



**Kohimarama**  
MONTESSORI PRESCHOOL

[www.kohimontessori.co.nz](http://www.kohimontessori.co.nz)



Friendship



Self Learning



Nature

## Handbook

### **2-3 Year Olds**

17 Geraldine Place  
Kohimarama, Auckland  
(09) 528 3287

### **3-6 Year Olds**

36 Allum Street  
Kohimarama, Auckland  
(09) 528 7970

[kohimontessori@xtra.co.nz](mailto:kohimontessori@xtra.co.nz)

## Notes

# Staff

## Katrina Straka

Preschool Owner

Grad. Dip. Bus. Admin; PMP

## Alison Kemp

Registered Teacher

Bachelor of Education {*Early Childhood*} Montessori

Diploma {*St. Nicholas Montessori Centre*}

## Anne Quayle

Registered Teacher

Diploma of Teaching {*Early Childhood Education*}

Montessori Diploma {*London Montessori Centre*}

## Maria Domingo

Bachelor of Science {*Nursing*}

MIA Montessori Certificate

## Mahesha Mudannayake

Registered Teacher

Graduate Diploma {*Early Childhood Education*}

Bachelor of Social Sciences with Honours

Diploma in Social and Community Work

## Heather Russell

Registered Teacher

Diploma of Early Childhood Education

Note: Kohimarama Montessori Preschool is committed to professional development. All staff have current first aid certificates.



*“Education is not the acquisition of knowledge but the desire and capacity to acquire knowledge.”*

# KOHIMARAMA MONTESSORI PRESCHOOL

## CENTRE STATEMENT

Kohimarama Montessori Preschool is located in Kohimarama but attracts families from throughout the Eastern suburbs. The preschool is situated in a converted house in a residential area not far from the waterfront.

The management and teachers at Kohimarama Montessori continue to review ways in which we embrace the New Zealand Early Childhood Curriculum, Te Whaariki, to see our centre as part of the whaariki, or woven mat, of NZ Early Childhood centres, while retaining our own unique identity as a Montessori Preschool. We are continually challenged to evolve and develop the Montessori programme to ensure it is relevant for the children of Aotearoa/New Zealand today, taking into account contemporary developments and theories in learning and development. Teachers and management have chosen to incorporate those valuable aspects of new knowledge, ideas and materials which were not available in Maria Montessori's time but which have enabled our centre to grow and develop, without diluting our Montessori Philosophy. This is an on-going process as our aim is to be flexible, creative and innovative as was Maria Montessori in her time. We incorporate the Letterland phonic literacy programme with great success - this is tremendous fun for children, teachers and parents as well as a valuable learning tool. We also incorporate within our programme the flexibility to follow the interests of the children' - when a particular interest becomes apparent we extend this by focusing our planning in this area, whether it is for one child or a group of children. This emergent curriculum is then incorporated into our core curriculum areas to provide many experiences in art, music, drama, physical challenges, literacy, numeracy, science, practical life activities and outdoor play.

Our aim at Kohimarama Montessori is not to "push" children to academic heights but to aid the development of positive social interactions, independence, self-confidence, high self-esteem and a love of learning, as well as acknowledging and celebrating the diverse cultural backgrounds of the children who attend our centre.

We recognise Maori as Tangata Whenua of Aotearoa/New Zealand and this is reflected in the art, music, pictures, books, theme activities and use of natural materials at the centre.

Our future direction lies in a commitment to continued professional development for all staff, maintaining our emphasis on observations and quality assessments in all areas of the curriculum.

## Philosophy and Goals

Kohimarama Montessori Preschool offers an educational program for children 2 to 6 years of age. Our centre utilises the Montessori Method and Te Whaariki, the NZ early childhood curriculum, to support educational success for every learner, while at the same time respecting each child's individual developmental needs.

We believe the most important developmental milestones for children are reached and achieved before the age of six; it is these earlier years which are the most important during their developmental life. The child under six is a gifted learner with a mind capable of absorbing and learning without effort. Children in this age group should therefore be exposed to as many quality learning opportunities as possible during this time. This is supported through our holistic approach to learning—a learning environment wherein children are given opportunities to make choices, to experiment and explore, to become thinkers and ask questions within a stimulating non threatening environment; an environment with appropriate limits and boundaries, that delivers a high level of safety procedures for the well being of the children in our care.

