



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

**Maria Montessori**

Montessori Connect Primary 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**

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

We are privileged to be your child's professional educator on their long, perhaps never ending, educational journey.

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, roughly three times a year, 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**

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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 support large and fine motor control
- Activities of literature, art, sport 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.

The Montessori programs run in three year cycles. Parents are encouraged to allow their child to complete whichever three year cycle the child is in. This is, 6 to 9 followed by 9 to 12. Moving a child in their first, second or mid-third year could leave educational gaps. Allowing the child to develop at their own pace encourages them to develop an inner need to know more about a certain topic, (for example a child in year one who enjoys handwriting could – through following a cycle – be able to write in cursive beautifully. This is due to him or her having a sensitive period and us allowing him/her to master the skill.) by the end of the three years the curriculum is completely covered.

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## MONTESSORI CONNECT PRIMARY SCHOOL FACTS

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The Montessori Connect Primary was founded in 2006.

The Montessori Connect Primary is:

- A non-denominational, English medium Primary school that includes the Grade 1 - 7 curriculum.
- 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](http://www.samontessori.org.za)

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## CHILDREN'S CAMPAIGN TRUST

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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 three 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 the 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](mailto:williamspa61@gmail.com) 083 554 1503
- David Morgan (Wales): [coadvice@aol.com](mailto:coadvice@aol.com) +44 1792 410962

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## TERMINOLOGY

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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.

*Primary*: Children ranging from 6 to 13 years

*Junior Primary*: 6 to 9 years

*Senior Primary*: 9 to 12 years

## SCHOOL CONTACT INFORMATION

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Address:	6 Chichester Rd Claremont 7708	E-mail Addresses	
Telephone:	021 671 3916	School/Admin:	<a href="mailto:montessoriconnectprimary@gmail.com">montessoriconnectprimary@gmail.com</a>
Cell phone:	072 686 3099	Principal:	<a href="mailto:jane@montessoriconnect.co.za">jane@montessoriconnect.co.za</a>
		Academics:	<a href="mailto:yumna.montessoriconnectprimary@gmail.com">yumna.montessoriconnectprimary@gmail.com</a>
		Finance Queries:	<a href="mailto:info@montessoriconnect.co.za">info@montessoriconnect.co.za</a>
		Website:	<a href="http://www.montessoriconnect.co.za">http://www.montessoriconnect.co.za</a>

## HOURS OF OPERATION

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The Montessori Connect Primary follows the Western Cape government school terms and public holidays of South Africa. The school is completely closed for three to four weeks from the 17<sup>th</sup> of December each year.

### Office Hours

Belvedere Campus Office: Monday to Friday from 07h30 to 16h30  
Administrator for Primary: Monday to Friday from 07h30 to 16h30  
Aftercare Supervisor: Starts at 14:30  
Principal/Head of Department: By appointment  
School Tours/Assessments: Assessments are done for a full day and tours make an appointment with the administrator

Please book your appointments in advance at the office.

### School Hours

Morning care: 07h30 to 08h00  
After care: 13h30 to 17h30  
Holiday care: 07h30 to 17h30  
½ day holiday care: 07h30 to 14h30

### Sport Hours:

Group 1 Tuesdays  
Group 2 Wednesdays  
Group 3 Mondays  
Group 4 Mondays  
Group 5 Thursdays  
Group 6 Thursdays  
Group 7 Thursdays  
Sports run from 13h45 to 14h30

### Extended Day

Extended Day is from 1:30pm to 2:30pm

- Tuesdays Group 2 and 3
- Wednesdays Group 1 and 3

### **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.

### **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.

<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
- Parent Evening (second Monday at 18h00)	- Parent Evening (second Monday at 18h00)	- Parent Evening (second Monday at 18h00)	- (No Parent Evening)
- Primary Class Outing	- Primary Class Outing	- Primary Class Outing	- School photo week
- Class Socials	- Mid-year Progress Reports	- School Concert	- Primary Class Outing
- Family Fun Day	- Class Party (2 <sup>nd</sup> last day of term)	- Parent/Teacher Reviews	- Primary Sports Day
- Parent/Teacher Reviews	- Dress-up Day (last day of term)	- Class Party (2 <sup>nd</sup> last day of term)	- Extra-mural graduation
- Class Party (2 <sup>nd</sup> last day of term)		- Dress-up Day (last day of term)	- End-of-year Progress Reports
- Dress-up Day (last day of term)			- Class Party (2 <sup>nd</sup> 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.

#### **Primary Class**

- There is a Junior Primary Class aged 6 to 9 years and the adult child ratio is 1:15.
- There is a Senior Primary Class aged 9 to 12 years and the adult child ratio is 1:15.
- The children have to complete an allocated amount of work for the week. They have the freedom to choose in which order / way they would like to complete the work.
- 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**

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We aim to create well-balanced mixed-aged groupings in each classroom.

