



Montessori
CONNECT

THE CHILDREN'S WORKSHOP

PARENT HANDBOOK AND RULES OF THE SCHOOL 2019

Revision 11/01/2019

***“The education of a very small child does not (only) aim
at preparing him for school but for life.”***

Maria Montessori

Montessori Connect The Children's Workshop reserves the right to amend this handbook as needed and will provide notice of such to parents. By acknowledging your receipt and review of the handbook you are also agreeing to abide by any terms and conditions stated in these amendments.

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We hope you enjoy reading this handbook and that you find the information useful. If you have any suggestions for other topics to include in the handbook, please contact the office. We will endeavour to include your feedback into the next revision. Thank you.

WELCOME TO THE MONTESSORI COMMUNITY

We offer you and your family a special and warm welcome to our Montessori Connect The Children's Workshop community and hope that your stay with us will be happy and rewarding.

You have chosen Montessori Connect The Children's Workshop as your child's first school. We are privileged to be your child's first professional educators as they begin a long, perhaps never-ending, educational journey. We know these first years will make a profound impact in your child's attitude towards learning.

We need your full support in a joint effort to help your child maximize their potential. We encourage you to embrace the Montessori philosophy, learn about the programme, and become clearly involved in the life of the school.

We plan social events during the year, which will involve you and your child. These are a great opportunity to meet and interact with other parents in your child's class.

Montessori philosophy and methodology discussions for parents are held once a term at the school to explain and demonstrate the programme. We urge you to make every effort to attend these evenings so that you will learn about and understand the work your child experiences daily. Parents should be fully prepared to learn about, and adhere to the Montessori philosophy in order to provide a consistent approach at home during the years their child is in our programme.

This handbook offers an insight into our programme. Please read and ensure that you and other care-givers are familiar with all the information in the handbook. Some changes may be made as deemed necessary during the course of the year.

PROGRAMME GOALS

As a school staff we commit ourselves to providing a prepared environment based on the philosophies of Maria Montessori (three time Nobel Peace Prize nominee). Recognising the rights of children, we work to provide a safe, secure and nurturing school in which the uniqueness of each individual is recognised and their individual needs are met to help them reach full potential. In an atmosphere of harmony and unity we promote the principle of respect for all things while caring and supporting each other. Through our programme of varied experiences, and under the guidance of trained Montessori directresses, your child will be exposed to situations that will stimulate:

- Respect for others
- Curiosity, initiative and independence
- Self-esteem and decision-making capabilities
- Social skills
- Respect for our environment
- Communication skills
- Problem-solving skills and concentration
- Activities that develop large and fine motor control
- Activities of literature, art and music
- A love of learning

We aim to establish, maintain and encourage open communication between the school and its parents to ensure the needs of each child are fully met in the most practical manner possible.

We are committed to a multicultural, non-denominational approach in which each child may develop a positive self-concept and pride in heritage, whilst appreciating and understanding diversity.

We offer a three-year cycle at Preschool level and expect that each child will remain with us for this period. Our Montessori curriculum ensures that all children leaving the programme after three years will be school ready, i.e. ready to begin Grade 1.

MONTESSORI CONNECT THE CHILDREN'S WORKSHOP SCHOOL FACTS

Montessori Connect The Children's Workshop was founded in 1978. All the Directresses (teachers) are qualified. We have a number of members of staff who are currently studying for their Montessori diplomas. Montessori Connect The Children's Workshop is:

- A non-denominational, English medium Preschool that includes the Grade R curriculum as well as a primary class.
- Owned and operated by the Children's Campaign Trust since 1999.
- Registered with the Department of Health Services and Welfare, and the Department of Education and Social Development.
- Member of the SAMA Trust (South African Montessori Association Trust) – www.samontessori.org.za

CHILDREN'S CAMPAIGN TRUST

Children's Campaign Trust was started in 1999/2000 as a business trust that owns and operates business ventures for profit.

Children's Campaign Trust owns and/or operates four Montessori preschools in Cape Town: **Montessori Connect Nutwood Forest Preschool** in Green Point; **Montessori Connect The Children's Workshop** in Claremont; **Montessori Connect Primary** in Claremont and the **Philippi Children's Centre** that services the children of farm labourers from the Philippi farming community and the children of the nearby townships of Brown's Farm, Heinz Park and Samora Machel. The Philippi Children's Centre - our flagship township school - is currently undergoing a transformation into a Montessori school and will be used to demonstrate the benefits of using the Montessori Method to educate underprivileged township children.

The profit generated by the Trust's schools is used to fund the operations of Quality Life Montessori. Over the next ten years, the Trust plans to build, equip and staff 300 Montessori schools in our townships around Cape Town and aims to deliver well-educated six year olds into the Department of Education's schools. The Montessori Method will be the vehicle to deliver children who are able to read, write and do basic mathematics. The children will acquire a love of learning and develop inquisitive minds, and will have a better chance of growing into productive self-sufficient adults.

We extend our sincere thanks to the individuals and companies who support the Children's Campaign Trust. Should you require more information, or should you want to support Children's Campaign Trust, please contact:

- Peter Williams (South Africa): williamspa61@gmail.com 083 554 1503
- David Morgan (Wales): coadvice@aol.com +44 1792 410962

TERMINOLOGY

An explanation of some of the terminology used at our school and in this handbook:

Directress: Montessori term for the qualified teacher in charge of the class.

Assistant : Person in training who assists the Directress in the class.

Full-Day: Children who join the aftercare programme (includes lunch) after school is dismissed.

Half-Day: Children who leave when school is dismissed and do not eat lunch at school.

Nursery: Butterflies and Ladybirds classes (ages 12 months to 3 years)

Preschool : Agapanthus, Aloe and Protea classes (ages 3 to 6 years)

SCHOOL CONTACT INFORMATION

Address:	128 Belvedere Rd Claremont 7708	E-mail Addresses	
Telephone:	021 671 7538 021 671 2555	School/Admin:	childwork@mweb.co.za
Cell Phone:	073 322 4545	Principal:	principal.cw@mweb.co.za
		Accountant:	kaamilah@reportingsa.co.za
		Finance:	nicole.montessoriconnect@gmail.com
		Website:	www.montessoriconnect.co.za

HOURS OF OPERATION

Montessori Connect The Children's Workshop follows the Western Cape government school terms and public holidays of South Africa. The school is completely closed for three to four weeks from 17 December each year.

Office Hours

Office:	Monday to Friday from 07h30 to 16h30
Administrator:	Monday to Friday from 07h30 to 16h30
Principal:	Mondays to Thursdays from 07h30 to 14h00 by appointment
School Tours:	Each Wednesday at 09h30 by appointment

Please book your appointments in advance at the office.

School Hours

Morning care:	07h30 to 08h00
Preschool class:	08h00 to 12h30 (Children may be collected between 12h30 and 13h00.)
Nursery class:	08h00 to 12h00 (Children may be collected between 12h00 and 12h30.)
After care:	12h00/13h00 to 17h30
Holiday care:	07h30 to 17h30
½ day holiday care:	07h30 to 12h30/13h00

Last Day of Term – School ends at 11h00

On the last day of each term, school is dismissed at 11h00. Please plan to fetch your child early or sign up for aftercare. Be aware that there is always traffic congestion as all schools in the area close at this time.

Note that aftercare will not be available on the last day of the fourth term.

