

# Welcome to the Courtyard Montessori Preschool



## Welcome

Thank you for taking the time to learn more about our preschool. We are proud of our Montessori special character and our community of families/whanau, teachers and friends. We share a unique approach to early childhood learning and invite you to experience the Courtyard difference.

You are welcome to contact us for more information or to arrange a visit. We look forward to seeing you.

## Philosophy

We aim to awaken the child's spirit by providing a dynamic link between the child and their environment. In order to achieve each child's holistic development to the fullest, there must be a strong, trusting relationship between preschool, child, family/whanau and community.

The Montessori prepared environment allows the freedom for children to find their own great work, revealing their inner human potentialities.

We endeavour to explore new ways of being with children that are based on collaboration, wonder and respect for what they bring.

The Courtyard Montessori Preschool embraces the Montessori Philosophy, which supports the creation of a luminous future for a new and peaceful humanity.

## Mission Statement

Our mission is to deliver excellence in Montessori preschool education that meets the needs of all the families within its community. Through our commitment to the Montessori philosophy we will provide an environment that instils a love of learning in each individual child, while fostering the holistic development of body, mind and spirit leading to the fulfilment of each child's individual potential.

## Courtyard Staff

The preschool has highly experienced, permanent teaching staff, including a teaching Principal, most of whom are Montessori qualified. Part-time teachers are also employed and are usually either Montessori trained or in training for a Diploma of Teaching (ECE). We also have a part-time Office Administrator. Our Licensee oversees our Government licensing requirements.

<b>Principal:</b>	Shelagh Powell
<b>Teachers:</b>	Paula Martin – Team Leader, Room 2 Danielle Graham – Team Leader, Room 1 Helen Westrupp, Debbie Cocks Maree Hawtin-Morrow
<b>Office Administrator:</b>	Gillian Hunter
<b>Licensee:</b>	Belinda Newsom

The preschool has a policy of ongoing teacher training and encourages teachers to undertake a variety of courses throughout the year. Children are welcome to start at the preschool when toilet training has been completed, from about the age of 2½ years. New children will be invited along with a parent to attend for three visits prior to starting. This visit is during outside time and enables the parent and child time to meet with teachers and settle in to the environment.

## Classes/Sessions Available

We currently offer the following sessions during school term time only:

### **Four or Five Mornings (8.30am – 12.00pm)**

- Rooms 1 and 2
- 1:9 teacher/child ratio

### **Extended Day Sessions (12.00pm-2.45pm)**

#### **(In Conjunction with 4 or 5 Morning Sessions)**

- Mondays, Tuesdays, Wednesdays and Thursdays
- For older children, taken in addition to morning sessions
- Children over 4 years 2 months are required to attend a minimum of one Extended Day
- Children over 4 years 6 months are required to attend a minimum of two Extended Days
- An excellent preparation for school

### **Full Day Programme (12.00pm – 2.45pm)**

#### **(In Conjunction with 4 or 5 Morning Sessions)**

- Mondays, Tuesdays, Wednesdays and/or Thursdays
- Choice of one to four days
- Only open to children who attend four or five morning sessions

### **Four Afternoons (12.45pm - 3.45pm)**

- Monday, Tuesday Wednesday and Thursday, in Room 2 only

### **Full Week (Monday-Thursday 8.30am-2.45pm + Friday Morning 8.30am-12.00pm)**

## Daily Programme

### Morning Session

8.20am – 8.50am	Families are welcome to spend time settling and/or working alongside their child on activities children have been introduced to.
8.50am – 9.00am	Group time Grace and Courtesy
9.00am – 10.30am	Individual and small group work time in class. Rolling Morning Tea.
10.30am – 11.30am	Indoor/Outdoor Flow.
11.30am – 12.00pm	Planned Music/Movement/Perceptual Motor Activities. Drama, Birthday Celebrations, Calendar and weather activities and stories (Monday, Wednesday & Friday).
11.45am – 12.00pm	Group story time (Tuesday and Thursday).

### Extended Day/Full Day Session

	The preschool requires all children to attend <i>one</i> extended day once they reach approx 4.2 years and <i>two</i> extended days from 4.6 years subject to availability.
12.00pm – 1.00pm	Lunchtime.
1.00pm – 1.45pm	Outside play.
1.45pm – 2.45pm	Children work in groups according to their age. The groups consist of children attending at 4.2 years of age and another of children 4.6 years of age.

### Full Day Session

12.00pm – 12.45pm	Lunchtime.
12.45pm – 1.45pm	Outside play.
1.45pm – 2.45pm	Small group time in class.

### Afternoon Session

#### (Monday, Tuesday, Wednesday and Thursday)

12.45pm – 1.45pm	Indoor/Outdoor Flow. Rolling Afternoon Tea throughout the afternoon.
1.45pm – 3.15pm	Individual and small group time in class.
3.15pm – 3.45pm	Planned Music/Movement Perceptual Motor Activities Letter of the Week Group Story Time.

## Fees Schedule

From Term 4 2009 the preschool offers the government funding initiative for Early Childhood Education of 20 Hours ECE for 3, 4 and 5 year olds.

The Courtyard Montessori Preschool charges an Optional Charge per session for families who take up the 20 Hours ECE programme at the preschool. This Optional Charge is to help cover services provided over and above what is required by Ministry of Education Regulations, including: Montessori teaching qualifications; specialized equipment; professional development; community events and the special nature of the preschool. We require the Optional Charge to be paid in order to provide this service.

### Optional Charges

Morning Classes	(per session)	\$5.00
Extended/Full Day	(per session)	\$8.00
Afternoon Class	(per session)	\$5.00

### Term Fees

*(For hours attended over and above 20 Hours ECE per week and for children who do not qualify for 20 Hours ECE)*

Morning Classes	(5 days/week)	\$81.00
Morning Classes	(4 days/week)	\$64.80
Afternoon Classes	(4 days/week)	\$64.80
Extended Day	(per session)	\$16.20
Full Day Programme	(per 6 hour day)	\$32.40
Full Week (Monday-Thursday & Friday Morning)		\$140.00

Application Fee	\$30.00
Enrolment Fee	\$25.00
MANZ Subscription (per family per term)	\$11.00
Courtyard Subscription (per family annually)	\$25.00

## Governance

Established in 1980 by parents and educationalists determined to bring the choice of a Montessori education to Christchurch families, the preschool was originally located in the central city, but relocated in 1990 to its own premises in Somerfield Street, Lower Cashmere.

As an Incorporated Society, the Courtyard is governed by a Board of Trustees comprised of parents or caregivers of current pupils and the Principal.

Our not-for-profit status means that all surpluses are re-invested to improve classroom resources or in other areas identified by the Board.

## Your Involvement

The preschool encourages parents to take an active part in the preschool throughout the year and runs parent evenings, shared morning/afternoon teas, parent/teacher interviews and social events for children and parents/caregivers. In addition, annual parent/child evenings allow children to introduce their parents to favoured classroom activities. To keep families up to date with what is happening at the preschool, we publish a newsletter "The Courtyard Courier" once each term and regular information sheets are distributed between newsletters.

## Fundraising

In order to maintain Fees and/or Optional Charges at a minimum, parents are asked from time to time to assist with fundraising activities. Funds raised go towards purchasing extra classroom and outside equipment. Usually one or two major fundraising events are undertaken per year.