



Field & Study Montessori Pre-school

Help me to do it by myself

Address: 45 Louise Ave Parkmore. Field and Study Park. Tel: 083 600 5833 / 011 884 47 95

Website: www.montessoripreschool.co.za

Established in 1992

Parent Policy Handbook

2016

A warm welcome to the Field and Study Montessori Pre- School !

*Our Mission is to provide your child
with the
“Best Head Start In Life”*

Every parent must read this document before the start of the Pre-School year so that the general running of the Pre-School is understood by all.

We undertake to provide the very best care and love for your child and will cherish your child as an individual.

We hope your child's time spent with us is a memorable and special one!



“All our handling of the child will bear fruit, not only at the moment, but in the adult they are destined to become.”

Dr. Maria Montessori

1. FEE STRUCTURE 2016

Monthly Fee Payments : R 4 533.00 x 12 (Payable no later than the last working day of each month including school holidays)

Termly Payments: R 15 785.00 x 3 (Payable by/before the first day of each term)

Annual Payment: R 42 460.00 (Payable in advance before 12 December 2016 to apply for the annual discount)

Holiday Care programme : Daily rate R 200.00 (Payable in advance)

Banking details:

Bank: Nedbank current account

Name of account: Field and Study Montessori Pre-School

Branch code : 146-905

Acc No: 1469 04 3378

(Proof of direct deposits to be emailed to: julia@montessoripreschool.co.za

or gorham@mmeb.co.za

(Please use your child's name as a reference)

- We reserve the right to deny tuition to any child if tuition fees have not been paid up to date. Interest will be charged on all overdue fees.
- A non-refundable registration fee of R1 800.00 is required. Pupils will not be accepted into the Pre-School unless this has been paid.
- Fees are payable as usual during a child's absence owing to illness, holiday arrangements and when the Pre-School closes for Pre-School holidays. No discount will be given for siblings.
- Please note: A written notice of one full term's fees in lieu of notice, is required if you wish to withdraw your child from the Pre-School.
- Parents are required to complete and sign an original copy of the Enrolment Form, if this form is not received before your child's date of admission, your child will be denied admittance into the Pre-School.

2. PRE-SCHOOL HOURS

- **Bunny Group**: 7:15 am - 12:00 pm. Class starts at 08 h 45.
- **Hippo Group**: 7:15 am - 12:30 pm. Class starts at 08 h 30. Extended pick up time until 1:30 pm.

3. DOCUMENTS REQUIRED FOR ADMISSION

- ➔ An original completed enrolment form.
- ➔ A copy of your child's birth certificate and immunization records.
- ➔ Copy of Fathers and Mothers ID documents.
- ➔ Your child's assessment reports. (if any)

4 . COMPULSORY STATIONERY REQUIREMENTS

On the day your child begins Pre-School and at the beginning of each year:

- ➔ 1 packet of pencil crayons
- ➔ 2 A 4 paper books for your child's art work (to be covered and labelled).
- ➔ 1 packet of wax crayons
- ➔ 1 pritt
- ➔ A packet of A 4 white or coloured computer paper.
- ➔ 2 boxes of tissues
- ➔ 4 toilet rolls
- ➔ 4 packets of wipes
- ➔ Labelled face cloth

A school bag with the following inside:

- ✓ A spare set of spare clothes/ labelled sunhat.
- ✓ A labelled lunch box with a healthy snack/juice or water.

If your child's is not potty trained the following items are required:

- ✓ Packets of labelled nappies
- ✓ Packets of labelled wet wipes
- ✓

5. MEDICAL

If your child is unable to attend school, please notify the school. A sick child or a child showing signs of illness including coughs, runny noses, temperatures during the night and so on, may not be brought to Pre-School until he/she has fully recovered. Please consider the needs of the child, teachers and other children in this regard. Should your child be on any medication such as antibiotics etc, please keep him/her at home. Should your child be absent due to a contagious or infectious illness, please notify the Pre-School immediately.

