

MELBOURNE MONTESSORI COLLEGE

Parent Handbook

Caulfield Campus



Melbourne
Montessori
College



TABLE OF CONTENTS

PRINCIPAL'S WELCOME.....	3
HEAD OF CAMPUS WELCOME.....	4
2026 TERM DATES.....	5
GENERAL INFORMATION.....	6
MEDICAL INFORMATION	11
FREQUENTLY ASKED QUESTIONS.....	13

PRINCIPAL'S WELCOME

Welcome to Melbourne Montessori College.

We are proud to offer an authentic Montessori education spanning from 18 months to 18 years, providing a continuous and carefully designed learning journey from toddlerhood through to young adulthood. The Montessori method is a time-tested pedagogical approach that prepares students not only for strong academic achievement, but for life beyond the classroom.



Across every stage of development, our students experience academically rich learning that fosters deep engagement and a genuine enjoyment of learning. This is the result of thoughtfully prepared environments that respond to the developmental needs of each age group – from our youngest learners taking their first independent steps, to our senior students preparing for adulthood.

At the College, curriculum is delivered through interdisciplinary teaching and project-based learning within connected, multi-age classrooms. This consistent Montessori framework, sustained over 16 formative years, enables students to build knowledge progressively, make meaningful connections, and understand concepts through hands-on, real-world experiences.

Central to a successful Montessori program is both the prepared environment and the prepared adult. Our classrooms at every level are equipped with carefully designed, hands-on materials that encourage exploration, independence, resilience, and problem solving. Our teachers are expertly trained in Montessori pedagogy and deeply understand how to engage, guide, and support students at each stage of development.

Our Montessori curriculum not only meets the requirements of the Australian National Curriculum, but exceeds them. Students are encouraged to follow their interests, pursue their passions, and extend themselves beyond minimum standards. By consistently nurturing autonomy, self-regulation, collaboration, and self-management over many years, we support young people to become confident, capable, and intrinsically motivated learners.

As Principal, I remain committed to safeguarding the integrity of our Montessori program across all year levels and to fostering a culture that is nurturing, respectful, and supportive. We place equal importance on social, moral, and intellectual development, ensuring every child – from our toddlers to our senior students – feels known, valued, and safe.

We deeply value the trust our families place in us and the partnership we share in supporting each child's long-term educational journey. We look forward to continuing this work together as your child progresses through the College.

A handwritten signature in black ink, reading 'Janis Coffey'.

Janis Coffey
Melbourne Montessori College Principal

HEAD OF CAMPUS WELCOME

It has been a great honour to serve the whole school community of Melbourne Montessori College as the Head of Campus at Caulfield. Relying on my diverse leading and teaching experiences, knowledge and cultural background, I am looking forward to continuing to learn and work closely with MMC team to serve our College and support our vision and strategic plan.



I am enthusiastic about serving a greater Montessori community within our school, locally, nationally and globally. I would like to express my gratitude and appreciation to all past and current leaders, teachers and families who have together made Melbourne Montessori College such a historical and authentic Montessori learning environment. We will continue to provide a high standard of Montessori education to all our students at Melbourne Montessori College.

At our Caulfield campus, our Parent Toddlers, Early Learners, Cycle 1 and Cycle 2 students engage in their Montessori prepared environment through the various activities of Practical Life, Sensorial, Language, Mathematics and Culture. Using our specifically designed Montessori materials, the students enjoy the challenges and repetition of mastering the skills necessary for their development. The children learn to take care of themselves, each other and their environment; prepare food and cook meals; pack up and clean up after themselves; learning grace and courtesy lessons while developing their Mathematics skills, Language skills, Cultural knowledge and many more life skills. Together with our families, we strive to provide the highest-quality Montessori education. We are strengthening our student's independence and resilience while practicing freedom within limits. Our students practise in developing their self-management, conflict-resolution and many other important social skills.

I am passionate about empowering others to reach their highest goal and purpose. I am excited to be a part of a team that serves and prepares a Montessori environment for our students, the MMC staff and families.

