



18 Months – 6 years

Prospectus

2019





Olivedale Montessori

CC # 2002/020905/23

4 Carroll Ave. Olivedale

Tel: 011 704 4532

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www.olivedalemontessori.co.za

2019

Dear Parents,

Welcome to the Olivedale Montessori School. We trust that all the relevant information has been relayed to you. If there are any further queries, please don't hesitate to contact us.

Olivedale Montessori accommodates children from 18 months to 6 years old. There is a maximum of 25 children in the environment, with 1 qualified Montessori Directress and 2 qualified assistants.

School fees

Payment options:

Enrollment R650

2019:

Monthly fee paid by 1st of every month Jan – Dec R3200 half day/R3550 full day

OR

Monthly fee paid by 1st of every month Jan – Nov R3490 half day/R3870 full day
(this option is only available if enrolled from January)

“Olivedale Montessori cannot guarantee your child’s placement at the school unless we have received payment of the enrolment fee as well as the signed application form.”

Initial _____

CANCELLATION FEE

“Please note that you will be liable for a cancellation fee of 100% of the enrolment fee in the event that your child’s enrolment is cancelled prior to the enrolment date. This cancellation fee is payable because of the fact that Olivedale Montessori incurs expenses based on the number of children who will be attending the following school term.”

School terms 2019

Term 1: Wed 9 Jan – Fri 15 Mar.

Term 2: Wed 3 Apr – Fri 14 June. HALF TERM close Fri 26 Apr return Thurs 2 May

Public holidays Fri 19 Apr (Good Friday), Mon 22 Apr (Family day)

Term 3: Wed 10 Jul – Fri 20 Sep.

Public holiday 9 Aug (Women’s Day)

Term 4: Tues 8 Oct – Fri 6 Dec.

After care

The fee for aftercare is an additional R1000.00 per month and includes a meal at lunch time. Aftercare is from 1.30pm - 4.30pm. Aftercare runs during term time only. We do lots of fun things in the afternoon, from arts and crafts to outdoor Montessori inspired activities, all supervised by dedicated people! (aftercare enrolments are limited)

Holiday care

Holiday care is available for about 7 days per term (depending on the length of the school holidays), cost TBC. The school closes for one week each holiday (this scenario is based on a 3 week school holiday). It is very important for the teachers and children to have a period of rest as school days are very busy and take a lot out of a person. So for us to be the best possible version of ourselves for your children, we do need to rest. 2019 dates to be confirmed.

Extra murals (2019 subject to change)

These are privately run by independent teachers on the school premises.

The following activities are *optional*:

Mondays:	11:45am	Ballet	R360.00 per term	
Tuesday:	11:45am	Yoga	R500 per term	
Wednesdays:	11:45am	Computers	R420.00 per term	
	11:45am	Soccer starz	R150 per month	
Fridays:	11:45am	Music Box	R440.00 per term	Initials _____

When paying for these activities, please place the correct amount of money in separate detailed envelopes for each extra mural. If there are any queries or problems, please contact the appropriate teacher directly.

SCHOOL RULES AND REGULATIONS

1. School Times

- The school opens at 7:00am. No children will be allowed onto school property before this time. The school gate will be locked at 8:45am. Children who arrive after this time will be marked absent.
- The school day begins at 8:30am and we appeal to all parents to **please** have their children at school by this time, as they have a great sense of order at this point and so the need for routine and consistency is emphasized. Please make your good-byes warmly, but briefly, as we find children who have difficulty separating become more upset when good-byes are extended.

- The daily routine is as follows:

07:00 – 08:00	Children Arrive
08:00 – 08:40	Pre-work Cycle
08:40 – 09:05	Theme group time
09:05 – 11:45	Work cycle
11:45 – 12:00	2 nd group time and end of toddler day
12:00 - 13:00	Free play / extra murals (<i>Children under 3 years old are to be collected between 12pm and 1pm</i>)
13:30 – 4:30	After care

- 2. Late collection: The end of the school day is 13:00 and all half day children need to be collected by 13:15pm. **A late collection penalty of R100 per half hour will be charged after 13:15pm.** Aftercare ends at 4:30pm. **A late collection penalty of R100 per half hour will be charged after 5pm.**