6 . SNACK TIME

Please provide your child with a healthy mid-morning snack and label his/her juice bottle and lunch box. No sweets, chocolates, chips or fizzy drinks are allowed. (These items will be confiscated and placed in the office until home time). Please help your child develop healthy eating habits.

7. CLOTHING

Children should be dressed in clothing that they can put on and remove easily. This encourages independence, self-confidence and minimises toilet accidents. Children are not allowed to come to Pre-School dressed in 'superhero' outfits. Please mark all clothing and shoes clearly. A spare set of clothing for emergencies must be kept in your child's suitcase. If your child is not toilet trained, please ensure that your child has a regular supply of nappies.

8. TOILET TRAINING

Parents are encouraged to share their toilet training plan with their teacher to ensure a successful training experience between Pre-School and home. Frequent communication on a child's progress is necessary to make this experience comfortable for your child. When your child is ready to be potty trained we will take your child regularly to the bathroom. Some indications that your child is ready to be toilet trained are:

- Begins to dislike wearing a nappy, perhaps trying to pull it off when it's wet or soiled.
- Is able to follow simple instructions e.g. 'Please give Daddy the ball'

Please remember to let your child learn at his own pace. It will also help if you have an established daily routine with your child so toilet training can be slotted into your normal routine.

9. BIRTHDAY RINGS

These are celebration days and we would love to make it extra special for your child!

You are most welcome to attend your child's birthday ring. Please liaise with your child's teacher to book a suitable date.

On the day of your child's birthday ring please bring the following:

- ✓ Photographs of your child from birth to present.
- ✓ A healthy plate of eats. No parties packs will be allowed.
- ✓ Please donate an outside toy to the school on the day of your child's birthday ring.

10 . NO TOYS

No toys, sweets, trinkets, money etc may be brought to the Pre-School. Please ensure that your child leaves these at home. These inevitably cause strife amongst the children.

11. VITAL INFORMATION

Please keep the Pre-School informed of any change of address, physical or postal, change of telephone numbers, and change of legal guardianship.

12. BAKERS DAY

We have Bakers Day every week. Each child has a turn to be the 'Bakerman' and is asked to bring eats for his group. Please bring something savoury and healthy. You may ask us for any suggestions. Your child will wear a Bakers hat and sell his/her wares in exchange for coins. This is a wonderful time for a parent and child to work

together in the kitchen and make something special for the class. You will be notified when your child will be the 'Bakerman'.

13. COMMUNICATION / NOTICES.

Newsletters will be sent via email every Friday. Receipts and birthday invitations will be placed in your child's pocket situated on the wall of each classroom. If Parents have queries or concerns please email: Julia Gorham (gorham@mweb.co.za)

14. SUBJECT TO CHANGE/RIGHT OF ADMISSION RESERVED

Fees, conditions, rules and regulations are subject to change without notification.

Please note: The Pre-School reserves the right of admission.

15. INJURIES TO CHILDREN

Parents will be contacted immediately should their child sustain an injury.

16. EXTRA MURAL ACTIVITIES (OPTIONAL CLASSES)

Playball, Art/Crafts, Ballet, Kindermusik, Monkeynastix, Karate, Drama and Yoga are offered as extra murals at the Pre-School. These activities are held during the morning when it is outside time for the children. The various teachers will invoice you separately for these activities and fees. If you are interested in enrolling your child in any of these activities, please ask us for an enrolment form. Registration and fees vary for each extra mural. If your child will no longer be participating in an extra-mural activity, please inform the extra mural teacher directly.

18 . MONTESSORI KEY PRACTICES

- The Field and Study Montessori Pre-School is committed to promoting quality education for all children based on these key concepts:
To foster competent, confident, independent and responsible adaptive citizens who are lifelong learners and problem solvers.
- Learning occurs in loving, safe, and nurturing atmosphere.
- Learning takes place through the senses. Children learn by manipulating the Montessori materials and interacting with others.
- The child is considered as whole. The physical, emotional, social, moral, and cognitive needs and interests are inseparable and equally important.
- The most important years of growth are the first six years of life, when unconscious learning is gradually brought to a conscious level.
- Children are to be respected and treated as individuals. Building a child's self-esteem is paramount. Only with high self-esteem will help a child develop the inner motivation for thinking and acting independently and responsibly.
- We have daily 'grace and courtesy groups'. These groups demonstrate positive social behaviour which help the children adapt to life in a group and arm them with knowledge of socially acceptable behaviour. For example 'How to say please and thank you 'Respect for others'.