### **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.

### **Entering Primary FROM another Pre-School**

Preference will be given to children who have completed a three year cycle in a Montessori Preschool.

1. On receipt of an applicant form, the applicants fee and requested supporting documentation. The parents will be contacted for an appointment.
2. Your child will be formally assessed by the Primary Directress.
3. Child visits the Junior Primary class for a day. There may be one visit, or several visits to determine if the child is actually ready.
4. Should your child be accepted, you will receive an acceptance letter informing you that your child has been accepted and you are required to pay the current non-refundable placement fee to secure a place in the class. Please refer to the current years fee schedule for the amount required.
5. Once you have paid the placement fee, you will receive a welcome letter and parent handbook.
6. If there is currently no space available in the Junior Primary class, the child will go onto the classroom waiting list.
7. Should your child start at the beginning of the academic year there is an orientation meeting for all new parents before the year starts.

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## CHECKLIST OF WHAT TO BRING TO SCHOOL

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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. One small broad-leafed pot plant (to be taken home during holidays).
2. T-shirt for outings. The first t-shirt issued is part of the resource levy, thereafter any additional T-shirts that are required will need to be purchased.
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. Resource Levy (please see Fee structure List)
6. Message folder for readers and communication between school and home.

### TERM Checklist

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

- One large box of tissues (i.e. 150 to 200 2 ply tissues).'
- Fresh fruit and water bottles daily.
- Scrap paper and recycle items for arts and crafts.

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## NON-ATTENDANCE

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

A sick note should be handed in if they are absent for longer than two days.

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## DROP-OFFS

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

### Drop-off Times

Morning care: 07h30 to 08h00 (please leave your child with the teacher on duty)

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## PICK-UPS

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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 Primary 6-9 years:	13h30
Half-day Primary 9-12 years:	14h30
On Fridays between	12h30 to 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 or aftercare 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.

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## PARKING RESTRICTION

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**REMEMBER TO ALWAYS CLOSE THE ENTRANCE GATE TO THE CLASSES—ALL THE TIME**

Remember not to leave valuables visible in your car and do not leave children unattended in your vehicle or in the car park!!

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### AFTER CARE

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

The programme includes:

- Please bring a packed lunch if staying in aftercare. There is a microwave, if lunch needs to be warmed up.
- 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. Please bring a fruit for after care snack – daily
2. A box of tissues
3. Sun block cream

#### 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.

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### HOLIDAY CARE

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A full holiday programme of purposeful activities and entertainment runs during the school holidays from 07h30 to 17h30.

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 book through the office. 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 Belverdere Rd (NOT Chichester Rd)**

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### SPORTS PROGRAM

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#### Sports Program

The Sports Program runs from Monday to Thursday. The children are divided into two groups based on ability rather than age. Group 1 being the “older” or more physically active children. Group 2 being the sometimes younger or children needing more basic beginner skills.

Kent, Aaron and Marco develop a program based around skills the children need to develop. These skills are taught through the terms.

Group 1	Tuesdays
Group 2	Wednesdays
Group 3	Mondays
Group 4	Mondays
Group 5	Thursdays
Group 6	Thursdays
Group 7	Thursdays

Sports run from 13h45 to 14h30

## FEES POLICY

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### 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 7<sup>th</sup> day of each month, unless alternative arrangements have been made.
2. Should monthly fees not be paid by the 7<sup>th</sup> day of each 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.**
4. Regrettably children who are on a bursary, who are on a payment plan or whose account is in arrears are unable to do extra-mural until the account is settled in full.

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.

### Banking Details

Account name: MONTESSORI CONNECT PRIMARY

Bank: Nedbank

Branch code: 164205

Account Number: 1158387660 (CHEQUE)

Reference: Child's name and class

Email proof of payment to: [montessoriconnectprimary@gmail.com](mailto:montessoriconnectprimary@gmail.com) and [info@montessoriconnect.co.za](mailto:info@montessoriconnect.co.za)

## My SCHOOL CARDS

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We ask you to please apply for a My School 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](http://www.myschool.co.za)



## COMMUNICATION

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Please inform your class Directress/Director 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 book for readers and communications between school and home.
2. "Parent Information" notice board – for school-wide notices. Additional copies of notices are posted on the school notice board front classroom. Please check daily.
3. Class emails from the teacher:
  - Directress 6-9 email address: juniorprimary.mcp@gmail.com
  - Director 9-12 email address: seniorprimary.mcp@gmail.com
4. Alternative E-mails ([montessoriconnectprimary@gmail.com](mailto:montessoriconnectprimary@gmail.com) – 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

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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.

If this second stage does not resolve the problem, please schedule time with management to discuss your concerns. Please contact the office to make an appointment.