A child's most important instrument of learning is movement, especially that of the hands. At all times, and particularly in the classroom, a child must be given the opportunity for meaningful activity. This is reflected in our programme, our resources, and our environment.

We believe in continuous improvement and therefore follow a process which considers all areas of our learning programme; environment, professional development, and centre management.

The teacher's at Kohimarama Montessori Pre School strongly believe in reflective practice to inform their teaching practices in order to meet individual developmental needs.

## The Purpose of Montessori Education

Dr. Maria Montessori's life work began with a group of disadvantaged children in 1907 when she opened her famous "Casa dei Bambini" (Children's house), in Rome. Through her observations of the children she discovered their remarkable, almost effortless, ability to absorb knowledge from their surroundings. This inspired Montessori's lifelong pursuit of educational reform, curriculum development, methodology, psychology, teaching and teacher training - all based on her dedication to further the self creating process of the child.

Dr. Maria Montessori believed that no human being is educated by another person. Children should do things for themselves or they will never learn. A truly educated individual continues learning long after years he spends in the classroom because he is motivated from within by a natural curiosity and love for knowledge. Dr. Montessori felt therefore, that the goal of early childhood education should not be to fill the child with facts from a pre selected course of studies rather to cultivate his own natural desire to learn. In the Montessori classroom this objective is approached in two ways: first, by allowing each child to experience the learning by his/her own choice rather than by being forced; and second by helping him/her to perfect all his natural tools for learning, so that his ability will be at a maximum in future learning situations. Montessori materials have this dual long-range purpose in addition to their immediate purpose of giving specific information to the child.

## Sensitive Periods

Another observation of Dr. Montessori's which has been reinforced by modern research, is the importance of the sensitive periods for early learning. These are periods of intense fascination for learning a particular characteristic or skill. It is easier for the child to learn a particular skill during the corresponding sensitive period than at any other time in his/her life. The Montessori classroom takes advantage of this fact by allowing the child freedom to select individual activities which correspond to his/her own periods of interest. Dr. Montessori always emphasised that the hand is the instrument of the mind. In order to learn there must be concentration, and the best way a child can concentrate is by fixing his/her attention on some task s/he is performing with his/her hands. The equipment in a Montessori classroom allows the child to reinforce his/her casual impressions by inviting him/her to use his/her hands for learning.

## At What Ages

Children can commence at Geraldine Place at 2 years of age. They begin with the simplest exercises based on activities which all children enjoy.

The equipment which s/he uses at three and four will help him/her to develop the concentration, coordination and working habits necessary to the more advanced exercises s/he will perform at five and six.

Parents should understand that a Montessori preschool is neither a baby sitting service nor a play school that prepares a child for public kindergarten. Rather, it is a unique cycle of learning designed to take advantage of the child's sensitive years between two and six, when s/he can absorb information from an enriched environment.

## **Kohimarama Montessori consists of two centres:**

### **New Entrant Class 17 Geraldine Place, Kohimarama**

(2 - 3 ½ years) Ph 528 3287

### **Preschool Class 36 Allum Street, Kohimarama**

(3 - 6 years) Ph 528 7970

The enrolment procedure includes submitting enrolment forms with the enrolment fee of \$100 (incl. GST). Please update enrolment forms whenever necessary i.e. changes of address / phone numbers.

## Friday Extension Class

Our Friday session is for children aged around 4 - 5 years.

This is for children whom the teachers feel are ready for and would benefit from, extension activities in maths, reading and geography. Each term the children are introduced to a new topic of study which they expand upon each week. It also allows a specific focus on school readiness.



## Attendance

Kohimarama Montessori offers morning sessions only for the new entrant class at Geraldine Place 8.45am to 11.45am.

A minimum of 2 sessions per week is required.

At Allum Street we offer a full day session 8.45am to 3.30pm. A minimum of 2 days per week is required. Many children will increase to five days as they get older but this is not a requirement. A limited number of children can be accommodated from 8am and until 4:30pm.

We are open 50 weeks of the year, closing for 2 weeks over the Christmas/New Year period.

