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Our Aim and Vision

To guide and educate the growing children in terms of his or her Physical, intellectual, social, emotional and spiritual development. We wish to create awareness in each child that he or she is a unique and special creation and that there is a plan and purpose for their being in this world. To provide a safe and caring Christian environment where children have the opportunity to grow and develop at their own pace and achieve their full potential at each stage of their development.

Our Education

The Montessori Method of education, developed by Dr. Maria Montessori, is a child-centered educational approach based on scientific observations of children from birth to adulthood. The basis of Montessori practice in the classroom are:

- Mixed age classrooms, with classrooms for children aged 2½ or 3 to 6 years old by far the most common
- Individual choice for research and work
- Uninterrupted blocks of work time
- A Constructivist or "discovery" model, where students learn concepts from working with materials, rather than by direct instruction
- Specialized educational material which was developed by Montessori and her collaborators.

Initial _____

Guidelines for parents 2019

Admission Policy

- Babies from 4 months are accepted
- Children up to 6 years are admitted
- The medium of tuition is English
- Documents required – Copies of both parents Ids/passport
 - Copy of child's birth certificate
 - Copy of your child's immunization card

School Hours

Full-Day 7:00 – 18:00 Monday to Friday

- We are open throughout the whole year with exception of public holidays and when a Public holiday falls on a Tuesday or a Thursday then the Monday or Friday will be closed as a School holiday.
- We follow the school terms and public holidays stipulated by the Gauteng Department of Education.

Arrival and Departure

- Your child must be delivered to a member of staff in person each morning. Children may not be dropped off at the gate and left to enter the school on their own. This is vital for the safety and well-being of your child.
- We encourage parents to say goodbye to their child when leaving dropping him or her off in the morning. Even if your child cried or appears upset when you leave, please take your leave quickly and kindly. While the parent is present, the child is unable to make the transition from home to school effectively. We have observed that once the parent has left, the child becomes absorbed in the school environment and is able to settle into the activities.
- A staff member MUST be informed when your child is fetched from the school.

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Child fetched by another person

- **WE WILL NOT ALLOW YOUR CHILD TO GO HOME WITH ANY PERSON OTHER THAN THOSE APPOINTED BY YOU.**
- You are personally responsible for informing the school ahead of time if someone else has been given permission by you to collect your child.
- Should any person be authorised by the parents to fetch their child at school, such authorisation should be given by the parent, either telephonically or in writing (ie, a signed and dated letter / email).

Safety and Security

- Do not let your child or other children go in without supervision.
- Hold onto your child's hand in the driveway and on the pavement outside whenever you arrive or leave the school.
- Please inform the staff of any suspicious persons/cars/beggars outside the school and any suspicious activity outside or inside the school.

School Meals

- Our menu follows a 3 week cycle (Refer to Annexure A)
- Breakfast is served from 7:00 to 8:00
- A mid-morning snack, cooked lunch and afternoon snacks are also provided
- Fresh water is provided when wanted by the children. (Toddlers to have their own water bottles)
- Please inform the class teacher of any allergies or particular food not suited for your child.
- Should the school be unable to cater for your child's special dietary requirements, you will be required to provide all meals and snacks.

Birthdays

- As your child's birthday is a very special occasion, we try to make the day special with crown and a birthday sing-song in class.
- You are welcome to bring cupcakes (cakes get wasted) for the class. Any party packs will be given to the children to enjoy at home.

Medical Care

- You are requested not to send a sick child or a child with a contagious disease to school. Sick children will be sent home.
- The staff do not accept responsibility for administering medication unless it is marked and handed to the teacher personally. Times of administering and dosages must be clearly indicated.
- Medication can only be administered with the parents written permission. Forms are available with the class teacher. **NO FORM NO MEDICINE WILL BE GIVEN.**

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- Children with head lice will be sent home immediately and will not be allowed back until they are clear of the infestation.

Parent Involvement

- The school must be notified of any unusual circumstances at home that may affect the child's behaviour. (Divorce/separation/ moving house/ loss of love one etc). All will remain confidential.
- If your child is being seen by a behavioural-, physio-, occupational-, speech therapist etc, copies of such reports need to be made available to the school for our information and understanding of the child.
- School must be notified of any changes of address/ cellphone numbers/home numbers etc.

General

- Please return any apparatus (such as puzzle pieces/small blocks/toys etc) belonging to the school or any items of clothing, shoes etc that might have been taken home by mistake.
- Ensure that your child's belongings are **clearly marked** to avoid confusion.
- Dress your child in sensible clothing and shoes. Children need to be able to move freely outdoors and not be afraid to "mess" during activities and free play time. A labelled big T-shirt may be brought to school for messy play. (ie –Dads old shirt). It will be kept at the school and only sent home for washing, please return.

To be packed for babies/toddlers (12months to 2 ½ years):

(All items to be labelled)

- Nappies (will be kept in your child's bag)
- Bum Cream (will be kept in your child's bag)
- Wipes (will be kept in your child's bag)
- Bottles for Formula (Filled with the correct amount of water-teachers will then fill the bottles with the formula)
- Formula already prepared
- Baby food (if on solids/purity)
- Blanket (will be kept at school and sent home to be cleaned)
- x2 sets of extra clothes
- plastic bag for dirty clothes
- water bottle (filled by parents daily)

To be packed for children 3 to 6: (All items to be labelled)

- Extra set of clothes (pack according to the season)
- plastic bag for any dirty clothes
- Extra snack for the afternoons (we do encourage healthy eating, so please avoid chips, sweets etc, no juice please)

The staff at Pretoria Montessori have your child's best interests at heart and we aim to ensure the best possible environment for him/her to grow and develop to his/her fullest potential.

