



Jackalberry Montessori Parents Prospectus

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Dear Parents,

Welcome to the Jackalberry Montessori School. Please take note of the key information contained in this document and provide a signed copy of the Jackalberry Montessori Prospectus to the school before enrolment. If there are any further queries, please don't hesitate to contact us.

This document provides guidance on the school's policies and on the school in general (e.g. sample curriculum, meals, extra murals etc.).

Please make a copy of the documents for your own records before returning them to the school.

Overview of Jackalberry Montessori

One of the most important decisions you will ever have to make is choosing the right school for your child. In certain African cultures, the Jackalberry Tree is a symbol of wisdom and respect and it is these ideals that lie at the heart of our school. At Jackalberry Montessori, we understand how important the foundation stage of learning is and that by cultivating wisdom and respect; we are able to nurture the holistic child - an adult human being, comfortable with himself, with his society and with humanity, as a whole, who is sufficiently prepared for later learning.

We are a private pre-school conveniently located in the heart of Fontainebleau, Randburg, serving children from the age of walking to 6 years, set in a beautiful, secure, homely environment, just 3 km from the Cresta Shopping Centre. The school was designed and built with Montessori education principles in mind - spacious, prepared, engaging classrooms, all equipped with creative educational materials, and guided by well-trained, certified teachers that nurture and respect the child's individuality. For more information relating to the Montessori method of teaching please visit www.jackalberriymontessori.co.za.

At Jackalberry Montessori, we have two learning environments based on the 3-year age cycle. The Toddler environment accepts children from the age of walking to around 3 years old with a class size

of approximately of 12 children per qualified Directress/Assistant. The Pre-school environment caters for children from the ages of 3 years old to 6 years old with a class size of approximately 15 children per 1 qualified Directress/Assistant. Each environment is clearly separated and the child stays with the same teacher in each environment for all his tenure in that environment.

This approach fosters stability and security for the young child and facilitates the socialisation, growth and development of the child. In accordance with the Montessori teaching philosophy, this allows the children to interact in a unique way - the younger children observe the activities and model their own learning on that of the older children, while older children reinforce their knowledge and gain confidence by sharing it with the younger children.

Document Checklist

Please ensure the following documents are submitted to the school before enrolment:

- Signed copy of the Jackalberry Montessori Parents Prospectus
- Jackalberry Montessori Agreement Form
- Jackalberry Montessori Enrolment Form
- 2 x ID Photos of the child
- Copy of the child's Birth Certificate
- A copy of the most recent inoculation certificate (or a a letter from your health care practitioner stating that you have chosen not to vaccinate your child)
- Copy of Medical Aid card
- A copy of both parent's ID documents
- Proof of residence of the person responsible for payment
- A copy of the latest report (where applicable)
- The non-refundable enrolment fee (or proof of payment)
- The refundable deposit (or proof of payment)

Extra Murals

A host of extra mural activities are available based on demand. The extra murals usually take place between 11h00 and 12h00, with some extra curricula activities scheduled in the afternoons after 13h00. In some instances, it is possible that an extra curricula activity may only be scheduled in the afternoon for pre-school children.

The children really enjoy the activities, however they are not compulsory. For further details on the extra murals available, please do not hesitate to contact us.

School Times

The school opens at 07h00. No children will be allowed onto school property before this time. The school gate will be locked at 08h45.

The school day begins at 08h00am 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 emphasised. Please make your good-byes warmly, but briefly, as we find children who have difficulty separating become more upset when good-byes are extended.

We ask parents to please pick children up by 17h30 as it causes anxiety when children are picked up after closing time. If you are unavoidably delayed, please be courteous to call Jackalberry Montessori to inform us. Penalties will be charged for children collected after 17h30. Please note that no child will be released to any person/s other than those authorised to do so and described (by you) on the Jackalberry Montessori enrolment form. In emergencies, please be courteous to call and to provide particulars of persons authorised to collect your child. Jackalberry Montessori does not accept responsibility for children transported by transport companies.

The typical daily routine is as follows:

Toddler environment

The toddler environment accommodates children from 18 months to 2.5 years old. **Typical** daily schedule for the toddler class is as follows (please take note that the Half Day school day ends at 12h00, the Three Quarter school day ends at 15h00 and the Full Day school day ends at 17h30):

| Daily schedule | |
|----------------|--|
| Time | Activity |
| 07h00 – 07h45 | Kids arrive, pack away personal belongings, breakfast time and free play outside |
| 07h45 – 08h00 | Breakfast clean up, outside playtime, washing hands, water time and toilet routine |
| 08h00 | Start of day |
| 08h00 – 08h15 | Circle time/brief group welcome time |
| 08h15 – 09h30 | Indoor work cycle |
| 09h30 – 09h45 | Hygiene, nappies and potty training |
| 09h45 – 10h30 | Snack time |
| 10h30 – 11h30 | Outdoor playtime |
| 11h30 – 11h45 | Hygiene, nappies and potty training |
| 11h45 – 12h00 | Preparation for Half Day home time e.g. packing bags, washing hands etc. |
| 12h00 | Half Day home time |
| 12h00 – 12h30 | Meal time |
| 12h30 – 14h00 | Toilet routine and Naptime |

| Daily schedule | |
|----------------|---|
| Time | Activity |
| 14h00 – 14h45 | Art activity |
| 14h45 – 15h00 | Preparation for Three Quarter Day home time e.g. packing bags, washing hands etc. |
| 15h00 | Three Quarter Day home time |
| 15h00 – 17h15 | Outdoor playtime, art activity and optional snack time |
| 17h15 – 17h30 | Preparation for Full Day home time e.g. packing bags, washing hands etc. |
| 17h30 | Full Day home time |