Welcome to Melbourne Montessori College. We encourage you to build connections with other families and to be part of the MMC community. Please let us know if you have any questions and we are excited to be part of your child's learning journey.

"Free the child's potential and you will transform him into the world" - The Discovery of the Child, Maria Montessori.

A handwritten signature in black ink, appearing to read 'Yenny'.

Yenny Henson

Head of Campus – Caulfield

2026 TERM DATES

Term / 01

Wednesday, 14 January – Administration office opens

Thursday, 29 January – **First day of Term 1 for students (Prep – Year 12)**

Monday, 2 February – New Cycle 1 student transition commences (plus PT and EL)

Monday, 9 March – Labour Day public holiday

Thursday, 26 March – Student-free day for Brighton Campus only

Thursday, 2 April – **End of Term 1 for teaching staff and students**

Term / 02

Tuesday, 21 April – **First day of Term 2 for students**

Friday, 5 June– Curriculum Day / Report writing day

Monday, 8 June – King's Birthday Public Holiday

Friday, 26 June – **End of Term 2 for teaching staff and students**

Term / 03

Tuesday, 21 July – **First day of Term 3 for students**

Friday, 14 August – Curriculum Day / Staff professional learning day

Friday, 18 September – **End of Term 3 for teaching staff and students**

Term / 04

Tuesday, 6 October – **First day of Term 4 for students**

Friday, 30 October– Curriculum Day / Report writing day

Monday, 2 November– Mid-term break (non-school day for staff and students)

Tuesday, 3 November – Melbourne Cup Public Holiday

Wednesday, 9 December – **End of Term 4 for students**

Friday, 18 December – Administration office closes

**New Cycle 1 students, and EL start on Thursday, 29 January.*

GENERAL INFORMATION

Office Hours and Contact Details

Address: 6 Roselea Street, Caulfield South VIC 3162

Hours: Caulfield Reception is open Monday – Friday from 8:00 am – 4:00 pm

Phone: 03 9131 5200

Email: admin@mmc.vic.edu.au

Caulfield Leadership

Janis Coffey	Principal
Yenny Henson	Head of Campus
Melinda Kan	Teaching and Learning Leader
Sarah Jane Watson	Professional Learning Leader
Manojini Gamage	Nominated Supervisor, Cycle 1 Leader
Laura Luscombe	Cycle 2 Leader
Natalie Reining	Learning Diverse Unit coordinator

Caulfield Administration

Lauren Moore	Reception
Deb McGee	College Nurse

School Hours

Parent & Toddler Group

Monday & Tuesday: 9:15 am – 11:15am
Ages 18 months to 2½ years

Early Learners Program

Monday to Friday: 9:15 am – 11:15 am
Ages 2–3 years

Cycle 1 (Ages 3–6)

- **Full Day:** 8:30 am – 3:00 pm
- **Half Day (3-year-olds):** 8:30 am – 12:00 pm
- **Friday Dismissal:** All 3- and 4-year-old children finish at **12:00 pm**

Cycle 2 (Years 1–3)

- **Work Cycle:** 8:45 am – 3:15 pm
- **Arrival:** From 8:30 am – 8:45 am

Playground Timetable

- **11:15 am – 12:15 pm:** Cycle 1

- **12:15 pm – 1:15 pm: Cycle 2**

Wet or Extreme Heat Days

When weather conditions prevent outdoor play, children are supervised indoors. Hats, sunscreen and water bottles should be packed daily.

Drop-Off, Pick-Up & Supervision

Parents and Guardians Supervision

Children are the responsibility of parents or guardians:

- Before being taken to class at **8:30 am**
- After dismissal at **3:00 pm** (Cycle 1) or **3:15 pm** (Cycle 2)

Drop off and Pick-up

Cycle 1 Procedures

- **3- and 4-year-old children** must be signed in and out by a parent or guardian. **Half-day collection: 12:00 pm**
- **Prep children** may enter independently but must be collected from the classroom at 3:00 pm
- **Late pick-up:** After 3:15 pm, C1 children will attend After School Care- Their Care (fees apply)
- **Collection by Someone Other than a Parent or Guardian**
 - Written notification is required if a child is collected by another adult
 - Collection Authority Forms are available from Reception.
 - Photo ID must be presented when collecting a child.

