



## **UNDER 3'S POLICY**

### **Aim**

To offer children under the age of 3 a program that supports social and affective (emotional) development and enhances and further develops language skills. A qualified Directress will provide support and education to both the child and the parent/carer.

### **3 YEAR OLDS**

If a child turns 3 during a term and they are not enrolled in the Pre-school, then they cannot return to the Under 3's group the next term. If the child is on the wait list to attend the Pre-School, then they may attend for a maximum of 1 extra term provided the Under 3's program is still developmentally appropriate and a place is available.

### **TOURS**

Tours are offered prior to commencement to enable parent/carer to observe a class in action.

### **POSITIONS AVAILABLE**

Only the Head of School and Under 3's Directress can make offers of places in the Under 3's group.

### **PLACEMENT FEE**

A Placement Fee is payable on acceptance of an offer and is non-refundable.

### **FEES**

Fees are invoiced from the first session attended until the end of the term. Payment is required on or before start date. If payment is not received by the start date, the place cannot be held or parent is to make payment before returning.

### **REFUNDS**

Refunds are not offered once payment has been made.

### **MAKE UP CLASSES**

**One (1)** make-up session per term is allowed, subject to availability, and can be made with prior arrangement with the Under 3's Directress or office with at least 24 hours' notice. Make-ups can only be scheduled when a session is not full to avoid overcrowding. A maximum of 1 session per term only can be made up, and must be made up in the same term as the session missed.

### **ABSENTEES**

Where possible, it would be appreciated if you would phone/email the school office at least 24 hours in advance if you are not attending your scheduled day. This will enable us to schedule make-up sessions in your absence.

## **VACATION LEAVE**

We understand parents needing to take vacation leave during school terms, therefore, Under 3's fees will be waived for the time of your vacation leave during school terms. You may attend up until your departure and will be invoiced for those weeks. Return to the program will be possible if there is a vacancy otherwise we will place you on the waiting list. We will require notification of leave by the end of the previous term so we can invoice you appropriately as once payment is received a refund may not be offered.

## **SICKNESS**

If your child is sick we would appreciate your consideration to the other children and staff and keep your child at home until they are well again. A sick child is not going to benefit from attending the program and our aim is for your child to enjoy a positive experience in Under 3's.

## **CLOTHING**

Children's clothes should allow freedom of movement and be easy for them to manage alone during toilet access. It is worth the extra time to look for clothes with manageable fastenings. It is a great triumph for young children's independence if they are able to dress themselves. It contributes to a feeling of self-confidence to be able to pull up their own pants, buckle their own shoes or zip up their own jacket. Your efforts will be rewarded by your child's growing independence and a developing sense of pride in their appearance.

Clothing depicting commercial branded characters such as Finding Nemo, Dora the Explorer, Sesame Street, superheroes, or camouflage clothing is not permitted to be worn at the school, as it is not in keeping with the Montessori philosophy of peace.

Children should not feel reluctant to wash, polish, paint, climb, or dig because of anxiety about dirtying their school clothes.

## **MOBILE PHONES AND PHOTOGRAPHY**

We ask that you do not use your mobile phones or cameras during the session and leave them in your bag. The Under 3's program is to allow you to give your child your undivided attention and to respect this time you have together. Photography is not allowed during the session due to privacy restrictions.

## **SIBLINGS**

**Younger** - Younger siblings can attend if they are not yet mobile. If they are mobile, then they can only attend with another carer. Once they start to interact with equipment, then they are to be enrolled in the Under 3's group provided they are developmentally ready.

**Older** – As the program is designed to cater for a maximum of 12 children under the age of 3, equipment/resources, are not appropriate for older siblings. Parents/carers need to understand that this program is to allow one-on-one attention between the parent/carers and the toddler.

## **ADVERTISING**

Unfortunately, we are unable to offer free advertising for businesses. Paid advertising in our Newsletter is an option so please contact the school office for pricing.

## **COMMUNICATION**

Communication from administration will be made by email where possible. Hills Montessori School endeavors to support the reduction of the carbon footprint using environmentally friendly processes.

Communication from parents can be made by the following methods;

- using the letterbox outside the Hall (this is cleared twice a day),
- by phone; 9871 4844 between 8am and 3.30pm Monday to Friday during school terms,
- email; [under3s@hillsmontessori.com](mailto:under3s@hillsmontessori.com) or
- by mail to; PO Box 149 West Pennant Hills 2125

## **CONCERNS AND GRIEVANCES**

If you have a concern or grievance with school related issues, please follow the following process;

- Discuss with Under 3's Directress. If concern is not dealt with to your satisfaction, then
- Discuss with Head of School, Kylee Paddy, who can be contacted on; 9871 4844 between 8am and 3pm Monday to Friday during school terms or email; [headofschool@hillsmontessori.com](mailto:headofschool@hillsmontessori.com). If still no satisfactory outcome,
- Send a letter to the School Board via the Secretary, Hills Montessori Society. Letter can be left in the letterbox outside Hall or posted to PO Box 149, West Pennant Hills 2125.

Communication to the School Board will be discussed and recorded at the next scheduled Board meeting, usually the 2<sup>nd</sup> Monday of the month excluding, January, and a response will be made within a week of the meeting.