Late collection: There will be a late collection penalty of R50 per half hour or part thereof in the event of late collection.

Pre-school environment

The pre-school environment accommodates fully toilet trained children from 2.5 years to 6 years old. **Typical** daily schedule for the pre-school class is as follows (please take note that the Half Day school day ends at 13h00, the Three Quarter school day ends at 15h00 and the Full Day school day ends at 17h30):

| Daily schedule | |
|----------------|---|
| Time | Activity |
| 07h00 – 07h45 | Kids arrive, pack away personal belongings, breakfast time and free play outside. |
| 07h45 – 08h00 | Breakfast clean up, outside playtime, washing hands and water time. |
| 08h00 | Start of day |
| 08h00 – 08h15 | Circle time/brief group welcome time |
| 08h15 – 11h15 | Indoor work cycle |
| 11h15 – 11h30 | Hygiene and toilet |
| 11h30 – 12h00 | Snack time |
| 12h00 – 12h45 | Outdoor playtime |
| 12h45 – 13h00 | Preparation for Half Day home time e.g. packing bags, washing hands etc. |

| Daily schedule | |
|-----------------------|---|
| Time | Activity |
| 13h00 | Half Day home time |
| 13h00 – 13h30 | Meal time |
| 13h30 – 14h45 | Naptime |
| 14h45 – 15h00 | Preparation for Three Quarter Day home time e.g. packing bags, washing hands etc. |
| 15h00 | Three Quarter Day home time |
| 15h00 – 17h15 | Outdoor playtime, art activity and optional snack time |
| 17h15 – 17h30 | Preparation for Full Day home time e.g. packing bags, washing hands etc. |
| 17h30 | Full Day home time |

Late collection: There will be a late collection penalty of R50 per half hour or part thereof in the event of late collection.

Policy – Sick Children

To ensure that we maintain respect for all the children in our school the following principles will be adhered to at all times:

- No sick children will be allowed to be at school, the school’s decision as to whether or not a child is well enough to be at school will be final, unless otherwise proven by a qualified Medical Doctor, and is based on the discretion of the Directress who works with the child day-in and day out
- It is the parent’s responsibility to look after sick children and ensure that they have adequate support in place to deal with sick children
- It is the responsibility of Jackalberry Montessori to notify parents of sick children. Parents must then collect their child from Jackalberry Montessori within a reasonable time period.
- Parents have a responsibility to ensure that they, or an individual within their nominated list of contacts, are contactable whilst their children are at Jackalberry Montessori.
- Jackalberry Montessori will keep all parents updated on unusual outbreaks of illnesses.
- **NO** medication to be administered by the school with some obvious exceptions relating to allergies and chronic medication (diabetics for example).
- A course of antibiotics should be fully completed before the child is returned to school
- There will be some distinction between the toddler and pre-school environments when applying these principles, based on the severity of the situation as it arises
- Doctor’s letters are required to re-admit following serious and contagious illnesses

- If your child needs to take medicine at school, the Department of Health requires that parents send the medicine plus written, signed and dated instructions as to how and when (**exactly**) it is to be taken
- 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
- Please be aware that in your child's first 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.
- Fees are due irrespective of whether attendance is missed due to illness

Medical Authorisation

By signing this document, you agree to hereby grant Jackalberry Montessori permission to take whatever action in its judgement may be necessary in supplying **emergency** medical services to the your child. We understand that, consistent with the circumstances of the situation and available time, Jackalberry Montessori will attempt to contact and follow the instructions of the parent or guardian, physician or other person/s designated by you. In the event that Jackalberry Montessori is unable to contact the parent or guardian, physician or the person/s, you hereby grant Jackalberry Montessori permission to contact and comply with the advice of any available physician, ambulance personnel or emergency room personnel. Jackalberry Montessori shall not be held liable to and shall not accept any liability, obligation or responsibility whatsoever for any loss or damage arising from such action. You hereby also agree that you will be solely responsible for, and will promptly pay, any expenses, which may be incurred by Jackalberry Montessori in making emergency medical treatment available to your child. Please note that, in compliance with legislation, all Jackalberry Montessori teaching staff have undergone a basic medical emergency course.

Meals

Toddlers and Pre-school:

Please send your child a healthy snack to be consumed in the morning at approx. 10h00 e.g. A sandwich, fruit, nuts, and raisins, salad, cheese, cold meats etc. Please send water rather than juice as water is essential for a healthy mind and body.