## PARENT BODY

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**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, spring day, sports day and field trips/outings.
- To assist the Directress/ Director with everyday needs.

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

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

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### PARENT INFORMATION EVENINGS

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A parent information evening is presented at the beginning of each term. These are usually scheduled on the second Monday of the term from 18h00 to 19h00 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 may be levied to cover the cost of the evening.

Please sign-up for complimentary child care if required.

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### MISSING PIECES

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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.

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### FOOD AT SCHOOL

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Breakfast should be eaten at home. All food served by the school is Halaal. For food supplied for the whole class; 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. Please be aware that all food should be Halaal, contain no alcohol or nuts.

Please do not leave **any medicine** in school bags or pockets. All medication entering the school property must be **under the school’s control**.

#### Morning Snack

Sandwiches: Brown Bread with tub margarine or Jam. Primary children prepare their own sandwiches or bring their own sandwich from home!

Fruit: Fruit is washed and cut into a Fruit Salad by the children 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)

Please send a packed lunch if staying in aftercare. There is a microwave if lunch needs to be warmed up.

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### WELLNESS POLICY

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#### General Health and Hygiene

1. Please leave a labeled suntan cream in your child’s bag. The primary children will apply their own sunscreen on before they go outside during class break and in after care time.
2. If there is an outbreak of **head lice**, please check 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.

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## DRESS GUIDELINES

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For ease of identification, please clearly **label** your child's clothing, as well as shoes, hats, school bag, bottle, 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.

### Personal Items

Please leave all personal property such as jewelry (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 may be held in the class Directresses possession at the office until the end of the day.

### Dress Code

For more peaceful socialisation, we ask that you do not let your child attend school in clothing that encourages aggressive or sexualised 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.

### 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.

### 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.

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## SPECIAL SNACK

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Special Snack is included in our programme to ignite and develop entrepreneurial skills. 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.

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## PET CARE

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

- 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.

The Junior Primary have a pet hamster. The hamster gets sent home on weekends and holidays. It is the child/parents duty to keep the cage clean and tidy with the items provided by the school.

The Senior Primary have a fish tank.

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## PLANT CARE

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### 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

Junior and Senior Primary 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!

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## ART SUPPLIES

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

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

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## BREAD TAGS

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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!

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## BIRTHDAYS

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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.

#### 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.

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### **PRIMARY OUTINGS**

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We arrange one outing per term for the Junior and Senior Primary 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 is charged each term per child (dependent on entrance fees). 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) preferably do not 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

Primary outing tops are to be worn at all outings during the year. The Junior Primary class have blue t-shirts and the Senior Primary have green t-shirts.

#### 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.

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### **PLAYGROUND RULES**

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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.
20. When we play in a team, we respect the rules agreed upon by the team.

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

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#### HINTS FOR HAPPY CHILDREN

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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 (08h00) as it disturbs the children who have settled into their work.
- If you need to drop something off go around the outside and leave it with the administrator in the office. If the office is unattended, leave it on the counter with a note in the art room.

- 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 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 book every day.
- 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 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.
- Please check my home work everyday to show your interest.

**Thank you**

**Typical Day in the Junior Primary Class:  
Daily Schedule (6 years to 9 years)**

7h30 – 8h00:	Morning care – swopping of readers
8h00 – 12h00:	Class starts. Montessori work cycle including free group snack time and art activities. Circle Time
12h00 – 13h00:	Outside time and lunch 12h30
13h00 – 13h45:	Montessori Work – Afrikaans / Xhosa

13h00 – 13h15	Half day children leave and full day children eat lunch
13h15 – 14h30	Monday and Wednesday half day and full day children have sports lessons (groups)
14h00 – 14h30	Art / Clubs – Lego; Baking; Chess; Art, (this varies o demand or need)
14h30 - 15h00	Snack (sandwiches) and home time for half day children
15h00 – 17h00:	Supervised play outside / knitting.
17h00 – 17h30:	Quiet time whilst waiting for parents.

### SCHOOL HOLIDAY CARE

The full day fee includes lunches and holiday care. Half day children may book in for casual aftercare, for an additional fee, if space permits.

The class routine remains unchanged during the holidays, but the classes combine and the work cycle is far more flexible and relaxed. The Aftercare supervisor is on duty every day, and the assistants are on duty on a rotational basis. The teachers are off duty during the school holidays.

### Junior Primary class

- All classes enjoy a mid-morning snack of sandwiches, fruit and water.
- The junior primary class focus on the Montessori curriculum and also cover the Montessori syllabus as set out by the education department.
- Each class does theme work that changes monthly or quarterly.
- The children go on at least one outing a term and from time to time have special visitors presentations at the school.
- The directresses write a detailed progress report mid-year and at the end of each year, followed by parent-teacher interviews.
- Teachers prepare a parent education evening every term, where parents are invited to learn more about the areas of the Montessori classroom, the work your child is doing, the Montessori philosophy, parenting issues and how to implement Montessori in the home.
- Parents are encouraged to involve themselves in all areas of their child's life at the school.