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Concert

Pretoria Montessori will only do a school concert every two years as we feel it takes a lot of time away from the children's education and it gives us time to plan and practice for some great fun!

Graduation

There will be a graduation ceremony each year for the Grade R's and there will be a small cost, however we will let you know in advance.

Stationary/Toiletries/Art

We do ask for stationary, toiletries and art to be supplied. We will send out a list each term, however it will only be for 3 terms and we do not include the 4th term.

School Fees 2019

School fees covers the following:

- Full-day - Tuition, breakfast, morning and afternoon snack and Lunch.
- Half-day – Tuition, breakfast and morning snack.

School fees:

Once off Registration fee (non-refundable)	R750
Deposit	One month's school fees
Full day R3000 FULL DAY WITH FOOD Half day R2800 HALF DAY WITH FOOD	
Stationary and toiletries	R750
Outings or educational visits	Will let you know in advance

***Due to the cost of living increasing on a regular basis, we do have school fees increase every January each year.**

Pretoria Montessori is a private school and is not sponsored or funded by the government in any way. The successful running of the school and the payment of the salaries of the hard-working staff are entirely dependent on the timeous payment of your child's school fees.

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Payments:

- You are required to pay x12 monthly payments per a year in advance.
- **Internet payments MUST be made by the 7th of each month.** Please remember it takes 3 days for the bank to process them. Proof of payments must be emailed or handed in at the office within 24 hours. Use your **child's name** and as a reference, eg. Smith. A.
- Please use the school bank account details for internet transfer or debit/stop orders:

Pretoria Montessori Bank details

Account holder: Sunbird Montessori Pretoria

Bank Name: Standard Bank

Account Number: 032 242 166

Branch Code: 011 245

Branch Name: Brooklyn

Extra Murals:

The following classes are optional and are presented by outside staff that will bill parents separately:

Ballet

Soccer Stars

Computer

Swimming

Drama

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Enrolment Form 2019

- Please attach a copy of your child's birth certificate / both parent's Ids /passport and your child's immunization card

CHILD'S DETAILS:

Full names:

**Please be clear as to what name you'd like your child to be taught with and for writing purposes.*

Surname:

Age:

Date of birth:

Gender:

Allergies/chronic illness/ or other health problems (please specify):

Operations:

Behavioural, speech, hearing or learning problems diagnosed or tested:

Is your child on medication (please specify):

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PARENTS AND FAMILY DETAILS:

Father / Guardian

Full name:
Home address:
Postal address:
ID number:
Occupation:
Name of employer:
Business address:
Full names:
Telephone: (w) _____ (H) _____
Cell No:
Email Address:

Mother / Guardian

Full name:
Home address:
Postal address:
ID number:
Occupation:
Name of employer:
Business address:
Full names:
Telephone: (w) _____ (H) _____
Cell No:
Email Address:

MARITAL STATUS:

Married	Divorced	Separated	Widowed	Single	Other
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OTHER INFORMATION:

Home language:	
Other languages:	
Siblings (name and age)	
Who is authorized to fetch your child from school other than mom or dad?	
1. Name:	Relation:
Contact Number:	
2. Name:	Relation:
Contact Number:	

I, the parents/guardians of (child's name) _____, declare that I have read and understood the requirements of enrolling my child/children and that the above information is true and correct. I confirm that I have filled in and returned all the forms required by the school. I assume responsibility to notify the school of any future change in these particulars.

Name of responsible parent/guardian:	
ID/Passport number:	
Valid street Address:	
Signature:	Date:

Consent:

I hereby **GIVE** consent that my child _____ may have his/her face photographed for the school facebook page and website during his/her attendance at Pretoria Montessori Preschool.

Parent Signature: _____ Date: _____

OR

I hereby **DO NOT** give consent that my child _____ may have his/her face photographed for the school facebook page and website during his/her attendance at Pretoria Montessori Preschool.

Parent Signature: _____ Date: _____

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Full details of the person responsible for payment of school fees in 2017

Full name and surname:	
Relation to the child:	
ID/Passport Number:	
Home Address:	
Postal Address:	
Tel: (W)	Tel: (H)
Cell Number:	
Occupation:	
Name of employer:	
Business Address:	

Intended method of payment:

Tick

X12 Internet payments	<input type="checkbox"/>
X12 Cash payments	<input type="checkbox"/>

I, the undersigned, declare that the above information is true and correct. I hereby accept full responsibility for the payment of all fees due to Pretoria Montessori Preschool.

Signed: _____ Date: _____

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ANNEXURE A

Weekly Menu

Breakfast 8H00	Oats / Maltabella / Mealipap
Morning Snack 9h30 Toddlers / 11h00	Jam or peanut butter sandwich or crunchies with a fruit
Lunch	Changes weekly (see below)
Afternoon Snack	Biscuit and Fruit

LUNCH MENU

<u>DAY</u>	<u>WEEK 1</u>	<u>WEEK 2</u>	<u>WEEK 3</u>
Monday	Spaghetti, Mince and grated carrots	Stir-fry beef, veggies and rice	Mince, lentils and rice
Tuesday	Rice and Chicken	Soup and Bread (winter) Sandwich (Summer)	Macaroni, vienna and veggies
Wednesday	Macaroni and cheese	Spaghetti and chicken	Beans, pilchards and rice
Thursday	Chicken Casserole with mixed veggies	Pap, chicken and veggies	Rice, fish fingers and veggies
Friday	Vienna and rolls Mashed potatoe for toddlers	Meat balls, peas and rice. With Slice of cucumber & Tomato	Vetcook, mince and veggies

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