Cooked meals will be provided and are included in school fees. A mid afternoon snack is also provided where applicable. A monthly meal plan will be sent to each parent at the start of each month advising of the weekly menu.

Toys

The Montessori philosophy requires children to be placed in real life situations within a structured environment that has a carefully designed to include a variety of activities for the child to select independently. This ensures that the child has all the stimulation needed for his/her social, emotional, intellectual, physical and spiritual development and therefore toys, money, valuables or dress-up costumes (Spider-man, fairy wings etc.) are not allowed at the school. If toys are brought to school, the school will not be responsible if they are damaged or lost.

Show 'n Share

Typically, each Friday, the pre-school children participate in Show 'n Share (reminders will be sent in ahead of time). This group activity encourages children to bring objects relating to the theme for that week that they can tell their friends about. It is foreseeable, and acceptable for this activity, that children bring their favourite toys but please note we do not permit toy weapons (guns, swords etc.). While each household may have varying approaches to weapons, which should be respected, we would prefer to keep our school weapon free. We would appreciate your co-operation in this regard.

Birthday Rings

A birthday is an important occasion for each child and we would naturally like to do something special to celebrate his/her birthday. We would like to suggest that you send sufficient healthy muffins/ cupcakes/ cakes for your child's whole group. We do not permit sweets, lollipops, balloons or birthday boxes at all. Parents are welcome to make their own arrangements for birthday parties and we will gladly distribute invitations on your behalf.

Requirements for School

It is strongly advised to mark all belongings, including your child's clothing, with an indelible pen. The following items are required:

Toddlers

Annually

- A bottle of sunblock (SPF > 30)
- 4 boxes of tissues
- A small blanket and pillow
- A protective hat that can remain at school – children without hats will not be allowed to participate in outside activities.
- A face towel

Daily

- 4 Nappies per day and nappy packets
- Appropriate creams and powders
- A packet of wet wipes (to be replaced when finished)
- A change of clothes (incl. socks and underwear)
- A plastic packet (for wet clothes)

Pre-school

Annually

- A bottle of sunblock (SPF > 30)
- 4 boxes of tissues per year
- A protective hat that can remain at school – children without hats will not be allowed to participate in outside activities.
- A face towel

Daily

- A change of clothes (incl. socks and underwear)
- A plastic packet (for wet clothes)

Withdrawal Requirements

In the event that you, as a parent, plan to remove your child from the school, you must provide four full month's written notice prior to such removal i.e. notice must be given and payment is required for at least four full months before the child can be withdrawn. The child may or may not attend the school during the notice period at your discretion. Failure to properly give such notice shall still result in the parents being liable for the payment of the fee(s) for the entire notice period i.e. four full months payment, irrespective of attendance.

Once you have submitted your written notice that you intend withdrawing your child from Jackalberry Montessori, the deposit paid on enrolment will be offset against your account at the end of the last month of school attendance. Should there be a surplus once the adjustment has been made; the amount in question will be refunded to you. In the event of a deficit, the outstanding amount will become due and payable immediately. Failure to provide the notice period and/or pay for the notice period, irrespective of attendance, will result in a forfeit of the deposit to offset any collection fees.

What we expect from our parents?

- To allow your child freedom within limits and support your child by showing an interest in what he is doing at school
- To respect the individuality of your child and our role as educators
- Parents need to have a basic understanding of the Montessori philosophy of teaching and fully support its methods and our staff

- Parents need to be willing participants and fully support initiatives of the school for example fund-raising ventures, parent evenings, parent education evenings and social events
- Set clear and loving boundaries for your child and establish a code of acceptable behaviour at home
- Provide for intellectual stimulation at home, so that they develop a curiosity and a broader interest in life
- Find a healthy balance between your child's access to TV, computer games and play stations and encouraging them to read.

Right of Admission

Please note that Jackalberry Montessori School reserves the right of admission of any child, for any reason whatsoever, as it deems fit or necessary, and no reason or explanation is required to be given by the School in this regard.

Partial Invalidity / Severability

Each term and condition contained in this Policy Agreement is separate from the other terms and conditions in the sense that if a clause is determined to be illegal and/or unenforceable, it will simply be disregarded and be of no force and effect, but the agreement will otherwise remain valid and in full force and effect. It is a condition of attendance at the School that you sign in the space provided below and initial each page in the space provided. Jackalberry Montessori will consider this agreement to be null and void if this document is altered in any way.

Non-Variation Clause

This agreement constitutes the entire agreement between the parties, and no representation by either of the parties or their agents, whether made prior or subsequent to the signing of this agreement, shall be binding on either of the parties unless in writing and signed by both the parties hereto. This non-variation clause includes this clause.

By signing this Policy Agreement, hereby acknowledge having read and understood all the contents thereof, and agree to abide by all the terms and conditions.

Signed at _____ on this the _____ day of _____.

Parent / Legal Guardian

Parent / Legal Guardian

Witness 1

Witness 2