

Montessori Playgroup Inc. HANDBOOK

Banksia Montessori Playgroup is a place that facilitates quality time between parent and child and stimulates the child in a warm, friendly and fun environment.

I experience through action the things in my environment. With each new experience I acquire knowledge and greater understanding. I work with my hands and I learn by doing. What I hear I forget, what I do, I remember.

Telephone General enquires and enrolment officer 08 9487 5197 (Message bank) **Postal address** Banksia Montessori Playgroup P.O. Box 610, Mirrabooka 6941

**Banksia Montessori Playgroup (BMP) is located at:
Dryandra Community Centre, Dryandra Drive, Mirrabooka**

Please visit our web site at
www.banksiamontessori.org.au

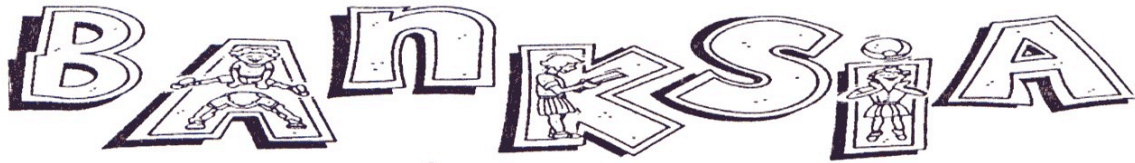
The Montessori environment consists of child sized equipment which is arranged into individual activities with very specific aims and uses. In order for your child to gain the full educational value from the equipment, it needs to be presented in a particular way and order.

GUIDELINES FOR LEARNING AT BANKSIA PLAYGROUP

This is a child's centre and we are here for them. Please use these principles to help your child enjoy the Banksia Montessori Playgroup to its full potential.

1. Once your child has finished with an activity **ALWAYS** put equipment back correctly, on the shelf ready for the next child to use. Importantly let the teacher know of any missing pieces straight away.
2. Intervene if your child disturbs the work or concentration of another child.
3. Please keep your voices to a minimum, concentration requires quiet.
4. Use only one activity at a time and remember not to combine activities.

Please remember that the playgroup has no hard and fast rules, but guidelines that need to be reinforced by parents.



SESSION FORMAT

Self Help Independence

A very large component of a Montessori education is the development of independence. This promotes self-esteem and skill development. Everything in the classroom is designed to allow children to setup, complete and clear away their own activities. Your child will gain so much when you encourage them to do this. We are aiming for an "Adult Hands Off" session environment.

Each session follows a basic structure (times are approximate) as follows:

Outdoor play	15 minutes
Story time & Language time.....	15 minutes
Snack time.....	15 minutes
Activity "Work" Time.....	55 minutes
Music, Rhymes and Movement (goodbye Song).....	20 minutes

Remember that the bell indicates STOP, LOOK AND LISTEN.

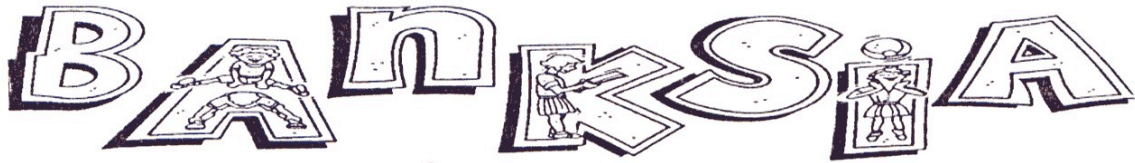
Interacting with "jobs"

- ✧ After choosing the job the child takes it to a table or a mat on the floor and completes it on their own or with guidance.
- ✧ The adult should sit at the child's side and initially demonstrate the task, if possible without talking. The adult should complete the whole exercise in front of the child, using slow actions. If the child is not interested do not insist simply chose another activity.

Returning Equipment to Its Place

- ✧ Encourage your child to return the activity to the shelves when they have finished before moving onto other activities.
- ✧ At the beginning this cycle may need to be modelled (done) by the parent. This is fine since you are modelling "good work practices". Gradually they will be able to take over from you.

If you are ever unsure of the purpose of any activity or need clarification on presentation do not hesitate to ask. BMP teachers are only too happy to answer any questions and to assist you and your children to get the most out of your sessions.



HOW TO ENROL

Contact the enrolment officer's message bank for vacancies on 08 9487 5197. If vacancies are available you will be required to send a \$20 non refundable holding to secure your place for the forthcoming term.

Please complete the enclosed enrolment form with your details and return with full fees to your session co-ordinator or mail to:

Banksia Montessori Playgroup
P.O. Box 610, Mirrabooka 6941

All cheques/money orders are payable to Banksia Montessori Playgroup INC.

A receipt will be forwarded with all relevant information you will require.

Please remember, it is not the teacher's role to receive money or forms. Please speak directly to the session coordinator.

