



EST. 1992

GIVING YOUR CHILD THE
BEST START IN LIFE!

Ages 16 months - 5 years

Parent Policy Handbook **2022**

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



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

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

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

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FEE CONDITIONS AND PAYMENTS:

We reserve the right to deny tuition to any child if tuition fees have not been paid up to date.

A **non-refundable maintenance fee R4 500.00** is required to secure your child's place at the school. Pupils will not be accepted into the Pre-School unless this has been paid.

Your child's school hat and school t-shirt will be added to your account.

Fees are payable as usual during a child's absence owing to illness, holiday arrangements and when the Pre-School closes for Pre-School holidays.

A term's written notice (four months) or a full terms fees in lieu of notice is required if you wish to withdraw your child from the school.

5% discount will be given for siblings who attend the Pre-School during the same period.

Parents are required to complete and sign the original Enrolment Form, if this form is not received before your child's date of admission, your child will be denied admittance at the Pre-School.

Extra-murals are charged separately and must be organised directly with the respective companies. Any additional educational talks, medical check-ups (hearing / sight tests) and class photos are optional and are charged separately.

SCHOOL BANKING DETAILS

BANK	Nedbank current account
NAME OF ACCOUNT	Field and Study Montessori Pre-School
BRANCH CODE	146 905
ACCOUNT NUMBER	1469 04 3378
PROOF OF PAYMENT	admin@montessoripreschool.co.za
REFERENCE	Your child's name and surname

DOCUMENTS REQUIRED FOR ADMISSION

- ✓ An original completed enrolment form.
- ✓ A copy of your child's birth certificate.
- ✓ A copy of your child's immunization records.
- ✓ Your child's assessment reports. (if any).
- ✓ Proof of residence (less than 3 months old)
- ✓ Medical aid membership card.
- ✓ Copy of Fathers and Mothers ID documents.

SUBJECT TO CHANGE/RIGHT OF ADMISSION RESERVED

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

PLEASE NOTE: The Pre-School reserves the right of admission.

PRE-SCHOOL HOURS

- **Bunny Group (Toddler Programme):** Drop off time: **7:30 am – 8:30 am** Pick up time: **12:00pm**
- **Hippo Group (Pre-School Programme):** Drop off time: **7:30 am – 8:00 am** Pick up time: **12:00pm – 12:30pm**

A late arrival causes a child to miss part of the work cycle and is also extremely disruptive for the class. If your child is late, please do not chat to the teacher or assistants as they are busy with the children. If somebody else is collecting your child, please notify us in advance as we will not release your child until we have contacted a parent.

Parents will automatically be charged the full daily rate for the Aftercare Enrichment due to the late pick-up of their child. Parents are required to complete a sign out sheet verifying that they will be charged the full daily rate. Billing will be for the parent's account. No exceptions made.

- **AFTERNOON ENRICHMENT PROGRAMME (12:30pm – 3:00pm)**
 - Please request our Afternoon Enrichment Enrolment form from the Pre-School.
 - Children participating in our Afternoon Enrichment Programme must be **fetched promptly by 3:00pm.**
 - There is a late pick up fee of R150.00 every 15 minutes after 3:00pm, this fee is charged within the first minute after 3:00pm and every 15 minutes thereafter.
 - If your child is **not** enrolled in our Afternoon Enrichment Programme on a full time basis and attends our afternoon enrichment programme on any given day, or week, **a daily fee of R190.00 will be charged** accordingly.

TRANSPARENT CLASSROOM

The Montessori Transparent Classroom is an excellent tool by allowing parents with “a window” into their child's classroom and their school, learning environment with our many faceted, hands-on stimulating Montessori activities and skills that your child has acquired and learnt or presently engaged in. This will allow parents to be regularly updated with their childrens on-going progress throughout the year. All records of lessons, pictures taken by your child's teacher, and parent/teacher conference reports are kept in one convenient place for parents and teachers to view at any time.

You will be invited to join Transparent Classroom via email. Once you have set up your profile you are taken to your home page. Here you will see your child, their classmates and a parent directory. Clicking on your child's name will take you to their activity page. Here you will see photographs of your child at work, the lessons they have had, and any observational notes as recorded by your child's teacher. Clicking on 'Classmates' in the menu bar will only give you basic information about other children in your child's class, such as the child's age and the parent's name. This is only displayed if the child's parent has chosen to disclose this information. If another parent clicks on your child's name they do not have access to your child's profile page, including lessons and photographs.