3. Health Issues and School Lunches

- Parents must provide the most recent vaccination certificate or a letter from their health care practitioner stating that they have chosen not to vaccinate their child.
- No medication is allowed to be administered by any staff of Olivedale Montessori. If your child needs to be given any medication during the day, it is recommended that they remain at home until fully recovered. No medication may be kept on the school's premises.
- However, if your child suffers from asthma or allergies e.g. bee stings, we ask that parents please send the school a letter disclosing this condition/disorder as well as giving clear instructions on how to administer any pumps, anti-histamines, etc. Please inform the school if your child is on any special medication.
- **Please be aware that in your child's 1st year of attending school they are bound to get sick more often than before. This is due to an immature immune system being exposed to larger groups of children. For this reason parents are asked to ensure that their children follow a healthy diet consisting of fresh fruits & vegetables and supplementing with an immune booster of sorts.**

Initials _____

- **Parents are asked to please keep children with temperatures, ear, nose and throat infections, coughs, vomiting, diarrhea or any other infectious disease at home until they are well, to ensure that infections do not spread through the group. Parents will be contacted to come fetch their child from school if they present any of these symptoms while in the school's care. Please inform the school if your child is at home with a contagious disease.**
 - Breakfast is available between **7am and 8am only**. We serve cooked oats with honey. Please inform us if your child would like to make use of this service, as we prepare according to demand.
 - Food preparation is part of our Montessori environment. This encourages independence as well as a sense of serving the school community. We ask parents to please supply 1 fruit or salad vegetable each day, which will be placed in a basket at the classroom door E.g apples, bananas, oranges, pineapple, naartjies, pears, tomatoes, cucumber, carrots, green beans, etc. The children then prepare a fruit and vegetable platter along with a sandwich for each child. The school will supply the sandwiches which will be made with brown bread, butter, honey or jam.
 - We are aware that some children have allergies and dietary requirements, so please notify us. This process eliminates the need to send a packed lunch everyday, and avoids children bringing unhealthy options.
 - We ask each family to please bring a loaf of brown bread once a term. A bread roster will be displayed, notifying you when it is your turn to bring.
- OLIVEDALE MONTESSORI IS A NUT-FREE ZONE DUE TO SEVERE ALLERGIES EXPERIENCED BY SOME CHILDREN.** Please do not send nuts / peanut butter to school. Many thanks.
- **Please note that fizzy cold drinks, milkshakes, sweets, chips, and chocolates are not allowed at school and will be confiscated if brought to school. They cause disruptive behaviour and disharmony in the group.**
 - Drinking water is available to the children at all times.

4. Toys

- **Please note that toys, money, valuables or dress-up costumes (Spider-man, fairy wings etc.) are not allowed at school.**
- In the Montessori philosophy children are involved in real life activities in an enriched environment that has a carefully selected variety of activities available for the child to select independently. It ensures that the child has all the stimulation needed for his/her social, emotional, intellectual, physical and spiritual development.
- We find that toys interfere with the child's interaction with the materials and cause disharmony in the group. If toys are brought to school, the school will not be responsible if they are damaged.

5. Show 'n Share

- The pre-school children participate in Show 'n Share every Friday. This group activity encourages children to bring objects from nature that they can tell their friends about.
- Occasionally the children bring their favourite toys. Although we do not have an issue with this, we do not permit toy weapons (guns, swords etc.).

Initials _____

- We realise that weapons are not seen as a negative concept in some homes, but we would prefer to keep our school weapon free. By sending these toy weapons to school, it encourages the boys to play violent games. We would appreciate your co-operation in this regard as we promote a peaceful school and teach pupils respect towards others.

6. Anti-bullying policy

- *What is bullying?*
Bullying can be defined as **repeated and systematic** harassment and attacks on others. It is intentional, controlling and hurtful. It can be both physical and emotional.
- *School policy regarding bullying:*
- In minor incidences a record of the situation will be taken and the inappropriateness of such behaviour will be discussed with the child. With repeated minor incidences parents will be notified. In this instance the above consequences will apply and the pupil may be suspended from school.
 - In serious situations the child will be suspended from school pending necessary investigations. Parents will be notified immediately. Such pupils may be asked to leave if it is deemed that they are unwilling to modify their behaviour. *N.B. Positive changes in behaviour will be encouraged and nurtured.*

8. Birthday Rings

- We celebrate the child's birthday with a special Birthday Ring. Please send photographs of your child from birth to present day (one photo for each year will suffice). If you would like to provide snacks, please feel free to do so, as long as they remain healthy options. If you would like to be present for the Birthday Ring, please feel free to join us.