DUTIES AT BANKSIA

**Please read the following information carefully before deciding to enrol at
BANKSIA MONTESSORI PLAYGROUP**

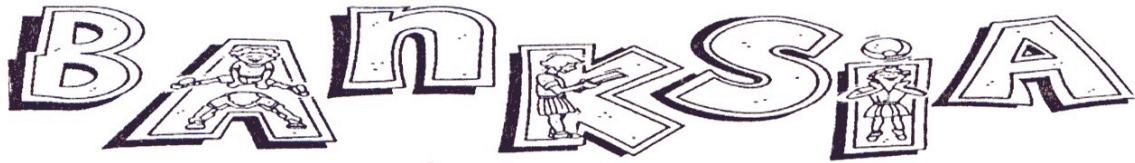
Playgroup teacher's role

A teacher employed by the parent committee runs the sessions. The teacher plans and organises the learning activities and provides guidance for parents to work with their child.

The playgroup teacher's role in the sessions is to facilitate your child's learning. This is done through preparation and demonstration of activities. There is a time each session where a lesson is presented to the group, though a lesson/demonstration can be given to an individual child and parent at any time during the session. Please feel free to ask the teacher if you require further information.

Parent's role at BMP

BMP is a non-profit community group run by parents for the benefit of their children. BMP parents are encouraged to become actively involved in the running of the playgroup, so sessions run smoothly. You are required to help out at busy bees, be actively involved in the fund raising activities or volunteering your skills in whatever capacity that might be. Everyone is required to serve on the committee. It is a mandatory part of participation in the playgroup. You are required to be on the committee for a maximum of 2 terms. If you are volunteering for the position of treasurer, you must have payroll/ accounting experience.



Parent's role during sessions

This is your time to be with your child, by guiding and actively being involved with all the activities. You are the teacher; the leader is there to help you achieve this goal. All parents participate in the session's organisation, by following guidelines, assisting with cleaning and rostered duties. This is essential and adds to the quality of all the children's experience at BMP. As you are the teacher, you need to be able to focus on your child. If you have a younger child, then you may bring them while they are immobile or confined to a pram. Once they are moving, you need to either bring another adult to look after the infant or make alternative arrangements for child care.

Rosters

All parents are required to participate in each of the following: food for snack time, food helper, session clean up and annual clean. The session co ordinator will hand out rosters at the beginning of term if you can not attend a session and you are on the roster for that day you must swap your duty with another member, this is your responsibility. If members do not participate in the roster system they may lose their position for the following term.

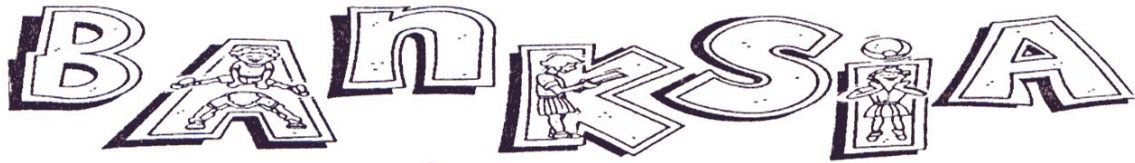
Session Clean Up

Rostered people need to make sure the following is done each session.

- Clean all desks & place chairs on top.
- Tidy all activities on shelves. Please make the teacher aware if any pieces of an activity are missing. Always check under all shelves.
- Sweep & vacuum the floor.
- Bring in all outside equipment.
- Clean and put away all art and craft materials and soak brushes.

Playgroup Session Co-ordinator

Each session has a co-ordinator who oversees the organisation of that session; they liaise between the committee and members of the session. This is a volunteer who collects fees, administers the rosters, communicates information to members, will liaise with the President, distributes newsletters and attends Committee meetings at the beginning of term.



Fundraising

BMP is a non profit playgroup we require ongoing fundraising for the purchase of all additional resources. Fundraising will be on a term by term basis and it is expected that all parents contribute to the best of their ability.

Committee Members

BMP is run by a parent based Committee, without members the playgroup can not function. Every two terms the Committee changes as older children move onto Kindergarten. If you could be available to attend one meeting per month, usually at a Committee member's home please notify the Enrolment Officer or make a note on the Enrolment Form.

FEES

Fees are kept to the minimum necessary to meet expenses which include hire of premises, craft materials, purchase of equipment, a trained teacher and an organised Montessori program.

Playgroup association fees for insurance are paid once annually. For insurance purposes it is essential that all families enrolled at BMP have current P.G.A. membership. Please note that P.G.A. membership is transferable to other playgroups. Families that join part-way through the year and already have current P.G.A. memberships through another playgroup do not need to pay PGA fees again. The coordinator needs to see the membership card and record details before any participation will be allowed at BMP.

A holding fee is charged to secure your place and allow for cash flow for pre-planning and purchasing of stock during the break. Please ensure you pay your holding fee of \$20 by the last day each term. The \$20 will be deducted from your term fees. Contact the enrolment officer for the current fee structure. A reduced rate is available for twins or siblings.

Fees not paid by the first week of term incur a late fee fine of \$10.00 per week and may result in losing your position next term.

Finally, although the above information may seem a little overwhelming now, Banksia Montessori Playgroup is here to be enjoyed by all. BMP's priority is for you to have fun interacting with your child. Feel free to try things in new and different ways watch your child's mind grow before your eyes, while enjoying all that they do.