



## GENERAL INFORMATION

In summer, apply sunscreen to your child's face and neck before he comes to school.

**Mark all your child's belongings.** Check the **lost items** box if you are missing something

Send your child to school in 'old' clothes; they should be allowed to get muddy, sandy, covered in paint, glue or water etc.

Do not allow your child to bring toys to school as they become distressed should toys be broken or lost.

If you find toys or equipment from school in your child's bag, please return them to school. Montessori equipment is expensive and when one part is missing, the equipment can often not be used. Replacement of missing parts is quite difficult.

Your child may bring an item to school on Friday to discuss during 'show and tell'. Item should be related to the current theme being discussed.

School discussion topics or events are written on the blackboard at the entrance. Please consult this regularly.

Your child has a post-box with his photo on. Please check this regularly for post.

### SNACK

Send a healthy snack to school as well as juice or water in a drinking bottle. Some preparation e.g. peeling or slicing is encouraged. **This will be done by your child** as soon as they are able to. Water is always available and preferable.

Include an adequate lunch and afternoon snack if your child will be staying for aftercare.

If food needs to be heated in a microwave, please send it in a microwave compatible container.

Sweets, chips, biscuits, carbonated or artificial cool drinks, flavoured water or milk, etc. are not allowed. They will be removed and returned to you at home time.

### SCHOOL TIMES

The gate opens at 7:30am

Preschool 8:00am – 12:30pm. Pickup time is extended until 13:00pm to allow for better parking accessibility. **Pickup after 13:00pm will incur a fee equivalent the half afternoon aftercare fee.**

Aftercare times are: 12:30pm – 17:30pm.

Please do not pick your child up late from aftercare. It is inconsiderate to the aftercare staff. A **late fee** of R75 will be payable if you pick your child up after 17:30pm.

**Please sign and specify the exact time of your arrival in the applicable book when picking up your child.** Failure to do so will negate any dispute regarding the pickup time and possible fees incurred.

On the day on which school closes at the end of a term, aftercare starts at 11:00am (when school finishes).

### **MEDICATION/ILLNESS**

**The medication book must be filled in** if it is necessary for medication to be administered to your child. **Medicines must be clearly marked and handed to the directress. Do not leave medication in your child's bag.** If a child is ill enough to require medication, they should be kept at home. Children receiving antibiotics may return to school after 48 hours of receiving the first dose, if they have sufficiently improved.

**Sick children must be kept at home.** This prevents the spread of contagious diseases to other children and staff. If a child becomes ill at school, the parent will be notified immediately and the child will have to be collected.

Any child with cold or flu symptoms has to remain at home until they are well again.

Regular checks for head lice will be performed. If your child does have lice they need to be kept at home until the infestation is cleared and a clearance letter is received from a doctor or clinic.

### **BIRTHDAYS**

We celebrate a birthday with a birthday ring. We will need a photo of your child at birth and one for every year thereafter. This makes a timeline of your child's life and is used during the birthday ring.

Parents may supply cupcakes or similar to share with the other children. Parents are welcome to join us in the ring. This is an activity to demonstrate the passing of time as well as a grace and courtesy exercise.

### **FEEDBACK**

Good communication between the parents and directress is vital to ensure the well-being and happiness of your child.

Please inform staff of any changes that have occurred in your child's life e.g. moving house, new sibling or pet, granny left after a visit, dad has left on business, etc. Children are sensitive to change and this will affect their behaviour. If we know what is going on it help us to interpret behaviour more accurately.

If parents have any concerns, an appointment can be made to meet with your child's directress or head directress at a time convenient to both parties.

If we are concerned with an area of your child's development, we will arrange a meeting as soon as possible.

Progress reports will be issued at the end of the second and fourth terms.

Parent/Teacher meetings will be held at the end of each term to ensure that the directress and parents have time to discuss your child's progress.

Parent information evenings will be held regularly to provide information or training for parents.

### **FEES**

Please refer to the Fee Structure for information. Fees are strictly paid in advance. The owner of the school retains the right to ask a parent to keep a child at home until school fees are paid up to date. A penalty may also be charged daily on outstanding balances.

### **OBSERVATION**

Parents are encouraged to make an appointment to come and observe their child during the work period. This entails sitting quietly in a chair in the classroom where your child is working and watching how they move from one activity to another; how they choose works; who they interact with, etc.

### **CLASS ASSISTANCE**

If you would like to spend some time assisting in the class, please contact your class directress or the principal.