19 . IN OUR PREPARED MONTESSORI ENVIRONMENT

- Our Montessori classroom is an environment carefully and thoughtfully prepared daily by our teachers for the children. It contains all the essentials for optimal learning and is equipped with imported concrete Montessori materials. Attributes of a prepared environment include order, beauty, and simplicity. Everything is child sized to enhance the children's independent functioning.
- We recognise that each child learns at his/her own pace. It is a child centred approach and through our daily written observations and record keeping on each child, we are able to direct the child's daily activities based on their needs, strengths, and developmental stages.
- The Montessori materials in our classroom offer concrete, multi-sensory experiences, which actively engage the child, correcting, giving feedback and increasing the child's opportunities for self-directed work. The materials contain many aims or goals and can often be explored at different levels. Children are taught on an one to one basis with the Montessori materials and work at their own pace according to skills.
- The Montessori programme develops a positive attitude towards school and a gives the child a feeling of security, sense of order, curiosity, concentration, persistence, an ability to make decisions, a sense of independence, self-confidence and sense of responsibility towards others.

- There are six distinct areas that make up the Prepared Environment are: Toddler, Practical Life, Sensorial, Mathematics, Language and Culture areas.
- **Toddler area** has many self-help activities that help the child to be more independent as well as basic activities such as threading, matching, puzzles and sorting. This area is simpler and slower pace than the rest of the classroom. Daily art activities are provided for the children to strengthen their fine motor skills as well as sensory and water play. Since this is also the age of very strong imitation, the adult in the classroom constantly models appropriate social skills, good manners and consideration of others.
- **Practical life-** exercises are purposeful activities that build on the child's natural interest in what is around him, relating to the world he knows best- his home. The basic motor skills required for writing are found in this area as the child masters the 'pincer grip' and learns to work from left to right. The activities also enhance the development of concentration, co-ordination, task completion, cognitive order and grace and courtesy. Examples are: pouring water, dressing frames, tonging, tweezer exercise and care of environment activities.
- **Sensorial area** - enables the child to order, sequence, classify and describe sensory impressions in relation to length, width, weight and colour. Each scientifically designed material isolates a quality found in the world such as size, shape etc. and isolation focuses the attention on one aspect enhancing children's visual discrimination skills . Examples in this area are cylinder blocks, knobless cylinders (grading), geometric solids, sound cylinders and binomial cube.
- **Mathematics** - through the uses of didactic materials in the classroom the child is able to internalize concepts of numbers, symbols, sequence, operations, and memorization of facts. Examples of these would be: sandpaper numbers ,number rods 1- 10 , spindles boxes (quantities and symbols), cards and counters(odd and even numbers) and golden bead material.(addition, subtraction and multiplication)
- **Language area**- this includes oral language development, written expression and reading. Basic language activities linking sounds to letters and expression of thought through writing. Examples of some of the language materials would be sandpaper letters, pink, blue, and green reading boxes.
- **Culture** – this exposes the child to the introduction of geography, history, and the sciences. Music, art and creative movements are part of the integrated cultural curriculum. Some examples are he globe (identifying continents, concrete land/water forms, science experiments and the musical instruments.

20. PLEASE CAN YOU HELP THE SCHOOL WITH THE FOLLOWING ITEMS:

- Paper (computer, coloured, cardboard)
- Flower and vegetable seeds/ seedlings.
- Foil paper/ buttons/ cotton wool/material/straws/kebab sticks/egg boxes/wrapping paper.
- Water cans/small spades.



In the words of the child:
"I hear and I forget"
"I see and I remember"
"I do and I understand "
"Help me do it by myself"
Dr Maria Montessori

The school reserves the right to amend this document without notification should the need arise.

2016



J. Gorham IMTC FPT
Founder and Principal