Clicking on 'Directory', will give information about parents in your child's class. This could include parent's name, address, and email address – only if they choose to disclose it. At all times parents have total control over what information they wish to share, and can change their selections at any time.

EXTRA MURAL ACTIVITIES (OPTIONAL CLASSES)

The Pre-School offers a variety of extra murals. The extra mural teachers will invoice you separately for these activities. If you are interested in enrolling your child in any of these activities, please visit our school website to download an enrolment form. Registration and fees vary for each extra mural.

Extra murals offered at the Pre-School:

- Kindermusik (18 months – 5 years)**
- Arts and Crafts (3 – 5 years)**
- Playball (2 – 5 years)**

COMPULSORY STATIONERY REQUIREMENTS

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

- ✓ 1 packet of pencil crayons
- ✓ 3 A3 visual diaries/A3 hard cover books for your child's artworks (to be covered and labelled).
- ✓ 1 packet of wax crayons
- ✓ 3 glue sticks
- ✓ Child sized scissors
- ✓ A packet of A4 white or
- ✓ A4 coloured cardboard
- ✓ A packet of coloured cardboard
- ✓ 2 boxes of tissues
- ✓ Packet of toilet rolls
- ✓ 4 packets of wet wipes/baby wipes

**Stationery is for all the children to share. It will not be returned when your child leaves the school.*

A school bag with the following inside:

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

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

- ✓ Labelled nappy changing mat (foldable/portable/travelling mat for storage purposes)
- ✓ Packets of labelled nappies
- ✓ Packets of labelled wet wipes

Your child will have his/her own nappy changing drawer with the above items placed inside.

MEDICAL

If your child is unable to attend school, please notify the Pre-School.

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

SNACK TIME

Please provide your child with a healthy mid-morning snack and label his/her juice bottle and lunch box. Please pack food that your child is able to manage. Yogurt, spaghetti, oatmeal and any other messy foods must remain at home. No sweets, chocolates, chips or fizzy drinks are allowed. Please help your child develop healthy eating habits.

Please provide an extra snack if your child will be attending aftercare. A hot lunch for your child can be ordered from Tuesday – Friday. Orders need to be placed at the River Café, please ask us for the kiddies menu.

Ideas for your child's lunchbox:

- Sticks of carrot, celery or cucumber
- Fresh fruit (chopped)
- Dried fruit (raisins, peaches, mango)
- Little sausages, slices of biltong, sticks of cheese, boiled eggs
- Muesli/seed bars
- Sandwiches

The school takes no responsibility for lost juice bottles and lunchboxes and the children are encouraged to look after their belongings.

CLOTHING

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

FRIDAY DRESS CODE

Children are required to wear the school t-shirt every Friday. School shirts must be purchased from the pre-school.

TOILET TRAINING

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

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

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

BIRTHDAY RINGS

These are celebration days and we would love to make it extra special for your child! Please liaise with your child's teacher to book a suitable date.

- ✓ Your child will be carrying a globe around the sun, looking at his/her photograph and discussing his/her development. The children will be presenting a handmade book to your child in memory of this special day.

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

- ✓ Photographs of your child from birth to present.
- ✓ A healthy plate of eats/birthday cake or cupcakes.
- ✓ Please donate a book/learning materials to the school on the day of your child's birthday ring.

NO TOYS

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

SUNHATS & SUNBLOCK

A school sunhat must be purchased from the pre-school. Please apply sunblock on your child's face and body every morning before coming to school. A spare bottle of sunblock must be packed in your child's bag.

VITAL INFORMATION

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

WEEKLY CLASSROOM EVENTS

Bakers Day: Each child has a turn to be the 'Bakerman' and is asked to bring eats for his group. Please bring something savory and healthy. You may ask us for any suggestions. This is a wonderful time for a parent and child to work together in the kitchen and make something special for the class. You will be notified when your child will be the 'Bakerman'.