Cycle 2 Procedures

- Cycle 2 children may enter independently
- Pick-up is from the **front gate between 3:15 pm – 3:30 pm**
- **Late pick-up:** After 3:30 pm, children attend After School Care- Their Care (fees apply)

Late Arrival / Early Departure

Children arriving after **9:00 am** or leaving early must sign in or out at Reception.

Before School Care

Available for **Cycle 2 children only** 
8:00 am – 8:30 am, Library

After School Care – TheirCare

All parents are encouraged to enrol their child to the TheirCare program at MMC. This means that in the unexpected event that parents/guardians are running late for pick-up, their child can be sent to the after-care program for supervision.

- **Monday to Friday:** 3:00 pm – 6:00 pm
- Available to 4-year-old children, Prep to Year 3
- Registration required: www.theircare.com.au

Non-School Days & Curriculum Days

Children do not attend school on:

- Public Holidays
- Curriculum Days

Curriculum Days support staff professional development and curriculum review and usually occur **once per term**. Families are notified in advance via the College Calendar.

What to Bring & Dress Code

Clothing

MMC does not have a compulsory uniform. Children should wear clothing that is:

- Comfortable, clean and practical
- Suitable for weather and activities
- Pack a full set of spare clothing in their child's bag

Not Permitted:

- Novelty clothing (e.g. tutus, fairy wings)
- Strapless dresses or singlets
- Thongs or high-heeled shoes

School Bag

A light, durable backpack containing:

- Lunch and snacks
- Water bottle
- Hat
- Spare clothes
- Indoor slippers

Shoes

- **Indoor shoes** (kept at school)
- **Closed-toe outdoor shoes or runners**
- Runners are required on Sports or PMP days.

Sun Protection

- **A broad-brimmed hat and sunscreen are required year-round.**

- Cycle 1 children should arrive with sunscreen applied. Sunscreen is also provided at school.

Food & Nutrition

Snack Time

Children bring fruit or vegetables daily. Many Cycle 1 classrooms prepare shared fruit platters. MMC aims to be an allergy aware college.



Please do not include nut products (e.g. peanut butter, Nutella, nut bars).

Lunch Boxes

- Healthy, low-sugar food encouraged
- Children must be able to open containers independently
- No glass bottles, cans or sugary drinks

Bags & Equipment

- **Book Bags:** Provided when children begin reading
- **Library Bags:** Required for weekly Cycle 1 borrowing
- **Art Smocks:** Required for Cycle 2 Art lessons

Children's Personal Items

Mobile Phones: Students' mobile phones must be handed to the teacher or Reception at the start of the day and can be picked up at the end of the day.

Valuables: Personal or valuable items should not be brought to school.

Communication & Reporting



Parent Portal & Log-In

Click on the [link](#) to log-in. If you have trouble logging into the system, please email administration and they will pass your concern to the IT team.

Community News

Visit our college website to stay updated with the latest news at MMC.

Reports & Interviews

- Parent-Teacher Interviews: Terms 1 & 3 and book your preferred times through the parent portal with a log-in.
- Written Reports: Terms 2 & 4

Parent Involvement & Volunteering

-  Code of Conduct must be signed upon signing in at reception

- Attending Family Information Evenings
- Classroom observations (once per year)
- Excursions, working bees and events
- Room Representatives

A Working With Children Check is required.

Attendance, Absences & Punctuality

Absences including long-term absences should be reported via:

- admin@mmc.vic.edu.au
- (03) 9131 5200
- Teacher to be notified

Children are expected to arrive on time and ready to work. Children **will** be signed in late after 9:00 am. They must sign in at the reception desk upon arrival.

Visitors

All visitors must sign in at Reception and wear a visitor badge.

Withdrawal

Two full school terms' written notice is required.

