children do have bouts of sickness, however, they must remain home until fully recovered so as not to infect others. If children are on any medication, it is preferable they remain at home, as the behaviour induced by some medications can be very disruptive and inappropriate in the classroom. In the case of absence through illness (or indeed for any other reason) the Principal should be informed. If a communicable disease is contracted by any child (e.g. conjunctivitis, head lice, mumps, measles, etc.) the Principal should be alerted immediately.

Please be mindful of incubation periods – while children may only present with a runny nose, they are actually very contagious to others.

After an illness, a child should not be allowed to return to school unless the fever has been in abatement for at least 36 hours. Children tend to be weak, both physically and mentally, after a bout of sickness and should thus be kept at home for a longer period than is obvious by a lack of symptoms. It is unfair to staff and pupils to have to nurse such children, but most of all it is unfair to send children back into the classroom when they are unable to cope. Exclusion periods for communicable diseases should be checked with the family doctor.

It should be noted that the School Council has authorised the teaching staff to deny a child access to the school if in the opinion of the teaching staff the child is unfit for school.

The School Health Service Nurse will be visiting the school to physically check the children turning five in the year.

Children turning five will have the opportunity to visit the school dentist at the Tuart Hill Primary School at parent discretion.

The Enrolment form, completed when the child enters the school asks parents to provide Emergency Contact Details. It is extremely important that this information is kept up to date so that teachers know who to contact and how in case of a medical emergency.

In addition, the School Administrators must be informed immediately if there are any changes to the following information held on the Enrolment Form:

- Address details
- Contact details
- Accidents, Allergies, Medical Conditions and Medical Consent details

Occasionally, there are outbreaks of head lice amongst the children. Parents are immediately notified via the blackboard outside the classroom if there has been a case of nits and/or lice reported. Parents are urged to check their child's head regularly for any evidence of nits and/or lice. If any evidence is found, please notify the school and commence treatment of your child's hair immediately. It is advised that a child stay away from the school until all evidence of the nits and/or lice has gone. If all parents work together and monitor their child regularly, these incidences will hopefully be kept to a minimum.

Banksia Montessori school is committed in helping reduce the skin cancer problem through its strict policy on sun protection. "No hat, no outside" applies to all children. A broad brimmed hat is required for every child during outdoor play, excursions and picnics. The school provides sunscreen to be used by all children and staff especially during the first and last terms of the school year. Parents are given the choice of buying their own sunscreen if their children have special requirements. Please be consistent with encouraging application of sunscreen at all times, so it becomes a healthy habit with the children. Consideration is given to sun protection for staff involved in outdoor activities, including yard duties.

8 School Supplies

At the beginning of each term, parents are requested to provide the school with toiletries for the children. The toiletries that need to be supplied are:

- 3 toilet rolls
- 1 refill bottle of liquid hand soap
- 1 box of tissues

9 Show and Tell/News

The school has “news” every day where the children are allowed to bring an item of interest from home to show the other children, **preferably not a toy**. Different groups of children are on roster every day to bring interesting news items. This show and tell roster is on the notice board outside the classroom door.

10 Toys

Children love to bring items of interest to school. These things often stimulate research in class. Toys, however, are not suitable as they distract the focus of attention from the school materials and create jealousies. Anything considered to be dangerous will be confiscated. However, if a child has a special need for a bear or comforter this may be allowed until it is possible to leave it, first on their designated “bag hook”, then at home.

11 Snack Roster

One family per week is responsible for bringing in snacks to the school for the students to eat during morning tea time. Generally speaking, a family will be required to bring in snacks for the school children twice in the year.

The snack roster will be posted at the school entrance at the beginning of each term. The Snack Roster is also available online on the Parent Portal and is incorporated in the School Calendar that is posted at school as well as on the Parent Portal.

Please speak to one of the teaching staff on Thursday or Friday prior to the rostered week on to discuss what to bring and to collect the list of snacks required. The school caters for a maximum of 30 children. It is important to deliver ALL of the food to the teachers before school on the Monday morning. Contact with the teachers should be maintained throughout the week to determine whether more food is required.

In addition, parents are asked to please only bring healthy celebration foods for their child's birthdays.