SCHOOL CAMPUSES

The school is situated on two separate campuses. The main school is 128 Belvedere Rd (entrance in Selous Rd). The Administration and Principals offices are situated here as well as the Agapanthus, Aloe, Butterflies, Ladybird and Protea classes.

The second campus is 6 Chichester Rd (enter/park at Church of the Nazarene) where the Primary (6-9 and 9-12) classes are.

CALENDAR OF EVENTS

Our school calendar is distributed at the beginning of every new school year. The following table lists the typical events per term. Please refer to the monthly newsletters for further details.

Term 1	Term 2	Term 3	Term 4
<ul style="list-style-type: none"> - Parent Evening (second Tuesday at 17h30) - Preschool Class Outing - Class Socials - Family Fun Day - Parent/Teacher Reviews - Class Party (2nd last day of term) - Dress-up Day (last day of term) 	<ul style="list-style-type: none"> - Parent Evening (second Tuesday at 17h30) - Preschool Class Outing - Mid-year Progress Reports - Class Party (2nd last day of term) - Dress-up Day (last day of term) 	<ul style="list-style-type: none"> - Parent Evening (second Tuesday at 17h30) - Preschool Class Outing - School Photo Week - School Concert - Parent/Teacher Reviews - Class Party (2nd last day of term) - Dress-up Day (last day of term) 	<ul style="list-style-type: none"> - (No Parent Evening) - Preschool Class Outing - Extra Mural Prize Giving - Grandparents/Special Visitors Tea Party - Graduation Ceremony - End-of-year Progress Reports - Class Party (2nd last day of term) - Dress-up Day (last day of term) – no after care!

VENUE HIRE

The Montessori Connect The Children's Workshop in Claremont and Montessori Connect Nutwood Forest in Green Point school playground are available for hire for birthday parties and other social events. Please contact the office at Montessori Connect The Children's Workshop on (021) 671-7538 and Montessori Connect Nutwood Forest on (021) 439-4874 for further information and the applicable rates.

CLASSROOM ENVIRONMENT

The child's need to learn by exploring is supported by the following:

- The classrooms contain carefully prepared and sequenced teaching materials and equipment.
- Everything in the classroom is child-sized and intended for the child's use.
- The children "work" because it is exciting to learn from the wide range of activities presented.
- The children learn to appreciate and care for their classrooms and the beautifully crafted Montessori materials.
- The Directresses guide the child's energy, interest and enthusiasm into self-enriching channels over a three-year period
- The Directresses help each child individually by demonstrating the special materials.
- Individual capabilities and the interests of each child are respected as each child develops at their own rate.

Pre-School Classes – Agapanthus, Aloe and Protea

- There are 3 Pre-school classes for children aged 3 to 6 years. The adult to child ratio is 1:12. Each class has up to 24 children with one class Directress and one Assistant.
- The children in these classes focus on the Montessori 3 to 6 Pre-School Curriculum which includes Practical Life, Language, Mathematics, Sensorial and Culture areas, as well as Art activities.
- Children graduating from the three year Pre-School curriculum will be ready to begin Grade 1 or to continue into our Primary (6-9) Montessori programme.
- Children are encouraged to participate in weekly theme-based Show and Tell. Each child has a turn to be the Baker for the weekly Special Snack.
- Theme-based outings are conducted once a term.

Nursery Classes – Ladybirds and Butterflies

- There are 2 Nursery classes for children aged 12 months to 3 years. The adult to child ratio is 1:7. Each class has up to 21 children with one class Directress and two Assistants.
- The Nursery class Directresses work on fostering a family environment for the children in their class. The children are encouraged to gain independence in all areas of development – washing hands, putting on shoes, serving snacks to each other, etc.
- Children are taught the social skills needed for mixing with others – sharing, kindness and respect.
- The Directresses focus on vocabulary enrichment, gross and fine motor development and perceptual skills.
- The children undergo toilet training when necessary.
- The Nursery children graduate to a preschool class in the term they turn three or as soon as they have met the developmental criteria for the preschool classes and place is available in a class.

Primary Class – 6 to 9 and 9 to 12 class

- There is 1 Primary class for children aged 6 to 9 years and 9-12 years. The adult to child ratio is 1:20.
 - 6 to 9 class - has up to 30 children with one Directress and two assistants.
 - 9 to 12 class – has up to 15 children with one Director.
- The children in the Primary are introduced to age-appropriate Montessori activities such as visual and auditory perception, as well as activities to develop fine and gross motor skills.
- The children continue to explore more of the Montessori equipment, whilst following the curriculum that includes Language, Maths, English, Afrikaans, Xhosa, Social and Life Sciences, Life Orientation and Art.
- Designing our primary program around the children's natural cognitive abilities means that our focus is less on the facts and concepts we teach and more on what the children learn and how they learn it.

APPLICATION PROCESS

We aim to create well-balanced mixed-aged groupings in each classroom. We give classroom requests by parents heavy consideration in deciding placement, however, the school ultimately has the responsibility to create the best Montessori balance/placement for each child enrolled.

Moving Up Procedure (Nursery to Preschool)

Generally children stay in the classroom assigned at the beginning of the first term for the entire school year. However, in some cases, children may be ready to move up to the next level during the year. Children in the Nursery programme do not automatically move to a Pre-school class when they turn 3 years old. Children must meet the developmental criteria before a change is considered.

Should a parent or Directress feel that a change is necessary and the child meets the developmental criteria, the following steps are taken:

1. The child is recommended for a move-up by their Directress or parent.
2. Directress from the next level observes the child in their current classroom.
3. Directresses from both levels meet to discuss the readiness of the child.
4. If the Directresses agree, the child will visit the next classroom.
5. There may be one visit, or several visits to determine if the child is actually ready and **if** "they want to stay" in the new classroom.

6. The Directress and parents meet to discuss the child's readiness.
7. If a **consensus** is made that the child is ready and should move up, arrangements will be made to make the change if and when there is a space available in the next classroom.
8. If there is currently no space available in the next classroom, the child will go onto the classroom waiting list.
9. Parents of children who move up during the school year will be given a new classroom orientation by the new class Directress within the first term of the classroom change.

Moving Up FROM Pre-School Procedure

Generally children stay in the classroom assigned at the beginning of the first term for the entire school year. However, in some cases, children may be ready to move up to the next level during the year. Children must meet the developmental criteria before a change is considered.

Should a parent or Directress feel that a change is necessary and the child meets the developmental criteria, the following steps are taken:

1. A place in Montessori Connect Primary is not guaranteed. Parents who wish to continue from Montessori Connect The Children's Workshop Preschool to Montessori Connect Primary are requested to make their intentions known as soon as possible and to fill in an application form.
2. The child is recommended for a move-up by their Directress or parent.
3. With parent's consent, the child is formally assessed by the Primary Directress.
4. Child visits the Junior Primary class for a day.
5. Directress from the next level may observe the child in their current classroom.
6. Directresses from both levels meet to discuss the readiness of the child.
7. If the Directresses agree, the child will visit the next classroom.
8. There may be one visit, or several visits to determine if the child is actually ready.
9. If a **consensus** is made that the child is ready and should move up, arrangements will be made to make the change if and when there is a space available in the Junior Primary classroom.
10. If there is currently no space available in the Junior Primary class, the child will go onto the classroom waiting list.
11. Parents of children who move up during the school year will be given a new classroom orientation by the new class Directress within the first term of the classroom change.