9. Requirements for School

- All belongings, including your child's clothing must be marked with an indelible pen.
- The following items are required:

Annually: x1 ID photo (for children over 3 years)
 R 60.00 sunblock levy (payable on the first day of school)
 4 boxes of tissues per year
 A small blanket and pillow (for children under 3 years and full day children)
 A protective hat that can remain at school – children without hats will not be allowed to participate in outside activities. Branded school caps are also available at a cost of R70.

Termly: 1 loaf of brown bread (x2 loaves if your child attends aftercare)

Daily: Nappies and wet wipes (for children under 3 years & in the process of potty training)
 A change of clothes (incl. socks and underwear)
 A plastic packet (for wet clothes)
 1 fruit or vegetable

Initials _____

10. Parents' Duties

- In order to provide a rewarding experience for the children, it is essential that the trust relationship between parents and the school remain healthy, courteous and respectful.
- Parents are therefore expected to refrain from doing anything which may harm this relationship and must commit to treating the school's staff and fellow parents with the utmost respect.
- It is understood that should any parent do anything which may lead to the breakdown of this trust relationship, the school will take remedial steps in order to restore the relationship to a healthy state.
- It is further understood that should the trust relationship become irreparably damaged, the school shall be entitled to terminate the enrolment agreement which may lead to the possible suspension and/or expulsion of the guilty parent's child/ren."

11. Payment of School Fees

- School fees must be paid by the 1st of every month. Failure to make payment of the school fees by the due date will constitute a material breach of this agreement. In the event of school fees being in arrears for a period exceeding 20 days after receipt of a written notice to this effect, the school reserves the right to suspend and/or expel the child/ren of the defaulting parent.
- Overdue accounts will be handed over for collection. Parents shall be liable for all legal fees and disbursements on the Attorney and Client scale, including collection charges, tracing costs etc. pertaining to the recovery of any amount owing to the School on any overdue accounts.

12. Notice Period

- In the event that parents plan to remove their child from the school, parents must provide one calendar month's written notice prior to such removal. Failure to properly give such notice shall result in the parents being liable for the payment of the monthly fee for the notice period.

Facebook

Olivedale Montessori has a Public Page and Closed Group facebook page. Please 'send a request' to join. This is a great way for parents to communicate, see what goes on at school in the day, as well as receiving parent education and Montessori philosophy tips, etc. Although we make an effort not to post photos of the children's faces – please let us know if you do NOT want photos of your child posted.

Initials _____



ENROLMENT FORM

APPLICATION INFORMATION						
Child's Name in Full:					Sex:	
Date of birth:	dd	Mm	yyyy	Place of birth:		
Nationality:						
Residential Address						
Postal Address						
Home Telephone No:				Cell No:		
Name of Child's previous school:						
Reason for Leaving:						
Date child will be starting:	Half day: _____ or Full day: _____					

PARENT / GUARDIAN INFORMATION													
Name of Mother Guardian:													
Mother / Guardian ID Number:													
Name of Employer:													
Occupation:													
Working Hours:													
Work Telephone No:								Fax Number:					
Work email Address:													
Private email address:													
Name of Father Guardian:													
Father / Guardian ID Number:													
Name of Employer:													
Occupation:													

Working Hours:			
Cell No:		Tel Number:	
Work email Address:			
Private email address:			

Marital Status of Parents:			
Custody visiting arrangements (if applicable):			
Name and contact number of a close friend:			

FAMILY INFORMATION		
List Siblings and their ages:		
Are there other members of the household? If so please list names, age and relationship to child:		

GENERAL INFORMATION		
Does your child have any health problems we should be aware of:		
Are there any foods or drink your child cannot have?:		

How did you hear about Olivedale Montessori: _____

LIST OF PERSONS WHO MAY COLLECT YOUR CHILD

Please complete the list of persons who are allowed to collect your child from school.

(You must give an ID size photo of the person to the school with the person's name on the back)

Person's Name	Identity Number	Relationship to the child

Medical / Emergency information

Child's Name:	
Child's Medical History:	
Emergency Contact Number:	
Doctors Name:	
Doctors Contact Number:	
Medical Aid	
Main Member:	
Medical Aid Number:	
<p>I / We _____ give permission to the teachers and members of Olivedale Montessori to act on my behalf should an emergency medical situation arise which needs urgent attention</p> <p>Mother's / guardians full signature: _____</p> <p>Father's / guardians full signature: _____</p> <p>Date: _____</p>	



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Consent & Indemnity Form 2018

I, _____, being the parent / guardian of _____
Hereby give consent for my child to take part in extra mural activities, make use of educational and play equipment at the school as well as tours and excursions.