Please Note: *No nuts or chocolates due to allergies.*

The family on snack roster must also wash any table napkins, towels, tablecloths, aprons and the like, which will be left in a cloth bag on their child's hook by the teachers on a Friday. These are to be washed by the parent on snack roster over the weekend and brought back in on the Monday morning when dropping off their child.

12 Parent Information Nights

Parent Information Nights are held for parents to learn how the classroom is run in accordance with the Montessori philosophy. It can also encompass other related childhood development topics. All parents, prospective parents and friends are more than welcome. The Information Nights are held at the school and parents will be notified throughout the year of up and coming events and topics. Parent Information Nights usually commence between 7 and 7.30 pm. Parents will be advised of these evenings via the School Notice Board, Term Calendar and Newsletter.

13 Excursions and Incursions

Before every excursion, parents will be asked to complete the *Excursion Permission Form* so as to provide permission for their child to be escorted on a small excursion.

A 1:4 ratio of adults to children will be maintained on any excursion and therefore volunteer helpers are required on such occasions. One excursion or incursion per term will be planned during the year, subject to Council approval. Suggestions of possible excursions such as to a farm, fire station or another school would be most welcome. These excursions will be organised and newsletters circulated to fully inform parents well before the date of the excursion.

14 Library

The school has a small children's library from which students are able to borrow books every Tuesday morning. To encourage respect and care of books we ask parents to supply their child with a labelled cloth library bag.

Children are encouraged to join their local library and parents should urge children to love and respect books. Staff members will be pleased to discuss any publications with parents regarding suitability for the child. The Montessori philosophy encourages the development of the imagination through real things. Therefore books should be always founded on reality with fine aesthetic illustrations and good quality publications.

Donations of books will be very welcome.

15 Parent Library

A lending library has been set up at school for parents to borrow publications on the Montessori philosophy.

An up to date list of Montessori based publications is also provided as part of the Enrolment Pack. The document is called *Montessori Recommended Reading List*, a copy of which is also available from the School Office.

In addition, a large resource of Montessori information is available Online. The School Administrators can provide a list of links to informative online articles and videos on request.

16 Classroom Observation

Banksia openly invites parents to observe their children at work in the classroom situation, but would like prior notice of intention to visit by making a suitable appointment time with staff. A class observation, however, would not be appropriate if it is the child's first term or if they are yet to settle in the classroom.

For parents observing for the first time, a hand-out called "*Classroom Observation Guidelines*" is made available containing relevant information. Any uncertainties or queries can be discussed further with the Principal during an interview. Banksia is pleased to welcome parents to observe the school but ask that parents adhere to the following points:

- Feel free to move quietly around the room, but reseal yourself quickly at the sides of the room
- Please respect your child's need to develop their independence and powers of concentration and resist the temptation to interact with your child. If they try to engage your attention, be positive about your desire to watch them at work in their classroom. If you are having trouble disengaging, the teachers will assist. After school you can have your child show you their favourite activities and then you can interact freely.
- Look at the classroom as a whole. Do not just focus on your own child. The purpose of your visit should be to further your understanding of the Montessori classroom
- YOU are in a position of privilege and we ask you to use what you see for your own understanding and knowledge. Please DO NOT discuss with other parents what you have observed about their child or other children. You have only seen a glimpse and without knowledge of what has occurred before and what develops after, there may be misinterpretation and unnecessary anxiety.
- The appropriate time for questions and discussion is via an appointment with your child's teacher. Please feel welcome to arrange one to ensure the smooth running of the classroom.

Please remember that you are there to observe how your child works, behaves and interacts with others, not to interfere with the child or to engage staff in conversation. Siblings are **NOT** permitted to attend observations.

17 Parent Teacher Interviews

Parents may make an appointment with the Principal to discuss their child during the time set for parent interviews in Terms 2 and 4. Parents will be advised of the date and time for interviews during the appropriate term.

At other times, if parents have any concerns regarding their child, please feel free to make an appointment with the teachers.

18 Student Records

Records are kept on a daily basis and transcribed into an individual book. These records are available on request.

19 School Administration Office

The school telephone (**9275 5997**) is to be used by the teachers for school matters and for emergencies involving the children (i.e. sudden illness or injury).

School Office hours are **Mondays and Wednesdays 8.45am – 12.45pm and Tuesdays and Thursdays 8.45am – 2.45pm during the school term**. If parents need to ring the school to advise of an absence or, late arrival or collection please leave a name, phone number and message on the answering machine.