### TYPICAL WEEK AT SCHOOL (6-9 years)

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
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<b>Cir cle Ti me</b>	<b>Dai ly To pic</b>	Share your news Physical Education (Catch-It)				Special Snack
	<b>Ge ner al</b>	<p>Quote of the day. Reader Swopping Planning of day What's happening in the news? Group presentations Grace and courtesy presentations , e.g. how to handle books, walking around mats, etc</p>				
	<b>Sp ort s Da y or Ext en de d Da y</b>	Sports Day Group 3	Sports Day Group 1  Extended Day Group 2 and 3	Sports Day Group 2  Extended Day Group 1 and 3		

**Typical Day in the Senior Primary Class:  
Daily Schedule (9 years to 12 years)**

7h30 – 8h00:	Morning care
8h00 - 8h30:	Class starts. Discussion of daily work schedule and announcements.
8h30 – 12h00:	Montessori three hour work cycle including free snack and art activities.
12h00 – 13h00	Outside time and lunch 12h30
13h00 – 13h45:	Montessori Work – Afrikaans / Xhosa
13h45 – 14h30:	Sports and Clubs on Monday to Thursdays
14h30:	Snack (sandwiches) and Home time
14h30 – 17h00:	Homework and supervised play outside. (aftercare)
17h00 – 17h30:	Quiet time whilst waiting for parents.

Fridays close at 13h00

### SCHOOL HOLIDAY CARE

The full day fee includes lunches and holiday care. Half day children may book in for casual aftercare, for an additional fee, if space permits.

The class routine remains unchanged during the holidays, but the classes combine and the work cycle is far more flexible and relaxed. The Aftercare supervisor is on duty every day, and the assistants are on duty on a rotational basis. The teachers are off duty during the school holidays.

### Senior Primary class

- The children enjoy a mid-morning snack of sandwiches, fruit and water.
- The senior primary class focus on the Montessori curriculum and also cover the Montessori syllabus as set out by the education department.
- Each class does theme work that changes monthly or quarterly and may also follow current affairs or an interest expressed and initiated by the children themselves.
- The children's own interests are used to motivate them to utilize and develop. The skills they are learning are based on the Montessori curriculum which includes the requirements of the education department curriculum.
- The children go on at least one outing per term and from time to time have special visitor's presentations at the school.
- The teachers (director) writes a detailed progress report mid-year and at the end of each year.
- Parent-teacher interviews are conducted in the first and third terms and when requested by either the parents of the school.
- Teachers (directresses/director) prepare a parent education evening every term, where parents are invited to learn more about the areas of the Montessori classroom, the work your child is doing, the Montessori philosophy, parenting issues and how to implement Montessori in the home.
- Parents are encouraged to involve themselves in all areas of their child's life at the school.

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### TYPICAL WEEK AT SCHOOL (9-12 years)

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The following table describes the structure of circle times during a typical week, as well as the extra mural

activities offered. The class Director amends the weekly circle time plan to accommodate public holidays, birthdays and other special occasions as required.

		<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Circle Time</b>	<b>Daily Topic</b>	Week overview			Revision of new and old terminology	Special Snack
	<b>General</b>	Planning for the day Individual research topics Grace and Courtesy presentations Theme topic discussions Debates				
	<b>Sports Day</b>	Sports Day Group 4			Sports Day Group 5, 6, 7	

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## THE ALPHABET

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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	

- Encourage the child to do it by themselves.
- Read instructions or ask child to read the instructions to you, so you know they understand what they need to do.
- Before leaving school ask whether they have swapped their reader.
- If the child doesn't understand, leave blank but make a note for teacher to explain. (if you the parent don't understand how to do it). Once the child understands how to do the work it will be sent home again for them to complete.
- The 9-12 homework programme has a large research component to it.
- We do not send homework everyday.

For the 6-9 age groups:

- Spelling test words go out weekly or monthly.
- Incomplete tasks at school get sent home.
- For an area of work that needs extra help, extra work may be sent home. For example: if a child is struggling with decomposition, extra decomposition will be sent home.
- Bonds / Timetables / Sight Words will be sent home regularly. Practice makes perfect!

For the 9-12 age groups:

- Spelling test words go out at the beginning of the year for the entire year.
- Incomplete tasks at school get sent home.
- For an area of work that needs extra help, extra work may be sent home. For example: if a child is struggling with decomposition, extra decomposition will be sent home.
- Bonds / Timetables / Sight Words will be sent home regularly. Practice makes perfect!