WHAT TO BRING TO SCHOOL - CHECKLIST

Below please find your checklist of **what to bring to school**.

ANNUAL Checklist

Please give to your class Directress at the beginning of each year:

1. Pre-school only: One small broad-leafed pot plant (to be taken home during holidays).
2. Pre-school only: One White T-shirt for outings. See Outings section for further details.
3. Two *labelled* sun hats (one for class and one for morning and after care).
4. One bottle of children's sunscreen (200ml SPF 30 and higher baby/children's sunscreen).
5. One ID sized photo of your child for locker /birthday chart
6. Full Day only: One *labelled* sleeping bag (can be ordered at the office). Beds on sale in the office.

TERM Checklist

Please give to your class Directress at the beginning of each term:

1. One large box of tissues (i.e. 150 to 200 2 ply tissues).
2. A box of provitas (for Practical Life food preparation)
3. Nursery only: Two large packets of wet wipes (i.e. 70 to 80 wipes each).

Half Day DAILY Checklist

Please bring to school each day:

1. School bag (put in locker) with:
 - a. Complete change of *labelled* clothes (include warm and cool clothes in case of unexpected weather changes).
 - b. Nursery (if required): Three disposable nappies (named)
 - c. No toys, food, drink, medication, valuables, etc.

2. One fresh fruit to share (put in class fruit bowl).
3. Nursery only: One *labelled* bottle of water (put in classroom).
4. Medicine (if required) to be *labelled*, signed-in to medicine register and kept at the office.
5. Fridays only: Show and Tell theme-related item, and Special Snack when it's your turn.

Full Day DAILY Checklist

Please bring to school each day:

- 1 – 5. As listed above.
6. Nursery (if required): Five disposable nappies in total for full day children.
7. Nursery (if required): A bottle of milk for sleep time (put in the appropriate tray in the kitchen fridge).

For ease of reference, the checklists are summarised in the tables below.

ANNUAL AND TERM CHECKLIST				
	Term 1	Term 2	Term 3	Term 4
All	Tissues Sun hat #1 Sunscreen Water bottle	Tissues Water bottle	Tissues Water bottle	Tissues Water bottle
Nursery	Wet wipes	Wet wipes	Wet wipes	Wet wipes
Pre-School	Small broad-leafed pot plant White T-shirt Box of provitas	Small broad-leafed pot plant (return!) Box of provitas	Small broad-leafed pot plant (return!) Box of provitas	Small broad-leafed pot plant (return!) Box of provitas
After Care	Sun hat #2 Fresh fruit Water bottle #2 Sleeping bag and/ bed(if child naps)			

NURSERY AND PRE-SCHOOL DAILY CHECKLIST					
	Monday	Tuesday	Wednesday	Thursday	Friday
All	Fresh fruit Change of clothes	Fresh fruit Change of clothes Show and Tell Special Snack (if it's your turn)			
Nursery	Nappies Water bottle				
After Care	Fresh Fruit				
OPTIONAL (explanations provided in this handbook)	Milk bottle Rabbit Food Art Supplies Bread Tags				

NON-ATTENDANCE

Please notify the office if your child will not be coming to school. We keep a daily attendance register.

DROP-OFFS

Please plan to arrive at school at least 15 minutes before class begins. This allows your child time to settle and socialise before the work cycle begins. Please arrive on time!

Drop-off Times

Morning care: 07h30 to 08h00 (please leave your child with the teacher on duty)
Pre-School: 08h00 to 08h25 at the latest – Use the stop and drop (except Aloe Class)
Nursery: 08h00 to 08h55 at the latest

Settling Procedure – Gradual Entry

We recommend a gradual entry process for young children, especially if you feel the day may be too long at first, or if you anticipate separation anxiety. Gradual entry helps your child to be guided through an easy transition into their first school experience. We suggest that you bring your child to school for one hour (during outside time) for a few days, then gradually increase the time spent at school. The gradual entry process will allow your child to explore the environment and make new friends.

The goal is for your child to leave school looking forward to returning the next day. Please discuss your child's entry process with your class Directress. Once your child is settled, please adhere to the school hours.

Drop-off Hints

When you arrive at school, begin your drop-off ritual. Children thrive on consistency, so try to follow the same ritual each day.

For example: put school bag in locker, walk to classroom, give your child a warm and brief good-bye, and leave your child in the care of the teacher. Then leave and don't turn back, even if your child is crying.

Teachers will comfort a disappointed child and their success is dependent upon no interruptions. In most circumstances, your child will stop crying within a minute or two, and then have a happy and active day.

If your child discovers that you will return when they cry, a habit may begin that will grow more difficult in time. It works best for the child if the parents do not linger. Your child will sense your confidence in the teacher, and their fear should be dispelled.

Please phone the office if you are concerned and to put your mind at rest. We understand that sometimes it is as hard for the parent to leave the child as it is for the child to leave the parent!

PICK-UPS

Young children gain security through being picked up at the same time each day. Please try to be punctual and consistent.

Pick-up Times

Half-day Nursery: Between 12h00 and 12h30
Half-day Pre-School: Between 12h30 and 13h00
All Full-day children must be collected before 17h30.

Late Pick-ups

Please phone the office if you are running late. Children who are not collected on time from their class are automatically taken into after care and charged accordingly.

Late pick-ups after 17h30 will be charged at a rate of R1 per minute, and at R5 per minute after the third late pick-up. In addition, late parents may be required to cover the cost of safe transport, or to transport the staff member to the bus/train station or to their home.

Extraordinary Pick-ups

If someone other than the parent/legal guardian/regular care-giver is picking up your child, or if your child is going home with a friend for a play date, please inform the office and your class Directress. Children will not be allowed to leave the school with anyone other than their regular care-givers unless the school has been notified.

PARKING RESTRICTION

Please park on the road and not across the school driveway or our neighbour's driveway. Please inform taxi drivers and other care givers of this parking restriction.

- To create one-way flow, please enter Selous Road from Queen Victoria Road only
- Do NOT make a U-turn in Selous Road under any circumstances
- Park in LEGAL PARKING spaces only
- Follow the guidance of the traffic Monitor
- NO STOPPING OR PARKING in front of school gates or neighbour's driveways
- Drop-and-go ONLY from 08:00 - 08:30 when a staff member is on duty
- **There is NO stopping in front of school gates in the afternoon**

REMEMBER TO ALWAYS CLOSE THE GATE—ALL THE TIME

Please take note of driveways when parking on the street and please do not block our neighbour's driveways.

NB: Remember not to leave valuables visible in your car and do not leave children unattended in your vehicle!!

AFTER CARE

After care operates from 12h00/13h00 to 17h30 during the school terms.

After care is provided at a ratio of 10 children to 1 adult. Nursery, Preschool and Primary children follow the same programme during after care.

The programme includes:

- Lunch comprising a nutritious cooked meal prepared daily in our kitchen (all meals halaal).
- Nap in the Butterflies/Aloe classroom (for those children who require a nap).
- Various indoor and outdoor activities and entertainment as planned by the After Care Supervisor.
- Afternoon snack.

