



INTRODUCTION TO LITTLE CORNER HOUSE MONTESSORI NURSERY'S HANDBOOK

INTRODUCTION

A warm welcome to **Little Corner House Montessori Nursery**, an independent, dual medium school with Christian values.

Little Corner House Montessori Nursery was established in 2011 by the current head directress, Mrs Marie Wurdeman. We provide scope for the development of learners in ways not possible in a traditional learning environment, by focusing on the individual, allowing them to explore and be innovative in every area of their development, and providing them with freedom within boundaries, by applying Dr. Maria Montessori's educational philosophy and methods.

Our school is managed by the head directress, Mrs. Marie Wurdeman, and supported by a qualified team of educators and assistants.

MONTESSORI EDUCATIONAL PRINCIPLES

The purpose of a school is to be an active sharer of objective knowledge to facilitate the person's understanding and appreciation of:

- The Self, with its physical, social, and emotional needs;
- Our fellow human beings: the core social values that allow humans to live and interact productively in society, strengthening social bonds, while avoiding actions that tend to weaken them;
- The natural world, how it is constituted, how we interact with it, and our symbiotic relationship to it.

At **Little Corner House Montessori Nursery** our approach to fulfilling our obligation as shares of knowledge, is by implementing the ethos, philosophy and methods developed by Dr Maria Montessori more than a 100 years ago.

Some of the core principles of Montessori are:

- Kindling a lifelong love of learning.
- Child centred education.
- A great respect for the child.
- Supporting and growing a child's need for independence.
- Instilling life skills in the child, so that they leave school well prepared.

Montessori is a way of living!

SCHOOL VISION

To provide exceptional Montessori education in the Afrikaans and English languages so as to nurture and inspire every child to be the best they can possibly be.

SCHOOL MISSION

- To provide a coeducational environment shaped by Christian principals.
- To ensure that our children leave school well prepared for life.

- To keep Maria Montessori's teaching centre to all that we do, and endeavour to be a true *Casa dei Bambini* or 'Children's House', as she envisioned it.
- To treat the children entrusted to us, our peers and our environment with care and respect.
- To be committed to maintaining a balance between spiritual, academic, cultural and outdoor activities in order to encourage well rounded development of our learners.
- To recognise and develop the uniqueness of each learner.
- To create a safe, disciplined environment conducive to learning.
- To never compromise on the quality of Montessori education we provide.

SCHOOL CORE VALUES

RESPECT is the foundation for all our core values

- R** **Respect** for parents, staff, children, the environment and each other.
- E** **Excellence** in everything we do.
- S** **Share** and impart knowledge.
- P** **Principles** of Montessori teachings may never be compromised.
- E** **Education** of the highest quality.
- C** **Community** involvement and upliftment.
- T** **Trust** in God the Almighty.

LEARNERS CODE OF CONDUCT

The purpose of the code of conduct is to promote a disciplined and responsible behaviour, coupled with an understanding of and respect for the rights of learners and staff members.

To safeguard the integrity of the school, so that it provides a safe and harmonious learning environment.

To ensure that learners are aware of the possible consequences of not adhering to the code of conduct.

An educator at the school shall have the right to control and discipline learners in accordance with the code of conduct during the time that the learner is in attendance at the school or during any school activity.

At **Little Corner House Montessori Nursery** we expect our learners to:

- Greet staff, parents and visitors.
- The classroom is a working environment. A child may choose not to work temporarily, but may not disturb others who are working.
- A directresses' presentation may not be interrupted. If you have a question you place your hand on the directress' shoulder and wait patiently until she is finished.
- You may talk about work in such a way as to not disturb others.
- You may walk around the class with the purpose of choosing work.
- The school is a community of children and adults who respect one another always and treat **all** people, animals and the environment with respect.
- If you see litter pick it up and put it in the appropriate bin.
- Always arrive on time for school.
- We expect our learners to treat others with respect and curtesy at all times, and they may expect the same from the staff.
- In accordance with Montessori philosophy, all children and staff can expect to be free of any form of discrimination or harassment, and any such instances may lead to immediate suspension from the school.
- Bullying in any form, be it physical, victimisation, intimidation, verbal or cultural intolerance will not be tolerated.
- If it was found that a child has purposefully damaged or broken a piece of equipment, the parent will be held responsible for the cost of replacement.
- Avoid using offensive language, this includes speech which is obscene, blasphemous, sexist or racial.

PARENTS RIGHTS AND RESPONSIBILITIES

When choosing to enrol your child into **Little Corner House Montessori Nursery**, you choose to have your child educated according to the teachings of Dr. Maria Montessori. This approach to children might be very different to what you have experienced as a child, but in choosing Montessori, you wish to give your child a head start in life. For your child's continued growth and success at school, it is

imperative that parents carry out the same ethos at home as much as possible.

