



POLICIES AND PROCEDURES

POLICY ON ADMISSIONS

No pupil will be refused admission to this school on the ground of race or religious beliefs. Where selection becomes necessary because the number of applicants exceeds the number of available places, selection is based on the following criteria:

- Preference will be given to siblings, except where this is not in the best interest of the child.
- Preference will be given to applicants who have previously attended a Montessori school.
- Preference will be given to applicants to whom this school is the nearest school.

The Application Process

For any potential pupil to be considered we must receive a completed application form as well as the application fee. We cannot proceed with the application until we receive both your forms and payment.

THE SCHOOL DAY

Mornings 07:30 am - 12:30 pm

Children will have a mid morning snack of fruit, crackers and juice at around 09:30 am.

Outside time is from 10:45 am to 12:00 pm.

Preparation for lunch e.g. washing hands and faces, etc.

Lunchtime will be between 12:00 and 12:30

Children will have a healthy lunch that has been packed in by parents.

POLICY ON ABSENCE FROM SCHOOL

Should your child not be attending school, please notify the school by 08:45 of that morning.

The school must be notified should you need to take your child out of school for reasons such as for holiday, family emergencies, etc.

A doctors note must be sent to the school should the child be absent for three consecutive days or longer.

HEALTH

Sick children should not attend school. If any child displays the following symptoms they should not come to school:

Sore throat, bad cough, yellow runny nose, vomiting, diarrhoea, jaundice, chickenpox, measles, German measles, mumps, any strange looking skin rash, a cold, influenza or a fever.

By law no prescribed medication of any kind may be dispensed at school. Any child needing to take a course of medication should be kept at home until fully recovered.

The school may, however, administer one dose of Paracetamol for pain or fever with written consent from parents.

Should your child be diagnosed with a serious illness which may be contagious the school must be notified immediately for the sake of the other children's well being.

Should a child become ill at school parents will be contacted immediately.

SECURITY

No child may go home with someone other than their parents unless prior consent has been given by a parent. Parents must record this in the classroom message book and sign it.

CLASSROOM RULES

- We may not disturb others while they are working.
- We should wait our turn to speak.
- We should use our indoor voices in the classroom
- We should not shout across the classroom.
- We must treat each other with respect and kindness.
- We may not bring toys to school.
- We may not hurt others.
- We must have fun in our classroom!

CHILDREN'S BELONGINGS

All children's belongings must be clearly marked with their names on like clothing, lunch boxes, bottles, bags, etc.

Children may not bring any toys or electronics to school.

If you find anything that does not belong to your child in their school bag please return it to the school.

REMEDIAL AND THERAPY

Children may need to be evaluated individually by a specialist to ensure that the school can successfully meet the child's needs and learning style.

Should it be required that an assessment be done by a specialist, the parent will be called in and advised by the directress accordingly.

An assessment from the specialist must be submitted to the school by the parent once it has been done. This assessment will determine whether the child requires more specialized care and how the school can cater for this.

TERMINATION OF ENROLMENT

As per the norm in all Montessori schools parents are required to provide one **full term's notice in writing** in the event that you decide to remove your child from the School. If you fail to give one **full term's notice** you will still be required to pay the fees in full. Verbal notice will not be taken into account.

In the following circumstances, the School may terminate the enrolment of a child and the parent will not be entitled to any refunds from the School:

- If the information requested by the School and provided by the parent/guardian proves to be materially false.
- If the parent/guardian fails to comply with the School's Policies & Procedures.
- It is found that a parent did not disclose concerns such as physical, mental or psychological behavioural issues with regards to the child that the parent(s)/guardian(s) may have been aware of prior to enrolment.
- If school fees have not been paid for three consecutive months. You will be asked to remove your child from the school immediately, and still be required to pay the school in full. If you fail to comply legal action will be taken.

DISCIPLINARY POLICY

- Anti-social behaviour is redirected in a positive direction.
- Time out is used if the child still struggles to stay within the boundaries of the class. This is not intended as a form of punishment. It is time away from the negative situation.
- If behavioural challenges are not resolved through these processes the parents will be called in and an action plan will be discussed and implemented.
- If the behaviour is still on-going even after these procedures and the school is unable to meet the requirements of the child, the school reserves the right to withdraw the child from the school and would advise the parents to seek an environment that is better suited to the needs of the child.
- It is against the law for any child minder to enforce corporal punishment on a child.

REPORTS

Parents will receive a report containing the child's progress at the end of the 2nd term and again at the end of the 4th term.

SCHOOL HOURS AND LATE FEE

Our hours are set times and non negotiable. Parents collecting children late will be charged an additional ad hoc fee of R20 for every half an hour over time, unless it is of an emergency nature. Children may become anxious and emotional waiting for parents.

PAYMENTS

All payments must be paid into the school's banking account, as cash payments are risky. Only small sums of ad hoc fee can be paid in cash. All fees are payable in advance by **the first of each month** (as the first of January falls on a public holiday, payment can be made by the 2nd of January). Late payment will result in a R100 penalty if payment has not been made by the 4th. Should a new child be starting school after the first of that month, fees must be paid upon enrolment.

CONTACT HOURS

Please contact us during school hours only (Monday to Friday 07:30 am – 17:00 pm). We may not always be available after hours. If it is of utmost importance you may leave us a message and we will get back to you as soon as possible.

LUNCHES

We would like to encourage parents to pack in healthy lunches. Parents are welcome to pack in a cooked meal that can be heated at lunch time.

Please refrain from packing in treats such as fizzers, lollipops, large chocolates, sugary sweets, cakes and cupcakes, etc.

Children may have treats such as dried fruit, Lays, flings, cheese curls, popcorn, mini cheddars, pretzels, Marie or tennis biscuits and muffins.

APPEARANCE

Girls may have nail polish on their nails but are not allowed to wear any make-up to school. Long hair should be tied back neatly as hair in their faces can be very annoying when working and playing. Boys' hair must be of a reasonable length and neatly groomed.

PARENT'S GUIDE

BIRTHDAY CELEBRATIONS

Part of the Montessori programme is a birthday celebration for each child.

All the children are gathered together and form a circle. The birthday child will then sit in the middle and lay out the months of the year. He/she then walks around a candle (representing the sun) once around for each year. It is encouraged that the children bring a photo for each year of his/her life for the other children to look at.

This is a celebration and not a party, but if you wish you may send cup-cakes or a cake to school as part of this celebration.

SPECIAL INTERESTS

Children are encouraged to bring items of interest (not toys) from home to share with the class.

Parents are also encouraged to share their interests, beliefs, etc with the children and do a short presentation at school. The children find these presentations interesting and it increases their knowledge.

WHAT PARENTS NEED TO SUPPLY

1. Please send a blanket and small pillow that can be kept at the school for resting time should your child be staying at school during this time.
2. An extra (clean) set of clothes, sun block and a hat should always be kept in your child's school bag.
3. Three rolls of toilet paper, hand or wet wipes and a box of tissues must be sent at the beginning of each term for each child.
4. A water bottle which can be kept at school.