After Care Requirements

Please provide the following items at the beginning of each year and give to your class directress:

1. A *labelled* sleeping bag and bed (for those children who nap). (Sleeping bags and beds can be ordered at the office.)
2. An extra *labelled* hat especially for use during after care.
3. Please bring a labeled fruit for after care snack – daily

Casual After Care

We offer casual after care for those who require occasional supervision after school hours. Casual after care must be booked in advance to ensure that we are adequately staffed. Please refer to the current fee schedule for the casual after care rate.

Casual Lunch

Please book casual lunches in advance when required, so that we can cater correctly. Please refer to the

current fee schedule for the casual lunch rate.

The After Care facility is offered at both the Belvedere Rd School as well as the Chichester Rd School, depending on which class your child is in.

HOLIDAY CARE

A full holiday programme of purposeful activities and entertainment runs during the school holidays from 07h30 to 17h30. Nursery and Pre-school children have separate morning programmes during holiday care. In the afternoons, all the children follow the same programme.

Full-day children are automatically entitled to holiday care since it is included in the full-day fee.

Holiday care is available to half-day children at a daily charge. Please refer to the current fee schedule for the half-day rate. Pre-booking is essential. Please sign-up on the sheets in the foyer to secure a slot for your child.

Please note that holiday care is NOT available on public holidays. Please refer to the school calendar for further details.

Holiday care will take place at the main campus on Belvedere Rd (NOT Chichester Rd)

EXTRA MURALS

Extra Murals at an Additional Charge

We offer the following extra mural activities during the morning at an additional charge.

- **Catch It** (a physical activity which develops co-ordination, body strength, ball skills, etc.).
- **Swimming** (learn to swim in our indoor heated swimming pool all year). Not available to Butterflies, Aloe and Primary Class at this time.
- **Ballet** (fun sessions for both girls and boys).
- **Creative Cooking** (focusing on pouring, mixing, measuring and fine/gross motor skills).

Please sign-up and complete the registration process at the school office if you would like your child to participate in these extra murals. Children signed up for **extra murals** may only attend lessons once the relevant registration fee and term fee is paid in advance of the term, and provided that school fees are up to date. Please refer to the current fee schedule for the registration fee and rates per extra mural.

There are 8 lessons per term that are fitted in to the terms calendar – generally starting in the second week of the new term.

Extra mural clinics may also be offered during the school holidays. Please see newsletters and notice boards for clinic details.

Please note that 1 term's written notice must be given to the school should your child wish to stop any extra mural.

Make Up Lessons

Make up lessons will be scheduled if there are clashes with school outings or if the teacher is unavailable for any reason. We will not make up lessons if the child is absent on the day of an extra mural or pre-booked swimming lesson.

EXTRA MURALS					
	Monday	Tuesday	Wednesday	Thursday	Friday
Additional charge payable	Swimming (+12 months and in season only) Charged per lesson Ballet	Swimming Creative Cooking (+18 months) lesson from 11h30	Swimming Catch It (Ladybirds, Butterflies, Agapanthus, Aloe, Protea)	Swimming	Swimming

	(3 years) lesson from 11h30 8 lessons per term	8 lessons per term	30 min per lesson from 11h00 8 lessons per term		
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FEES POLICY

School Fees

The school charges an annual fee which can be paid annually in advance or over 12 months.

1. The monthly fee is due on or before the 7th day of each month, unless alternative arrangements have been made.
2. Should monthly fees not be paid by the 7th of the month, you will be charged a 10% interest on that month and your child may be suspended from attending School. Refunds are not made for cancellation of application, absence due to holiday, or illness.
3. Children attending *extra murals* may only attend lessons once the extra mural term fee is paid in advance of the term, and provided that school fees are up to date.

One school term's **notice in writing** is required before removing your child from our school, or payment in lieu thereof will be required. Should you fail to pay, you will be liable for all legal costs (including legal costs on the scale between attorney and own client) incurred for the recovery of school fees.

One school term's notice in writing is also required should you wish to change from Full Day to Half Day, or vice versa. Please discuss at the office if your requirements change.

Please refer to the current fee schedule for further information.

Payments

1. Only administrative staff may receive any form of fee payment, and a receipt must be issued.
2. Teaching staff may only accept monies related to special projects or outings.
3. You may pay by direct debit order (forms available in the office), into the school bank account or at the school. We encourage all parents to use a debit order or electronic funds transfer.
4. **The office does not carry change.** Kindly bring the exact amount when paying by cash.
5. **Regrettably children are on a bursary, who are on a payment plan or whose account is in arrears are unable to do an extra-mural until the account is settled in full.**

Banking Details

Account name: THE CHILDREN'S WORKSHOP

Bank: Nedbank

Branch code: 164205

Account Number: 1060628910

Reference: Child's name and class

Email proof of payment to info@montessoriconnect.co.za

MySCHOOL CARDS

We ask you to please apply for a MySchool card linked to The Children's Workshop - Montessori and swipe at every opportunity. Every swipe at Woolies, Engen, Quickshop, Waltons, ToysRus, Kalahari.com, Reggies, SupaQuick will help to raise funds for The Children's workshop at absolutely no cost to you!



It's so easy...

1. APPLY for a MySchool Card (forms at the office, or apply on-line)
2. SWIPE your card at MySchool partners (over 2500 partner locations nationwide)
3. The partner will DONATE a percentage of your purchase to the charity of your choice. And you will qualify for REWARD Discounts at Woolworths!

Thank you for making every swipe count! For more information, go to www.myschool.co.za

COMMUNICATION

Please inform your class Directress of any changes at home or in the child's life that may have an effect at school so that we can better provide for the needs of your child. All information will be regarded as confidential. We will accept your judgment as to the kinds of changes, which may affect your child's behaviour, security, and general well being. Common causes of distress include: either or both parents being away from home for any reason for an extended time; new person living in the home; new sibling; illness or hospitalisation within the family; accident or death within the family; new employment or moving. It is very important that both parents and any other care-givers read all communications.

Please notify the office immediately should your contact information change.

Communication Channels

School notices will be communicated as follows:

1. Message pocket – please check your child's message pocket daily.
2. "Parent Information" notice board – for school-wide notices. Additional copies of notices are posted on the school notice board outside the Blue Iris classroom or on your class notice board. Please check daily.
3. Classroom door – for class-specific information.
4. E-mail – for news flashes and the monthly newsletter, as well as the SAMA (South African Montessori Association) newsletter. If you are not receiving monthly emails then please let the office know as we may have added your details incorrectly into our database.

Class Telephone Lists

Your class telephone list is available from the office and is updated each term. Please request a copy if you would like to set up play dates or distribute birthday invitations, etc. If you do not want your information available to others, please let the office know.

PARENT/TEACHER REVIEWS

Please do not hesitate to contact your child's Directress if you have a concern or question at any time. Parent/Teacher Interviews are held during the first and third terms. Both parents are strongly encouraged to attend these sessions. In addition, a written progress report is completed at the end of the second and fourth terms. Please treat these reports as confidential.

In order to facilitate positive communications, please discuss any concerns directly with your child's class Directress. If this first step does not resolve the problem, please schedule time with the Principal to discuss your concerns. Please contact the office to make an appointment.

PARENT BODY

All Parents belong to this support group! Close cooperative relationships between child, home and school are vital.

The function of the parent body is:

- To promote community spirit through social events.
- To promote the school community.
- To assist with school functions such as open days and the annual concert.
- To assist with arranging special events, such as family fun day, grandparents' day, spring day and field trips.
- To assist the Directresses with everyday needs.