As our partner in your child's education we request you to please:

- Enquire about the progress of your child in a requested interview.
- View the child's work at regular intervals.
- Treat all children with respect, both verbally and physically.
- Treat all staff members with respect, and to make any requests from staff in a polite manner.
- Not walk into a classroom without an appointment (As this disrupts the focus of the children).
- Not make negative comments about any child or their parents when on the campus.
- Refrain from spending an extended amount of time when dropping off or collecting your child.
- Show respect for the timetable at school and endeavour at all times to be punctual both in dropping off and collecting your child.
- Help us create a flow of work by dropping and collecting your child by the door and not disturbing children if they are still in class.
- Inform the administrative staff immediately of any changes in your address, telephone numbers and medical details as soon as possible. Alternatively you can change your details on *Transparent Classroom*.
- Respond to concerns addressed by the Directress and/or Head Directress regarding medical, remedial, therapy and/or anti-social behavioural issues that may arise with regard to the child. This should be done within the agreed time period.
- Ensure that your child abides by the school Code of Conduct.
- Inform the school of any changes in circumstances, which may affect the child's performance or behaviour.
- Inform the school if the child must leave the school premises during school hours.

SPORTS PHILOSOPHY

Physical exercise and development is an essential tool towards the development of the whole child, and an aid to the academic and social growth of the child. As Maria Montessori stated, "Watching a child makes it obvious that the development of his mind comes through his movements."

As such, we encourage children to take part in extramural sports activities.

BIRTHDAYS

Birthdays are important milestones in a child's life. Birthdays are celebrated at school with a Birthday Ring. To celebrate the special day parents may provide a birthday cake or small baked treats like popcorn and muffins to share amongst the class. Please do not send party packs. We encourage healthy treats as far as possible.

We encourage parents to donate a book to the school on your child's birthday, if you wish to. Please write a special message in the book so your child can leave the book as a memory to the new generations of **Little Corner House Montessori Nursery** children. The book will be introduced and read on your child's birthday.

VISITORS TO CLASSES

Parents are asked to please respect both the directress and learner's class time. If parents need to give their child a message or deliver something to them during the school day please drop it at the school office so as not to disturb the classes.

Parents who wish to observe or visit classrooms in progress must have the consent of both the child and the directress. Visitors to the school must report to the office. Visitors wanting to observe a class must respect the observation procedures. Observations take place from the second term onwards.

GENERAL COMMUNICATION

All general information that the school needs to communicate to parents from time to time, will be sent out via email. If there are any urgent information that needs to be communicated, a *WhatsApp* or *SMS* message will be sent as well as an email. In this regard, please ensure that the school administration has an up to date email and telephone number for the relevant person to contact.

CLASS – PARENT – CHILD COMMUNICATION

All relevant information on what is happening in class, the theme of the week etc. will be up on the notice boards.

PARENT – DIRECTRESS COMMUNICATION

- Parents are encouraged to communicate with their class Directresses on a regular basis.
- Verbal communication to pass on information about your child should be done in the morning before 8:00am.
- Should you require longer than five (5) minutes to talk to the Directress please make an appointment after school. Alternatively, please e-mail, *SMS* or *WhatsApp* your class directress if you have any questions or wish to pass on information.
- Directresses do not use their cell phones during class time and will not respond until break time or after school.
- For emergencies, please contact the school office on 063 833 7190, or 083 460 5602.
- Scheduled Parent-Directress meetings take place twice a year (end of 1st and 3rd terms).
- Parents are encouraged to attend the parent-directress meetings as they provide an opportunity to understand how their child is developing and progressing. They also provide parents with an opportunity to better understand the Montessori classroom.
- Reports are compiled at the end of the 2nd and 4th terms for all children. Please sign the report and send it back to school.

QUERIES AND GRIEVANCES

- Any general or academic queries or complaints can be directed at your child's Directress, who will be happy to assist.
- If your query or complaint was not dealt with satisfactory, you are welcome to make an appointment to see the Head Directress.
- Grievances can also be sent to the Head Directress in writing.
- Parents and children who persistently choose not to act in accordance with the Core Values and the Codes of Conduct will be asked to attend a meeting with the Head Directress.
- Should the issue not be resolved in a satisfactory manner, the parent or child may be asked to leave the **Little Corner House Montessori Nursery** Community. (See Policies and Procedures)

CONCLUSION

We are committed to ensuring that your child develops to the best of their abilities, and we look forward to taking your hand and embarking with you and your child on this journey.