I fully understand and accept that all activities shall be taken at my child's own risk and I undertake on behalf of myself, my executors, my spouse and my child aforesaid, to indemnify, hold harmless and absolve the school, the Directress and paid or unpaid temporary staff/assistants for all damages and/or injury to property, person, theft or loss, in the knowledge that the Directress and her paid or unpaid assistants will, nevertheless, take all reasonable precautions for the safety and welfare of my child.

As far as I know my child is physically capable of participating in the above activities and is in good health. I will be held responsible for the payment of medical and/or hospital accounts should an injury be sustained.

Signed at _____ on this the _____ day of _____

Parent / guardian



Olivedale Montessori

CC # 2002/020905/23

4 Carroll Ave. Olivedale

Tel: (011) 704 4532

Agreement

Name of child _____

Date of birth _____

I, the undersigned, do hereby agree to the following:

1. Enrollment fee:
R650 due on enrolment

School fees

I understand that school fees are due irrespective of my child's absenteeism due to illness, vacation or any other reason whatsoever.

Payment options:

2018: Monthly fees paid by 1st of every month
Jan – Dec R3200.00 (half day) / R3550.00 (full day) _____

OR

Jan – Nov R3490.00 (half day) / R3870.00 (full day) (this option is only available if enrolled from January) _____

Please tick which option you would prefer to be invoiced for

I acknowledge that school fees must be paid by the 1st of every month. Failure to make payment of the school fees by the due date will constitute a material breach of this agreement. In the event of school fees being in arrears for a period exceeding 20 days after receipt of a written notice to this effect, the school reserves the right to suspend and/or expel the child/ren of the defaulting parent.

Overdue accounts will be handed over for collection. Parents shall be liable for all legal fees and disbursements on the Attorney and Client scale, including collection charges, tracing costs etc. pertaining to the recovery of any amount owing to the School on any overdue accounts.

Parent / Guardian

FREQUENTLY ASKED QUESTIONS

1. What does Montessori refer to?

Montessori is a method of education developed by the 1st female doctor in Italy, Dr Maria Montessori. This method of education has been practiced worldwide for over 100 years.

2. How does Montessori differ from other forms of education?

Montessori differs in 4 major ways:

-Our environments are not separated into single age groups. We have what's called 'Vertical age grouping'. This means that children are grouped together in 1 shared environment in 3 year age cycles. E.g. 0 – 3 years, 3 – 6 years, 6 – 9 years, etc.

-The children use 'Didactic materials' developed by Dr Montessori. Many of these activities have a built in control of error whereby the child can see for themselves if they have made a mistake. Although some activities require assistance from a qualified Montessori Directress, these didactic materials ultimately enable the child to learn on their own.

-We work mainly individually with each child as opposed to in groups. By doing this we can meet each child at their individual level and this is why we can bring in the vertical age grouping. The children therefore also have the freedom within a very structured environment to choose work that has been presented to them before, thereby learning through repetition.

-The educator is referred to as a Directress, not a teacher as we direct the child towards work that will benefit them during a particular time in their development. We facilitate the learning process as the child teaches themselves.

3. What are the principles of Montessori?

-Working with the 'Absorbent Mind', being the child from birth to 6 years, having a mind that absorbs more knowledge from its environment than it will ever again.

-Supporting the various 'Sensitive Periods' that a child experiences. This is a block of time where the child is extremely interested in a certain aspect of life (E.g. Language, attention to detail, repetition, etc.) to the exclusion of anything else that's irrelevant.

-We recognize the importance of repetition, whereby the child can work in a 'Prepared Environment' that supports their inner need for perfection.

-Huge emphasis is placed on 'Inner discipline' which is encouraged by the children being part of an environment, where they need to be responsible for their actions and respect others and their property. We aim to produce adults that can fit into society and are respectful of others and themselves!

4. Which children will benefit from the Montessori Method?

All children will benefit as it is not exclusive to any group, regardless of their level of development or background.

5. How are Montessori children integrated into mainstream schooling?

Montessori children integrate very well into mainstream schooling as they have an excellent foundation. The children have the advantage of having been exposed to letters, numbers, etc. while in their sensitive periods. Montessori children therefore generally go into mainstream schools a step ahead and continue achieving throughout their school career.