***Children must be picked up promptly***, particularly in the am sessions as the staff have only a 1/2 hour break between sessions. Punctual arrivals are appreciated so that the class is not disrupted and so that your child is able to commence the session with his/her classmates.

## Payment Policy

You will be invoiced monthly in advance. Payment is required within 7 days of the invoice date.

Any absences cannot be refunded, as the child's space will remain vacant until their return. You will be charged for public holidays which fall on a day when your child would normally attend, as staff must still be paid for these days.

Sessions are worked out at **\$12.98** per hour incl GST.

Approximate fees are as follows:

GP 2 sessions per week: **\$77.88 incl GST**

GP 3 sessions per week: **\$116.82 incl GST**

AS 2 days per week: **\$175.23 incl GST**

AS 3 days per week: **\$262.85 incl GST**

AS 4 days per week: **\$350.46 incl GST**

AS 5 days per week: **\$438.08 incl GST**

*At Allum Street you can utilise the 20 hour ECE funding of \$30 per day, to a maximum of \$100 per week.*

## Departure Process

Kohimarama Montessori requires a sign in and out procedure to transfer responsibility for children between the school and the parent/care giver each day. A list of children will be at the door. Please clearly sign your name in the appropriate space as you drop off and depart with your child. No children are to sign this book. If the child is to be picked up by any person other than a parent, please let the child know this beforehand.

## Release Authorisation

No child will be released to anyone other than a parent or person whose name appears on the enrolment form. In the event that another person is to pick up your child this must be put in writing in our communications book (or notify us by phone).

## Settling in Process

Parents are welcome to bring their child to the centre (on arrangement with staff) for a play time prior to commencement at the centre to enable the child to come to a familiar environment on his/her first day. On the first day you are welcome to stay with your child.

Please ensure that if you leave that you do say goodbye to your child before you depart, even if this may result in a few tears - they usually pass very quickly but if not we would contact you.

## Changes at Home

Please advise staff of any changes, disturbances, emotional upsets i.e. separations, bereavements, traumas, nightmares etc. so that we can be alerted to any behavioural change in the child and can respond appropriately.

## Nutrition

We observe a "low sugar" policy in the interest of the children's health and nutrition. The children bring their own morning tea/lunch/ afternoon tea each day - please do not include sweets or soft drinks.

A sandwich, some fruit and a water bottle is adequate. Dairy products such as yoghurt are not appropriate in summer due to the rapid growth of bacteria in the heat. Full day children should use an **insulated lunch box and include an ice cooler in summer months**. It is a good idea to identify morning tea, lunch and afternoon tea so teachers are able to direct the full day children appropriately.

Due to children attending pre school who have life threatening allergies, no nuts of any kind, peanut butter or other nut spreads are permitted.

## Illness and Medication

An ill child will not be permitted to enter the classroom. Please do not bring a child to preschool that has had a fever, diarrhoea or vomiting the night before as germs easily spread between the children. In the case of illness or injury to a child occurring at the preschool, the parents will be notified, and instructions for the course of action to be followed will be obtained at the White Cross Emergency Clinic on Lunn Avenue, if necessary. Parents will be informed of minor scrapes and bruises when picking up their child. If it is necessary for a child to take any medication during the session, it must be sent with written permission from the parent and with clearly outlined directions regarding dosage and schedule. All medications given will be documented in our Medicine Administration folder for your signature.

**All of our staff hold current first aid certificates.**

## Excursions

All excursions will be notified in writing prior to the trip and written permission will be requested from the parent/guardian. Maximum child: adult ratio on excursions is 3 children : 1 adult.

## Birthdays

On your child's birthday please bring a photograph for each year of his/her life for him/her to show the class. We have a small birthday ceremony for birthday children and they walk around the 'sun' for each year of their life. It is not necessary to send a cake but you may do so if you wish. No sweets please.

## Belongings

All lunch boxes, drink bottles, gum boots and clothing that may be removed such as sweaters, must be clearly named. Please provide lunch boxes which they can open themselves and clothing which they can remove themselves - we wish to encourage independence and self confidence. We prefer children not to bring toys to the centre, especially small ones as they are easily lost or damaged, however items of interest to the class may be brought to show during our mat time at the beginning of the sessions- see "Show & Tell" roster on the parents notice boards. The children each have their own art folder. Please check these regularly.