Contacting the School by email is the most efficient manner of communication for non-urgent matters: info@banksia.wa.edu.au.

20 Parents' Talents

Parents, grandparents, etc. are encouraged to share their talents or skills within the classroom. Some ideas could include cooking, sewing, knitting, papermaking, washing, bring in babies to bath, woodwork, musical instruments, talk on special religious celebrations, gardening, reading or telling a story.

21 School Correspondence

Most school correspondence is sent to families via email or via the children's pigeonholes. These are located under the veranda on the west side of the classroom. It is important that all parents check their child's pigeonhole on a daily basis. Information will also be placed on the noticeboard outside the school door regarding meeting dates, etc.

Please also check the Parents Portal on www.banksia.wa.edu.au. This portal contains important information on various school policies, for example, behaviour management, school lock down, student health care, sun protection, etc.

22 Business Arrangements

22.1 Terms and Conditions

The Terms and Conditions set out in the Application for Admission Form and all associated papers, information sheets and handbooks may be amended from time to time by the School Council.

Provisions subject to any such amendments shall continue to apply during the whole period that a student continues to attend the School.

Full details of the terms and Conditions under which enrolments are accepted are described in the “*Conditions of Entry*” section of the Enrolment Form.

22.2 Fees Basis

The School Council generally sets the fees based on:

- the expected level of Commonwealth and State funding for the year;
- the anticipated operational expenses for the year; and
- the strategic plan for the next five years.

Fees are per child, payable in advance and non-refundable unless otherwise noted.

Continuation of enrolment cannot be guaranteed unless outstanding fees have been paid by the due date or alternative financial arrangements have been made.

22.3 Fees

Application Fee	\$100
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The application fee covers administrative costs and is **non-refundable**.
Payment of the application fee does not guarantee enrolment.

Enrolment Fee	1 st Child	\$900
	Sibling enrolled concurrently	\$500

The enrolment fee covers administrative costs and is **non-refundable**¹.

Tuition Fees	Option 1 – Minimal Parent Involvement	Per term	\$2,050
	Option 2 – Moderate Parent Involvement	Per term	\$1,770
	Discount for sibling concurrently enrolled		20%

22.4 Prorated Fees

If a child commences in the **first half** of the term, a **FULL** term tuition fee will be charged. If a child commences in the **second half** of the term, a **HALF** term tuition fee will be charged.

Fees are not prorated for any other reason unless approved by the School Council.

22.5 Payment of Fees

The Enrolment Fee is payable within 7 days of the Letter of Offer for a place having been sent out.

Fees are invoiced prior to the end of term for the following term and cover, but are not limited to, costs incurred for tuition, cooking, excursions, incursions and busy bees.

All fees are payable within 14 days of the invoice date.

In the event of a family experiencing difficulties in paying fees by the due date, contact must be made with the school Treasurer directly (treasurer@banksia.wa.edu.au) at least 7 days before payment is due. Please cc the Chairperson (chairperson@banksia.wa.edu.au). A written agreement regarding payment arrangements may be made at that time.

¹ The enrolment fee paid by the family will be refunded after the enrolled child graduates from the final year offered at the school, if the child has been enrolled for at least the preceding four (4) school terms, subject to School Council approval.

22.6 Non-Payment of Fees

If no contact or arrangement has been made, failure to pay fees by the due date will incur a \$150 penalty. This penalty, along with the fees outstanding, must be paid within 14 days of the initial invoice due date.

Failure to pay the penalty and outstanding fees by the due date will result in the child not being able to return to school. The place will be offered to another student on the wait list and a Debt Collector will be employed to recover monies owed and costs for their services.

If a written agreement has been made regarding alternative payment arrangements, any breach or delay in that arrangement will result in the same actions being applied as outlined in the two paragraphs directly above.

22.7 Payment Method

Payment of all monies to the School is to be made by Direct Deposit:

Bank: Westpac
Account Name: Banksia Montessori School Inc
BSB: 036 059
Account Number: 131 093
Reference: Please provide Family Name as reference

Please note, the School DOES NOT accept cash or cheque payments.

22.8 Attendance

School attendance is compulsory for children aged five (5) years and above.