Fruit Sculptures: Our weekly fruit sculptures enables your child to taste fruits in a fun and creative way as well as encourage healthy eating habits.

Show and Tell (Hippo Group): These groups allow each child the chance to show an article and tell their friends about it. We encourage children to speak in front of a group and gain self-confidence. Your child might feel anxious at first to do 'show and tell', but still encourage him/her to bring something. We will support and assist wherever possible and the group will clap for him afterwards. Ideas for 'show and tell' – please no toys.

- Photos or items.
- A large picture, item or book concerning a theme.

Assist your child in choosing a suitable article to bring for 'show and tell' and offer guidance about the information he/she could give the rest of the class (e.g. where it comes from, what it is used for). Many interesting discussions result from 'show and tell' and our children's knowledge broadens all the time.

Sharing Basket (Bunny Group): An important part of the Montessori philosophy is the care of others and the environment. To help children in this awareness, we will be having 'sharing basket' groups. It is a way for your children to share with others and feel extra special. Please provide your child with a basket to bring to school, if you do not have a basket at home, we will place the items into a basket at school.

To fill the sharing basket, we ask for:

- An outdoor plant /seedlings (flowers or vegetables) that will be planted in the school garden and cared for by the children.
- A book to share with the class. This book will be read in group.
- A picture your child has drawn. This will be pinned on the bulletin board. Any item of interest / picture / photograph etc. (Please no toys)

COMMUNICATION / NOTICES.

Parents are invited to join our class WhatsApp groups.

Please note the following rules for our WhatsApp groups:

1. The group is intended for **school notices and photographs only.**
2. Please do not have one-on-one conversations.
3. Please do not spam the group.
4. Parents are entitled to choose not to be added to our Pre-School Whatsapp groups and may exercise such a right by leaving the Whatsapp group. Should parents elect to remain in the group, it will be accepted that you have consented to being a part of the group and to your personal information (being your cellphone number and name) being noticeable to any person in the group.
5. In this regard, we implore all members of the Whatsapp groups not to make use of such personal information for whatsoever reason, without obtaining the consent of the relevant person.
6. Please do not message and/or call your child's teacher after hours or on the weekends. You may contact your child's teacher **Monday – Friday no later than 4:00pm.**

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INJURIES TO CHILDREN

Parents will be contacted immediately should their child sustain an injury. All incidents will be recorded in the Pre-School accident book. Our staff are first aid trained and will attend to your children's grazes, bumps, scratches etc. appropriately.

We teach all the children never to touch someone else's blood and we always use gloves to treat any wounds. All cuts must be covered with plasters. Staff are first aid trained.

BITING POLICY

Incidents of biting can be stressful for both the children and parents involved. It is important to understand that frequent biting occurs when a child is frustrated and is unable to express their needs adequately. A child may be biting as an attention seeking device, to relieve teething discomfort or for oral exploration. Commonly, biting is seen in children between 13 months and 30 months of age. (Bunny group)

The children are trying so hard to be independent. 'Mine' are their favourite words. Learning to do things independently, making choices, and needing control over a situation are part of growing up. Biting is a powerful way to control others. If a child wants something, biting is a quick way to get what you want. It is not a sign that the child, parent or the Pre-School has failed.

Repetitive incidents of biting will require a parent teacher conference. Most bites do not break the skin. If the skin is not broken the bite will be washed with soap and water, then an ice pack applied a little cream and a plaster. Lots of TLC will also be given. If the skin is broken, the parent will be contacted by phone stating the

situation. When a child bites we try and teach the child new behaviour by showing the 'biter' with our voice and facial expressions that biting is unacceptable. We speak firmly and look directly into the child's eyes. For example, we would say "No Sarah, it's not okay to bite. It hurts John when you bite him. He's crying. I won't let you bite Peter or another child." If the child is able to talk well enough, we might say, "You can tell John to please move instead of biting him". We realise that biting can be an uncomfortable issue for Parents and the Pre-School will try their utmost to share information about the biting and plans for controlling the situation.

ALLERGIES

Parents must indicate on the enrolment form/medical form as well as verbally inform the school whether their child is allergic to any food or other substances. Emergency medication for severe allergies must be supplied to the school, along with written administration instructions.