Transport, Parking & Safety

- Limited parking available
- Please do not use staff parking to park especially along the hedges
- Do not drop-off and pick up your child in the staff car park area
- Do not do U turn or back up on Roselea Street.
- Parents are encouraged to drive entering through Almond Street and exiting towards Glen Huntly **Road**, this will help the college drop off runs smoother.
- Observe traffic flow and Kiss-and-Go rules
- Families living nearby are encouraged to walk or cycle

Unattended Cars and Children Safety

- Do not leave your car unattended in the Kiss and Go zone
- Teach your child about walking, riding and scooting safely when arriving or leaving the College. Helmets should be worn.
- [Child and Pet Safety](#)- **Do not leave your child or your pets in the car unattended, especially in hot weather as cars heats up much faster than the outdoor temperature.**

Pets

Do not bring your pets (e.g. dogs) to the College. If you must bring your dog, they must be safely and securely latched in the outside part of the college's fence.

MEDICAL INFORMATION

If Your Child Is Sick and Unable to Attend School

Your child should be kept home if they are unwell. If they develop a runny nose and nasal secretions that are thick and yellow or green in colour, they are infectious and are best cared for at home to avoid spreading infection. Please do not send your child back to school too early. Please call the college at 03 9131 5200 or email admin@mmc.vic.edu.au

Medication at School

If your child needs to take any medication during the school hours, please discuss this with the classroom teacher and the College nurse. Proper notice and information need to be given to the staff and the correct 'Administration of Medication' form should be filled in and signed by the parent. This form will inform the teacher/Nurse of the correct dosage and time of administering the medication. Please pick up the form from the receptionist or college nurse.

The teacher/Nurse will ensure the medication is administered from its original container, bearing the original label and instructions and before the expiry or use-by date.

Asthma, Allergies and Anaphylaxis

If your child suffers from asthma, allergies or anaphylaxis, parents are required to provide an Action Plan signed by their doctor. Please also provide two sets of medication – one for the classroom and one for the first aid room.

Infectious Diseases

A schedule published by the Department of Health, Minimum Period of Exclusion from Schools and Students' Service Centres of Infectious Diseases Cases and Contacts, advises parents/guardians that the recommended minimum exclusion periods will be observed for the outbreak of any infectious diseases or infestations.

Please refer to the Department of Health for the <https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table>

Immunisation

By law in Victoria, to finalise enrolment for your child in long day care, kindergarten, family day care or occasional care you must provide the service with an immunisation or status certificate that shows your child is:

- up to date with vaccinations for their age OR
- on a vaccine catch-up schedule OR
- has a medical condition preventing them from being fully vaccinated and its schedule.

The Victorian Department of Human Services policy states the requirement for immunisation. If a child's immunisation is incomplete and there is an outbreak of an infectious disease at school, then your child will be excluded until there are no more occurrences of that disease and the exclusion period has ceased. This is for your child's and other children's protection.

Head Lice

Head lice appear in all schools. People are repelled by the thought of head lice and sometimes the reaction is disproportionate as there are no long-term effects from head lice. Parents should regularly examine their children's heads, particularly behind the ears and the back of the neck.

Children with head lice must be excluded from school until they have been treated with an appropriate product. Check your child's head thoroughly and take appropriate action if you find an infestation.

Long Hair

Long hair should be tied back to prevent the spread of head lice and to keep hair off the face when children are working.

Signs to look for:

- Frequent scratching of the head
- A fine black powder on the pillow
- Paler coloured matter on pillows
- Live lice
- Tiny white specks stuck near the root of a hair – these are the nits or lice eggs.

Action to take:

- Check all members of the family
- If you find head lice, wash hair with an appropriate product. Speak to your chemist for product advice
- Remove all nits with a special nit removal comb available at the chemist
- Wash clothes, bed linen and towels
- Soak combs, brushes etc. in hot water – at least 130 degrees for at least 10 minutes
- Vacuum.

Remember that the appearance of head lice has absolutely nothing to do with your parenting. It has nothing to do with cleanliness – lice prefer a clean, healthy head of hair. Anyone can get head lice. Please seek the College's nurse for further explanation and procedure based on the College's policy.