Whole-hearted involvement in your child's school will enrich the precious years of early development and greatly enhance your child's positive image of their school life.

If you would like to be more officially involved, *please* volunteer to be a CLASS LINK – a direct link between parents and staff.

PARENT INFORMATION EVENINGS

A parent education evening is presented at the beginning of each term. These are usually scheduled on the second Wednesday of the term from 17h30 to 18h30 with tea and coffee served. There is no session in the fourth term.

Parents are invited to learn more about Montessori philosophy, the Montessori classroom, the work your child is doing, parenting issues and how to implement Montessori in the home. Previous non-Montessori topics have included "Boundaries and Discipline" presented by the Parent Centre and "Nutrition for Children" presented by a registered dietician. We encourage you to attend these interesting and informative sessions.

Where there is a guest speaker, a nominal charge of R10 to R15 will be levied to cover the cost of the evening.

Please sign-up for complimentary child care if required.

MISSING PIECES

If you find any foreign object or small piece, please return it to the office. It might be a vital piece of equipment or a puzzle piece.

FOOD AT SCHOOL

No food should be brought onto the school property, unless your child has special dietary requirements, if it's your child's turn for Special Snack, if it's your child's birthday celebration or by special arrangement with the class Directress. Breakfast should be eaten at home.

Due to various dietary restrictions and life-threatening food allergies, all **food and drinks** (e.g. Special Snack, birthday treats, etc) brought onto the school property must be handed to the class directress or handed in at the office. An awareness that all food should be Halaal, contain no alcohol or nuts.

Please do not leave **any food or medicine** in school bags or pockets (including sweets, sandwiches, fruit, drinks, etc). All food stuff and medication entering the school property must be **under the school's control**. All food served by the school is Halaal.

Blessing Before Meals

We sing a non-denominational blessing before morning snack and lunch. The words are listed below.

"Blessings on the blossoms, blessings on the fruit,
Blessings on the leaves and stems, blessings on our food.
Enjoy your snack/lunch."

Or

Thank you for the world so sweet tra la la
Thank you for the food we eat yum yum
Thank you for the birds that sing a ling a ling
Thanks a lot for everything
Tra la, yum yum ,tweet tweet, let's eat!

Morning Snack

Sandwiches: Brown Bread with tub margarine or Jam. Pre-school children prepare their own sandwiches!

Fruit: Fruit is washed and cut into a Fruit Salad that is shared. Please remember to bring one fresh fruit every day and put it in the fruit bowl in your classroom.

Afternoon Snack (Full-day only)

Sandwiches: Butter or jam sandwiches are also served.

Lunch (Full-day only)

Lunch is prepared daily in our school kitchen. The lunch menu runs on a 2 week cycle as described in the table below. We adhere to the 2 week cycle as closely as possible – but cannot guarantee a particular meal on a particular day!

Child size portions are served at lunch with a small spoonful of vegetables. Children may request more food if they are still hungry. Any unwanted food gets placed in the “No, thank you” bowl.

LUNCH MENU					
Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	Fish fingers, mashed potato and peas	Chicken stew with rice and carrots	Macaroni cheese and corn	Chicken Pie	Spaghetti Bolognese and mixed vegetables
2	Chicken nuggets, savoury rice and carrots	Cottage pie and peas	Chicken Breyani and mixed vegetables	Fish fingers, mashed potato and butternut	Chicken strips, rice and vegetables

Note: Mixed vegetables = Diced carrots, peas and sweet corn

Baby carrots or peas may be substituted for the country crop and mixed vegetables.

WELLNESS POLICY

General Health and Hygiene

1. Please apply **sunscreen** on your child each morning. During summer and spring, sunscreen will be re-applied in the classroom before outside time, as well as before children go outside during after care.
2. Please ensure that your child's **nails** are short at all times. A friendly pat can easily turn into a blood-drawing scratch! Remember nails grow faster during growth spurts, so please check daily!
3. Please check for **head lice** daily and report any outbreak to the school office immediately.

“Stay at Home” Symptoms

The school environment is conducive to the rapid spread of illness. For this reason we ask you to keep your child at home if they display the following symptoms:

- Headache, body aches or general flu symptoms
- Elevated temperature
- Vomiting or diarrhoea
- Listlessness
- Persistent cough or sore throat
- Profuse or discoloured mucous discharge
- Bloodshot eyes
- Evidence of head lice.

Illness and Medication

If your child is sick, they should recover in a **caring** home environment and return to school once they are well enough to cope with a busy school day.

Children on medication may feel drowsy, nauseous or hyperactive. We encourage you to keep your child at home until the course of medication is completed.

Do not leave medication in your child’s school bag under any circumstances.

Medication for chronic conditions such as asthma or diabetes needs to be recorded in our medication register, labelled and kept in the office once you have made the medical condition known to the Administrator and the class Directress.

Infectious Disease

Please notify the office if your child has contracted an infectious disease. For highly contagious diseases, we will notify the other parents so that they can be on the look-out for symptoms. In some cases, we are required to notify the Department of Health.

Allergies

Please ensure that the school is informed in writing of any and all allergies your child may have. This information should be completed on your application form and updated as required. Please discuss any allergies with your class Directress and provide anti-histamines as required.

Medical Emergencies

In case of injury or illness during school hours, the child may be brought to the school office. Parents will be notified by phone to pick up a sick or injured child. If a parent cannot be reached, the office will call the alternate contact persons listed on the application form. **Parents are responsible for keeping all emergency information current by making any changes in addresses, telephone numbers, or emergency contact information at the office.**

If we are unable to contact a parent/guardian/alternate contact person in case of an emergency, we will take the appropriate action to ensure your child has the necessary medical care. All medical costs are for the parents’ account, including the services of an ambulance or call-out of a doctor.

First Aid and CPR

All our Directresses are trained in First Aid and CPR, and they hold valid certificates. We host a First Aid course annually and parents are welcome to enroll for the course.

Blood/Vomit Spill

If a child injures him/herself in such a way that blood is spilt, the staff member who administers first aid is required to wear the latex gloves.

Such is the rule when cleaning up vomit. Gloves need to be worn and a clearly labelled vomit bucket is available in each classroom.

Air Purifiers

In order to improve the quality of air our children breathe, we have installed air purifiers in each of the classrooms and in the office.

DRESS GUIDELINES

For ease of identification, please clearly **label** your child's clothing, as well as shoes, hats, school bag, bottle, nappies, sleeping bag, etc with their first name and the initials of their last name, e.g. John B. We do not recommend that you label items with your full last name for security reasons.

Children should come to school in sensible washable clothing that permits full movement and outdoor play and is easy to slip on and off. We do not recommend belts, dungarees, etc. Clothes that have elastic waistbands are excellent.

In order to avoid colds and flu during autumn and winter, children need to be dressed appropriately. We will check the children to ensure jackets/shoes are taken off or put on as required. Some children may be more difficult to persuade. If they cannot be persuaded, we will not force the children to change what they're wearing and will respect their wishes. Please could you help us by dressing your children in layers, for example, wearing a vest, T-shirt, and tracksuit top. This allows for easy adjustment throughout the day with the least amount of persuasion!