SEXUAL CURIOSITY

It is not uncommon for children at various ages to become sexually curious. Our policy is to distract the child and watch for further episodes. We will inform the parents of the offenders and we will explain that parts of your body that are covered are private and no-one may touch or look at them (except Mom, Dad, Doctor, Nanny).

We explain to the children that if someone tries to touch you in a private place, shout NO, NO, NO and tell an adult that looks after you. We advise parents never to over-react.

THE CHILDREN'S GENERAL GROUND RULES

We have daily 'grace and courtesy' groups. These groups demonstrate positive social behaviour which help the children adapt to life in a group and arm them with knowledge of socially acceptable behaviour.

For example:

- How to say 'please' and 'thank you' and respect others
- You may not hurt others (this includes Hitting/kicking/biting/pushing/grabbing/pinching/bullying),
- You may not disturb another child's work.
- Respect for self - you may not do things which might endanger your safety.
- Respect for equipment - you must use the equipment with care and return it to its place ready for someone else to use.

THE CHILDREN'S PLAYGROUND RULES (Monitored areas and their rules)

- Fence - should not be climbed on and things should not be thrown over the fence.
- Sticks and stones may not be carried or thrown. Flowers and grass should be left for others to enjoy. Trees may not be climbed, or leaves pulled off.
- Sandpit - sand stays in sandpit including bucket and spades. Bare hands and feet may be buried not clothes nor can juice bottles be filled with sand. No water or juice is allowed in the sandpit. Throwing sand is not allowed nor is transporting sandpit sand to other areas.
- One child at a time on the fireman's pole.
- Swings - Child to stand at one side to wait for his/her turn. Child to sit on swings.

POSITIVE BEHAVIOUR MANAGEMENT

We use a variety of developmentally appropriate behaviour management techniques to direct or re-direct your child in a positive, firm and relaxed manner. The children are explained the rules of the Pre-School frequently, so they are all familiar with them.

Please keep in mind that there will be disagreements between children, young children especially, who are not adept at communication. We will try our best to prevent problems/re-direct, discuss inappropriate behaviour and encourage making amends when offense involves another person.

The following methods of discipline will be used at Pre-School:

- Intervention and group discussions.
- The teacher will have a discussion with the child about his/her behaviour.

BEHAVIOURAL ISSUES & SPECIALIST RECOMMENDATIONS

Our goal is for your child to reach their full potential and working together as a *parent-child-teacher* team is important to us. If your child's teacher suggests any form of therapy or a developmental specialist for your child, we urge parents to respect and acknowledge our recommendations in the best interest of your child. The school reserves the right to dismiss or remove a child from the Pre-School with immediate effect if the child has been continuously disruptive or displayed disruptive behaviour.

HOLIDAY PROGRAMME

We offer a fun and stimulating holiday programme during the April, August and December holidays at an additional charge. Our holiday programme fees are paid strictly in advance and the holiday programme will only commence if there are a sufficient number of children participating in the programme.

SCHOOL SOCIAL MEDIA AND WEBSITE

Throughout the year we love to share our beautiful school with parents through our social media platforms and school website page. This may include photographs of your child busy with activities within the school day or celebrations held at school.

Please support our social media platforms by following our pages and/or writing positive reviews:

Facebook: @fieldsmontessori

Instagram: @fields_montessori

Youtube: Field and Study Montessori Pre-School

Website: www.montessoripreschool.co.za

MONTESSORI KEY PRACTICES

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

IN OUR PREPARED MONTESSORI ENVIRONMENT

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

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

CHILDREN’S ASSESSMENTS

- ✓ First term – Progress report
- ✓ Second term – Parent/child activities in the classroom and progress report
- ✓ Third term – Annual progress report card

PLEASE CAN YOU HELP THE SCHOOL WITH THE FOLLOWING ITEMS:

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

In the words of the child

***"I hear and I forget"
"I see and I remember"
"I do and I understand "
"Help me do it by myself"***

Dr Maria Montessori

*The school reserves the right to amend this document without notification should the need arise.
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2022

J. Gorham IMTC FPT
Principal

(Founder of the Alta Ferreira Montessori, Rivonia and Field and Study Montessori Pre- Schools)

www.montessoripreschool.co.za

OUR WEBSITE! 

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