Note of Explanation

A note of explanation is required whenever parents wish their child to be exempted from any part of the school program for medical or religious reasons. Parents should advise the school with a written note. Thank you for supporting this regulatory requirement.

FREQUENTLY ASKED QUESTIONS

How can I prepare my Cycle 1 child for full days at school?

There are many strategies you can incorporate at home to prepare your child for longer hours at school. Talk to your teacher, too, as they can give you helpful ideas specific to your child.

- Create routines at home e.g. bedtime rituals that calm a child and lead them to fall asleep quickly
- Encourage your child to become independent: to dress, undress, pack up after play, carry their school bag and put their own fruit in the bowl
- Encourage your child to be respectful of their belongings and provide boundaries for your child about expectations at home e.g. tidying their bedroom after play
- Give your child responsibilities e.g. when eating meals with family, ask them to set the table
- Above all, be patient! Give them time to succeed in managing tasks for themselves.

Why is there no homework at MMC?

Most homework is boring and repetitive and there is little positive research on homework. However, work at home is a different story. Children are encouraged to be responsible for simple tasks e.g. feeding the cat, laying the table and helping with cooking and washing up. Children like to be involved in family routines and do purposeful work.

All Cycle 1 and Cycle 2 students should be 'reading' at least one book per night, or 15 – 20 minutes a day – this might mean the parent reads or the child reads depending on their level of ability.

Why do students not wear a uniform?

Montessori students are valued for who they are, regardless of what they are wearing. They are allowed to show their personality as long as clothing is practical and appropriate for their daily activities.

Why can't my child wear novelty clothing?

Novelty clothes such as tutus and fairy wings are discouraged at Melbourne Montessori College and there is a Montessori rationale for this. Fantasy can be very interesting to an older child, over six-years-old, but may be confusing for a young child as they are developmentally not able to differentiate between reality and fantasy.

Does my child need to be toilet trained before commencing Cycle 1?

Children are highly recommended to be independent with their toilet learning before commencing Cycle 1. Please inform the college if your family needs further support and resources on how to guide your child in toilet learning skills at home.

Why is it important for my child to have a regular early bedtime?

A regular early bedtime helps children get enough sleep to cope with a full, active school day and reduces the risk of behavioural problems caused by tiredness. If a child is consistently tired, parents should seek medical advice, allow rest at home, and re-establish regular bedtimes.

How can I help my child get ready for school in the morning?

To help children get ready for school, parents should allow enough time in the morning for breakfast, dressing, and avoid TV/ screen time, which can slow routines and distract children's readiness to learn.

How may we celebrate birthdays in the classroom?

Parents or guardians are encouraged to send a fruit platter to share with friends if they wish as cut fruit is easier to share. You may wish to bring a few photos of your child's milestones to our celebration. Please discuss your child's birthday celebrations in our Montessori classroom with your child's Cycle teacher.

Can I bring birthday invitations to school?

If a child is inviting some of their schoolmates to a private party, invitations must be posted or emailed and not given out at school.

How does MMC celebrate secular and cultural festivals?

All activities are undertaken with a Montessori perspective and ultimately the decision rests with each Cycle teacher. They are mindful that:

- Each classroom is unique, and celebrations vary according to the term curriculum, interests and cultures of the students
- Any activity conducted in the classrooms is age appropriate and,
- Festivals may be celebrated as part of a historical study and/or a reflection of cultural events in the Australian lifestyle.

Do you conduct State testing (NAPLAN)?

Yes, we do because we feel it is important for us to be able to compare our students' progress with the Victorian State standards. We see it as a practical life exercise as we all need to take tests throughout our lives.



MC a religion-based School?

MMC is a non-denominational school. All teachings reflect the underlying principles of respect and peace.

Can my child progress to tertiary education when they attend Senior College at MMC?

Yes. There are many pathways that our MMC students can take, please visit our college website, or email our administration team to be connected with the Senior college team.

What if I want to enrol my child but they have not done Montessori?

Through our enrolment process, we make sure that students are introduced to basic Montessori principles and ensure they are a good fit for the community and program. Families are expected to join partnership with the College to keep learning and deepen their understanding of the Montessori  philosophy.