Personal Items

Please leave all personal property such as jewellery (with the exception of earrings), toys, sunglasses, games, etc. at home. The school is not responsible for damage to, loss, or theft of any personal items brought to school. If these items are brought to school, they will be held in the class Directresses possession at the office until the end of the day.

Dress Code

For more peaceful play, we ask that you do not send your child to school in clothing that encourages aggressive behaviour. The school's **dress code** policy is that children should not wear "fantasy character" clothing to school since it upsets other children and it affects behaviour in class.

Character Guidelines:

- ✘ The character is **not** allowed if it performs any action that you would not want your child to emulate, e.g. flying off buildings (Spiderman, Batman), turning into an alien and shooting people (Ben 10), wearing provocative clothing (Bratz), tackling someone by the hair (WWE Raw), etc.
- ✔ Friendly characters such as Pooh Bear, Mickey Mouse, Dora the Explorer, Barney, Bob the Builder, Thomas the Train are acceptable.

Dress Up Day

The last day of each term is Dress Up Day. Children are welcome to dress up in fancy dress costumes or pyjamas.

Change of Clothes

We do a lot of painting and pasting at school and, although the children do wear aprons, occasional accidents are inevitable. Please provide a weather appropriate change of clothes in your child's school bag. In autumn and spring when temperatures fluctuate unexpectedly, please provide both a warm and a cool set of clothes. For children who are potty training, please provide more than one change of clothes as discussed with your class Directress.

"The Children's Workshop" Spare Clothes

In the event that your child has more than one spill during the day and requires an extra change of clothes, we will provide clothes from our school spare clothing box. These clothes are clearly marked "CMW" with permanent marker. Please wash and return the clothes to the school so that they can be available for the next multi-spill day. Donations to the school spare clothing box are much appreciated. Please bear us in mind when you clear out your child's cupboards.

Lost and Found

Please regularly check the Lost and Found Box for clothing, shoes, jackets, etc. Unclaimed items will be donated to our school in Philippi at the end of the year.

SHOW AND TELL

Each Friday during class circle time, children are invited to show and tell their class about a special theme-related item or 'letter of the week' they have brought to school. This activity helps the children build their confidence and vocabulary. Note that children only participate if and when they feel comfortable to do so - so at first we may have some "showing", but not much "telling".

Please assist your child to find or make a theme-related item to bring to Show and Tell on Fridays. Please do not send valuables or sentimental items. We encourage you to discuss the weekly theme with your child. Please refer to the weekly theme poster in the foyer for more information about the theme.

Weekly themes are communicated in advance via e-mail in the monthly school newsletter and term planner.

SPECIAL SNACK

Special Snack is included in our programme to ignite and develop entrepreneurial skills. Please check when your child is scheduled to be the Baker. When it's your child's turn, you will be asked to bring a healthy snack for the class. Your child will be invited to wear the Baker's Hat and Coat and "offer" the items to the class. Then the class will sit down to enjoy the special snack. If you can make the time, Special Snack Day is a great opportunity to cook and bake with your child. If you are unable to do so, store-bought items are also acceptable.

Suggestions for Special snacks include:

- Plain popcorn
- Muffins
- Crumpets (plain or buttered)
- Oat crunchies
- Rusks
- Yoghurt
- Jelly
- Custard
- Cheese straws
- Cheese on crackers
- Mini pita breads with a savoury filling
- Banana bread (plain or buttered)
- Madeira cake (plain vanilla sponge)
- Fruit zingers/sticks
- Dried guava/mango roll slices
- Plain pretzels (unsalted)
- Other nutritious and delicious snacks!

Cakes and cupcakes are only acceptable if they have a small amount of icing and are relatively plain. Please avoid unhealthy high sugar/salt items such as sweets and chips

Please check in advance with your class Directress if any children have food allergies so that you can plan accordingly. Please ensure that there are **no nuts** and **no alcohol** in home-baked and store bought items and any meat products are halaal.

PET CARE

Our pet rabbits – enjoys a varied diet and your contributions would be most welcome. Hopscotch enjoys:

- Carrots and apples
- Grass and edible leaves
- Carrot tops, lettuce and cabbage leaves, etc.

Please give your rabbit food contribution to your class Directress. She will assist the children to feed the rabbit during outside time.

We currently have 6 Budgies in the aviary at the front of the school. The children love to visit the aviary and look at the birds.

Some of the classes also have Fish tanks and/ a pet hamster. The hamster gets sent home on weekends and holidays.

PLANT CARE

Pot Plants

Pre-school children are taught how to care for plants as part of our Montessori programme. We invite each child to bring a small broad-leafed (non-poisonous) pot plant to keep in the classroom during school terms. Due to space limitations in the classrooms, we ask that you provide a pot no larger than 12 cm in diameter. Please consider the lighting in your child's classroom when selecting a plant. Plants that can tolerate full sun can be placed on the window sills in the Agapanthus classrooms. The Blue Iris classroom gets no direct sunlight and is more suited to indoor plants. Broad-leafed plants are most suitable since one of the plant care activities is "leaf sponging".

Class Garden Patch

Each Nursery and Pre-school class has a designated garden patch. During the year, your child will plant seedlings in this area. Please take an interest in your child's class garden and enjoy watching it grow. Where we have a successful vegetable yield, we will harvest and cook the vegetables at school for the class, or invite you to take the vegetables home for dinner!

ART SUPPLIES

We need used materials to use in our art projects. Please help us by bringing the following items to school:

- Newspapers and magazines
- Scrap paper
- Egg boxes
- Cereal boxes
- A4 paper used on one side
- Attractive perfume bottles
- Attractive screw lid bottles
- 1kg Yoghurt tubs with lids
- 2l Ice cream tubs with lids
- Margarine tubs with lids
- 2l Plastic cold drink bottles
- Sponges from medicine bottles
- Empty toilet paper rolls
- A4 paper (used on one side)

Please ensure items are **clean and dry** before placing them in the Art Supplies basket in the locker area. Also please ensure that there are no choking hazards, i.e. small lids have been removed. Please do **not** put any glass, tins, and containers of any toxic substances or other potentially dangerous materials in the Art Supplies basket.

NOTE: This is not a recycling facility. We only need items that can be used for art projects!

BREAD TAGS

Please collect ALL your bread tags, i.e. the plastic tie on the bread bag. Please bring these to school and slot into the box in your child's classroom or at the office. Our bread tag collection is part of a drive across schools to raise funds for wheelchairs for the underprivileged. Every tag counts!

BIRTHDAYS

Birthdays are a special event for a Montessori child. Please confirm arrangements in advance with your class Directress. You are very welcome to attend your child's birthday celebration! Your child may bring a birthday cake OR cupcakes and some fruit juice to share with the class. Please ensure that cakes or cupcakes do not contain any nuts or alcohol. **Note** that party packs are not allowed at school, instead your child can give their whole class the gift of a new book via our Birthday Book Club.

Birthday Book Club

We invite you to donate a book to the school in honour of your child's birthday. A book plate will be placed in the front cover of the book thanking the family for the gift. Teachers read birthday books on birthdays as well as other times in the year.

We have books on sale in the office.

Montessori Birthday Circle and Time-line

In the Pre-school classes, we celebrate the child's birthday with a special birthday circle where we walk through the time-line of the child's life. Please could you bring photographs depicting special events or milestones in your child's life, e.g. day they were born, birthday party, etc. Up to 3 photographs per year of your child's life will be sufficient to illustrate their time-line in a poster or booklet format.