All children should bring a change of clothing in a named bag. In winter children should bring a warm hat. In summer children must bring a sunhat.

The centres each have a lost property box. Anything remaining at the end of the term will be donated to charity.

## Parent Communications

We have four communication formats for parent messages - Educa online notice board for notices, daily roll sheets for any information such as letting us know if another person is picking up your child (this must be signed), an Office Form for any messages/requests for the office, and a Notification of Absence Form.

Emails can always be sent to [kohimontessori@xtra.co.nz](mailto:kohimontessori@xtra.co.nz)

## Scrapbooks

The children each have their own scrapbooks for their work pages - you are welcome to look through your child's scrapbook but please leave them at the preschool (they will then be sent home when full.) The children are not required to work in their scrapbooks each day - pages are simply one choice of activity to do.

## Early Withdrawal

Parents are required to give the school ten days (school days) written notice if it becomes necessary to withdraw a child for any reason. If this is not done, parents will be charged for 10 days.

## Non Discrimination

Kohimarama Montessori does not discriminate on the basis of race, colour, national or ethnic origin, or religion.

## Observation Days

Parents are welcome to observe sessions - please book in with the staff. It is important that observers do not disturb the children who are concentrating on activities or ask questions of staff working with the children.

## Parent Helpers

Parents are welcome to attend sessions as parent helpers -particularly to help in our art and carpentry areas. Please book in a session on the calendar on the notice board.

## Parent Information

The centres have a library of books which parents may borrow for fortnightly periods. Please watch parent information bulletin boards for information on themes etc. Copies of the preschool policies and ERO reports are also available in the library. Parent feedback on Policies is greatly appreciated and a form is available at the back of the folder for this purpose.

## Complaints

Any complaints may be referred to the Supervisor or Administrator. If a mutual discussion does not resolve an issue it may then be referred to the Ministry of Education.

## Parking

Please park on the Preschool side of the road. It is important that children get out of cars on the sidewalk side as Allum St is a busy road. Cars must not be parked over neighbours driveways in Geraldine Place or Allum Street. We are closely observed by the Traffic Dept. and neighbours have had to complain frequently.

## Parent / Teacher Interviews

Interviews can be arranged with the supervisor on request. They may be requested by either parents or staff. Following a Learning Review is a good time to discuss your child's progress and learning goals.

## Parent Information Evenings

We endeavour to hold at least 1 parent evening per year.

## Privacy Act

When you enrol your son/daughter at Kohimarama Montessori, you provide us with information such as address, phone number, parent work phone numbers etc. The Preschool has always been responsible in restricting the use of this information for Preschool purposes only and it is not made available to any unauthorised persons. We are required under the Privacy Act to inform individuals of the purposes for which the information held about them will be used. This information is essential to the running of the school because it allows for contact between staff and home in cases of emergency and with appropriate outside agencies such as the Ministry of Education. In all cases the purpose will be to attend to the education and welfare of the children while they are enrolled at Kohimarama Montessori Preschool.

During our theme group activities we often record the childrens conversations, sometimes videotape or photograph them and may put a transcript of their conversations or photos on the wall, on Educa and Facebook. If you do not wish your childs photograph or words to be used in this way or in newsletters please let the office know.

If you do not wish your childs name, address and phone number to go on our phone list which is available to all parents, please specify this on your enrolment form.

## Waiting List Policy

In Montessori classes we aim for mixed age groups as children benefit from this - older children being role models for younger children. Waiting list priorities are as follows:

1. Meet requirements of present students before new students are admitted.
2. Siblings of children presently attending or who have attended will be given preference as new entrants in both centres.
3. Children currently attending Geraldine Pl. will be given preference for Allum Street places by the time they are  $3^{1/4}$  -  $3^{1/2}$
4. Transfers from other Montessori preschools will be given first priority after present children attending and siblings.
5. Geraldine Place children transfer to Allum St. in order of age and maturity.
6. Management reserves the right to make discretionary decisions in exceptional circumstances.

*Note: All siblings should be put on the waiting list as early as possible.*