Prompt and regular attendance is encouraged for children starting at the age of three (3) years to help them develop a positive attitude towards school attendance.

The school does not usually grant leave for holidays during the term. Leave for exceptional circumstances during term time may be obtained by application to the Principal or Chairperson. If a leave of absence is granted and taken, the School will require full payment of each term's fees due for the period of absence, paid prior to departure, to enable the school to keep open the student's place.

The school receives some income from Federal and State grants. The level of funding is based on the Socio Economic Score of the families of the school, the age of the child and an *annual attendance by the student of 90%+*.

No discounts, adjustments or refunds are made to Fees if a child is ill or absent from school, or if parents withdraw their child during the term.

22.9 Withdrawal of Child

At least one FULL TERM'S notice IN WRITING must be given to Enrolments prior to the withdrawal of a Child from the School. In default of such notice, ten (10) weeks of tuition fees will be payable from the date of notification of withdrawal.

22.10 Illness or Injury

In an emergency, children will be taken to hospital via an ambulance. Parents are advised to have private health cover for this and also for ancillary benefits.

22.11 Child Care Rebate

Registered families may be eligible to claim partial rebate of fees under this scheme. Further information may be obtained from the Family Assistance Office on 136 150.

23 List of Activities for Option 2 Families

Every family choosing *Option 2 - Moderate Involvement* has to fulfil a set of mandatory duties as well as at least 2 extra activities. Examples of extra activities families may be requested to complete are outlined in the second table below. Parent contribution is recorded by the School Council and based on to the School Administrator.

23.1 Mandatory Duties for all Parents Choosing Option 2

Task	Hours (approx.)
Busy Bees	3 to 4 hours per term (usually held on the last Sunday before term start) or make up equivalent hours during term.
Parent Council Meetings	Attend at least 1 Parent Council Meeting per term of the 2 or 3 usually held in each term.
Bunnings sausage sizzle	Each family to attend at least 1 shift of 2 ½ hours, once a year.
Other fundraising activities	Participate in other fundraising activities such as selling chocolates, selling entertainment books, selling Kidsabuzz books, etc.
Extra activities	At least 2 extra activities per year, examples of which provided in the table below.

23.2 Examples of Possible Extra Activities

Task	Hours (approx.)
Library duty	15 min. every Tuesday morning for 1 term (8:45 to 9 am)
Organising Fundraising Activities	Be part of a fundraising work group to organise 1 fundraising activity (e.g. Bunnings Sausage Sizzle, Garage Sale, Mother's Day High Tea, etc.). Depending on the hours needed each working group will consist of 2-3 members
Parent Helper for Excursions	4 hours per excursion
Morning Relief for Teacher Assistants (TAs)	4 hours per morning
Organise Busy Bees	6 hours for 1 person, or 2 people 3 hours each, spent organising the busy bee, buying materials for the busy bee and attendance on the day.

Task	Hours (approx.)
Maintenance task	As defined by School Administration after approval from the School Council. Depending on need, 1 to 3 hours per year
Update Facebook Page	2 hours per term
Marketing activities	As defined by School Administration after approval from the School Council. Depending on need, 1 to 3 hours per year.

23.3 Example Voluntary activities for all Parents

Task	Hours (approx.)
Parent Information Nights	All parents are strongly encouraged to attend the parent Information Nights on all 3 topics (life skills & sensorial, maths, language), preferably in the first year at the school
Social Events	Organise or come to a coffee morning, join the yearly family picnic, join the sausage sizzle after term 1 busy bee, etc.

Appendix A

Parent Handbook Acknowledgement of Receipt Form

**PLEASE COMPLETE THE FORM OVERLEAF AND RETURN TO THE OFFICE AS SOON AS
POSSIBLE**

Parent Handbook

Acknowledgment of Receipt

I/We acknowledge that we have received and read the current Banksia Montessori School Parent Handbook.

Family Name/Surname: _____

Child(ren) Name(s): _____

Signed

Signature: _____ Date: ____/____/____
Mother/Guardian 1

Signature: _____ Date: ____/____/____
Father/Guardian 2

PLEASE SIGN BY BOTH PARENTS/GUARDIANS AND RETURN TO THE SCHOOL OFFICE

Appendix B

Uniform Order Form