Birthday Invitations

If you are planning a private home birthday party and do not wish to invite the whole class, please distribute birthday invitations via sms or discreetly via the message pockets. Birthday parties and invitations are a sensitive topic for most children and they become very upset if they feel left out.

PRESCHOOL OUTINGS

We arrange one outing per term for the Preschool and Primary classes (not the Nursery classes). Parents will be required to sign permission forms for each outing. Children who do not return a signed permission slip will not be permitted to attend the outing.

An outing fee will be requested from you (dependant on entrance fees) is charged each term per child. Please pay your outing fee to your class Directress. This fee will cover the child's entrance as well as any parents/drivers accompanying a trip. Parents should only transport as many children as they have seatbelts.

Any left over money is put into the kitty for the end of term party.

Directresses (teachers) are not permitted to transport children so that they are free to supervise arrangements. The Directresses will assign the parent/driver to a group of children (usually their own child and friends known to the parent.) The parent will then be responsible for these children throughout the entire trip, as well as attending to their needs (toilet, snack, clothing etc). Siblings may only attend if they are independent and with the prior permission of the Directress. On return, parents/drivers are to see each child safely into the classroom where the Directress ensures everyone has returned.

On outing days, please ensure that your child arrives early, as we cannot wait for latecomers. Children who are ill are **not** admitted on outings. Please phone in if your child is going to be absent on an outing day.

We always need the help of parents for lifts to our outings and encourage parents to avail themselves to at least attend one of their children's outings. It is a time when you can get to know the other parents and also see how your own child interacts with their peers.

Outing T-shirt

Please provide your class Directress with a plain white T-shirt or buy a T-shirt from the office, to be worn at all outings during the year. Each class will decorate their T-shirts with their class colour, e.g. hand prints. Please ensure that the T-shirt is large enough to allow for your child's growth throughout the year, and that it is large enough to wear over jerseys for the winter outings. Please ensure that your child wears this T-shirt as the outer layer of clothing for all outings.

Outing Snack

For most outings, you will be asked to pack a disposable snack. Please pack a healthy and balanced snack and small juice (not box juice but rather one that can be sipped at and sealed again for later) in a disposable packet with your child's name clearly written on it. We do allow a few luxuries like chips and sweets, but please try to avoid lollipops and yoghurts tend to be very messy.

PLAYGROUND RULES

The following are some of our playground rules. Please support us by abiding by these rules when you play with your child in our playground or at other parks. Children thrive on consistency and these rules will help your child to play more safely!

1. We wear a hat and sunscreen during outside time.
2. We do not leave shoes in the playground. We put them in the class shoe boxes.
3. We do not climb up the slide. We climb up the ladder and then go down the slide.
4. We do not slide head first down the slide. We sit or lie and slide legs-first down the slide.
5. We may climb up the tree if we are able to climb down on our own.
6. We do not stand on the swing. We sit on the swing.
7. We do not climb over the fence. We walk down the steps to the sand area.
8. We do not climb on the balustrade. We walk up and down the stairs.
9. We do not climb through the Wendy House windows. We walk through the Wendy House door.
10. We do not throw anything over the fence or wall. We keep sandpit toys in the playground, and extra hats and shoes in the class boxes.
11. We do not throw stones over the fence or at each other. We play with stones on the ground.
12. We do not play with sandpit toys on the paved area. We play with sandpit toys in the sand.
13. We do not ride bikes in the sand. We ride bikes on the paved area.
14. We do not throw sand at our friends. We do not pour sand on our friends' heads. We dig in the sand.
15. We do not throw sand at the bunny. We feed and look at the bunny.
16. We do not use spades for banging or hitting our friends. We use spades for digging.
17. We do not hurt the plants or play in the plants area. We water and look after the plants.
18. We sit in the wagon before it moves.
19. We place the bikes down carefully when we are finished riding them.

Note: **No adults** are allowed on the outside equipment, especially the swings and small benches. They break!

GUIDELINES FOR NURSERY PARENTS

In order to help us to help your child become independent, please follow these guidelines:

- Ensure your child has breakfast before coming to school.
- Encourage your child to drink water or fruit juice (watered down). Do not send fizzy drinks, Coke, Lucozade, Energade, etc.
- Discourage the use of dummies and bottles, except at rest time and in the early days when first settling at school.
- Send a soft toy for comfort when first settling at school.
- Ensure your child wears shoes they can put on, fasten, and take off by themselves
- Arrive at school on time.

Toilet Training

Toilet training is part of the Nursery curriculum and when your child is ready for this phase, we ask you to follow some guidelines to help make this phase as easy and pleasant as possible.

- Discuss your child's readiness for toilet training with your child's Directress and agree the way forward.
- Please do not send your child with "pull up" nappies - this gives a false sense of security, and requires all clothes to be removed (including shoes) when a nappy needs to be changed.
- Please do not revert to nappies after school and over weekends/holidays - this confuses the child and makes it more difficult for them to understand.
- Provide your child with proper underwear.
- Dress your child in clothes that pull up and down easily, e.g. elasticised waistbands (instead of belts, buttons, dungarees and jeans).

"Watering the Garden"

When boys are toilet training and especially with older boys, parents should resist the temptation to allow them to urinate anywhere but in the toilet. It quickly becomes a habit to quickly whip their trousers down and "water the garden". It is a health hazard and rather unpleasant for the rest of the school when the sand pit or our favourite tree becomes a urinal. Note that we regularly spray the sand with disinfectant and salt to maintain an acceptable level of hygiene and cleanliness in the sand areas.

HINTS FOR HAPPY CHILDREN

Dear Mom and Dad

- *Please bring me to school on time!* I should be at school by the latest **15 minutes before class starts**. When I am late I don't get an opportunity to socialise with my friends before the work cycle. I also disrupt the morning programme and this makes me and my class feels unsettled.
- Please be on time to fetch me as well! I feel anxious and don't like to be the last one to go home when you are late.
- Please do not enter the class after it has started for the morning (08h30) as it disturbs the children who have settled into their work.
- If you need to drop something off, please leave it in the office with the administrator.
- It is SO important that I have a nutritious breakfast before I come to school. This helps me to concentrate and gives me enough energy to play with my friends.
- Please make sure that I have a set of clean clothes at school in case I spill or have an accident.
- Please remember that I am NOT allowed to wear fantasy clothes e.g. Ben Ten, WWE Raw, Batman, Superman, Spiderman, Bratz, etc to school.
- Please read the notice board daily so that I don't miss special events, and please check my message pocket every day.
- All my work is valuable; please admire it and keep it for me.
- Please offer to help with field trips sometimes.
- Please ask me about my theme and tell me something that you know so I can share it with my class.
- Please help me to find or make something theme-related to bring to Show and Tell each Friday or for our weekly theme table.
- Please come to all special events and functions and make friends with my friends' parents.
- Please invite my friends home to play sometimes, and let me visit them.
- If you support my school and teachers, it makes me feel secure and happy.

Thank you

TYPICAL FULL DAY IN NURSERY PROGRAMME

The following outlines a typical day at school with examples of what a 2-year-old's day might include.

		Nursery	Example
07h30 to 08h00	Morning Care	Activities in the Aftercare Classrooms	Put bag in locker/ in row for when you go to class. Put fruit in classroom fruit bowl Work with blocks, puzzles, etc Read a book
08h00	Montessori Programme	Walk to classroom	
08h00 to 09h30		Work cycle	Choose hand transfer activity, work 3 times, and return to shelf. Watch pouring activity presentation by teacher. Choose and work with puzzle, and return to shelf. Choose and work with knobbed cylinders, and return to shelf. Choose art activity and complete.
09h30 to 09h45		Circle time with singing	"Hello" song Date and weather chart "Days of the week" song Grace and Courtesy, or Theme Presentation
09h45 to 10h00		Morning snack	Help to serve snack Sit and enjoy sandwich and fruit salad
10h00 to 10h15		Wash and toilet routine Apply sunscreen	Wash own hands/face with clean face cloth Nappy change/toilet
10h15 to 11h15		Outside time	Play on playground equipment and sandpit Participate in water play activity Socialise with friends
11h30 to 12h00		Wash and toilet routine Story time	Wash own hands/face with clean face cloth Choose book from shelf Sit and listen to story time Nappy change/toilet
Half day children go home			
12h00 to 12h30	After Care	Lunch and wash up	Enjoy lunch in classroom Wash own hands/face with clean face cloth
12h30 to 14h00		Nap time	Nap on own sleeping bag/ bed
14h00 to 14h45		Outside time	Play on outside equipment and sandpit Do activity with teacher in small group
14h45 to 15h00		Wash and toilet routine	Wash own face/hands with clean face cloth Nappy change/toilet
15h00 to 15h30		Afternoon snack and wash up	Eat a sandwich if still hungry Wash own face and hands with clean face cloth
15h30 to 16h30		Outside time	Play on outside equipment and sandpit Do activity with teacher in small group
16h30 to 16h45		Wash and toilet routine	Nappy change
16h45 to 17h15		Children's story	

17h15 to 17h30		Prepare for pick up	Fetch bag from locker and wait for parents
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TYPICAL FULL DAY IN PRE-SCHOOL PROGRAMME

The following outlines a typical day at school with examples of what a 4-year-old's day might include.

		Preschool	Example
07h30 to 08h00	M o r n i n g C a r e	Activities in the Aftercare Classroom	Put bag outside door ready to take to class Work with blocks, puzzles, etc Read a book
08h00 to 08h25		Outside time	Visit rabbit Socialise with friends
08h25 to 08h30	M o n t e s s o r i P r o g r a m m e	Walk to classroom	Put fruit in classroom fruit bowl, post name into postbox
08h30 to 11h00		Work cycle (Morning snack is available from 10h00/10h30)	Choose whisking activity, work 5 times, and return to shelf. Watch individual presentation of polishing activity by teacher. Choose and work with puzzle, and return to shelf. Choose and work with sand paper letters, and return to shelf. Prepare own snack and eat with friend. Wash bowl at "sink". Choose art activity and complete. Choose and work with pink reading activity, and return to shelf.
11h00 to 11h15		Circle time	"Hello" song Date and weather chart Sing various songs Grace and Courtesy, or Theme Presentation
11h15 to 11h25		Story time	Listen to story and ask/answer questions at the end
11h25 to 11h30		Apply sunscreen	Apply own sunscreen - checked by friend
11h30 to 12h30		Outside time	Play on playground equipment and sandpit Participate in water play activity Socialise with friends
12h30 to 13h00		Wash routine Reading time (Full Day children also eat lunch at this time.)	Wash own hands/face in class basin Choose book from shelf Sit on mat and read book (Note that there is no set time for toileting in the pre-school programme. Children use the toilet when they need to.)
Half day children go home			
12h35 to 13h00	A f t e r C a r e	Lunch and wash up	Enjoy lunch in own classroom Wash own hands/face in class basin
13h00 to 14h00		Nap time (if req'd)	Nap on own sleeping bag/ bed
14h00 to 14h45		Outside time	Play on outside equipment and sandpit Do activity with teacher in small group
14h45 to 15h00		Wash routine	Wash own face/hands in the bathroom
15h00 to 15h30		Afternoon snack and wash up	Eat a sandwich if still hungry Wash own face and hands in bathroom
15h30 to 16h30		Outside time	Play on outside equipment and sandpit Do activity with teacher in small group

16h30 to 16h45		Wash routine	Wash hands and face in bathroom
16h45 to 17h15		Story time	Listen to a story
17h15 to 17h30		Prepare for pick up	Fetch bag from locker and wait for parent

TYPICAL WEEK AT SCHOOL

The following table describes the structure of circle times during a typical week, as well as the extra mural activities offered. The class Directress amends the weekly circle time plan to accommodate public holidays, birthdays and other special occasions as required.

		Monday	Tuesday	Wednesday	Thursday	Friday
Circle Time	Daily Topic	Share your news	Theme presentation	Afrikaans (Xhosa is also offered in some classes)	Gross motor activity	Show and Tell Special Snack
	General	"Hello" Song Date and weather chart Songs and rhymes Word games, e.g. sounds-like Group presentations Grace and courtesy presentations , e.g. how to handle books, walking around mats, etc				
	Additional charge	Ballet (Pre-School) Swimming (+12 months and in season only)	Creative Cooking (+18 months) Swimming (+12 months and in season only)	Catch-It (Nursery and Pre-School) Swimming (+12 months and in season only)	Swimming (+12 months and in season only)	Swimming (+12 months and in season only)

THE ALPHABET

Did you know that of some 500,000 words in the English dictionary, 85% are phonetic! The Montessori approach to learning the letters of the alphabet is to first learn their shape and phonetic sounds using the lower case sandpaper letters. The children trace the letters while saying their sound. This provides a multi-sensory approach to learning letter formation and phonics. A solid foundation of phonics gives the child the tools to master most words and the confidence to start reading.

Please use the phonic sounds rather than the names of the letters when initially introducing the alphabet to your child. Isolate and clip each sound, for example, say “j” almost as a puff of air, not “juuh”. Keep vowels crisp and clear, for example, say a short “a” not “aaaa”. Long vowels will be introduced later, e.g. the long a – as in able.

THE PHONETIC ALPHABET		
a – as in apple	j – as in jam	s – as in sit
b – as in ball	k – as in king (kicking king)	t – as in tap
c – as in cat	l – as in lap	u – as in up
d – as in dog	m – as in mat	v – as in van
e – as in egg	n – as in nut	w – as in wet
f – as in fan	o – as in orange	x – as in box (ks)
g – as in gate	p – as in pig	y – as in yo-yo
h – as in hat	q – as in queen (kw)	z – as in zip
i – as in ink	r – as in rabbit	

SONGS AND RHYMES

Wondering what your child is singing about? Wish you knew the words? Below are the words to some of the songs sung regularly at school. Please refer to the newsletter and notice boards for

theme-related songs. Enjoy singing along with your child!

The "Hello" Song

Hello, how are you? Hello, how are you? Hello, how are you? How are you today?

It's good to see <child name 1>. It's good to see <child name 2>. It's good to see <child name 3>. How are you today?

Repeat until all children have been welcomed.

Days of the Week

To the tune of "Oh my darling Clementine":

There are seven days, there are seven days, there are seven days in a week x 2

Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday x 2

Repeat

Ask your class Directress for any other lyrics or hear many of them at our annual concert.