



# **Little Monties Pre-Primary Prospectus 2019**



- **Principal: Philycia Gounden**
- **Website: [www.littlemonties.co.za](http://www.littlemonties.co.za)**
- **6 Johnsway, Kelvin, Sandton, 2090**
- **078 457 7441**

### **Little Monties Mission Statement**

At Little Monties we aim to provide a safe and caring environment that facilitates the learning and development of all our children. We hope to provide a home away from home that is comfortable and dedicated to the service of our children. We strive to maintain the integrity of the Montessori methods in our classrooms and putting the needs of the children first.

### **What is the Montessori method?**

The Montessori method was established By Dr Maria Montessori in 1907. She was the first female doctor in Italy. She based her educational methods on the principles of observation and the belief that children have a natural desire to learn. Children have the freedom to learn and explore within a "prepared environment".

The Montessori classroom is considered to be a prepared environment. The concept of the prepared environment is that it should facilitate and maximize independent learning and exploration as the child came into contact with the various aspects of the environment. Children are given the freedom to choose and work on activities at their own pace. They are able to experience a combination of freedom and self-discipline, as guided by the environment.

### **Montessori versus Traditional education?**

<b>MONTESSORI</b>	<b>TRADITIONAL</b>
Mixed age groups -children learn from each other	Same age group of children per class
Child centred: the prepared environment facilitates learning	Adult centred: the teacher controls the classroom and learning
Freedom of choice: Child chooses the material to work with.	Teacher tells child what to work with: no choice
Child is able to work at own pace	Teacher sets the pace of learning
Reality based learning	Belief in fantasy and role play
Teacher acts as a guide: lends to develop independence	Teacher leads children follow
Caters to the needs of sensitive periods of development	All children treated alike
Materials designed to develop multi- sensory skills	Play materials for non-specific skills
Reinforces a sense of order	No real sense of order

**"THE ROLE OF EDUCATION IS TO  
INTEREST THE CHILD  
PROFOUNDLY IN AN EXTERNAL  
ACTIVITY TO WHICH HE WILL GIVE  
ALL HIS POTENTIAL."**

**MARIA MONTESSORI**  
(CHILDHOOD TO ADOLESCENCE)



### **Holiday Program**

Little Monties offers a holiday program for some days during the termly holidays at an additional cost (for more information please enquire at the school).

### **Code of conduct**

Little Monties follows the rules set of in their code of conduct. We believe that both the teachers and children of Little Monties should always carry themselves in a respectful manner. We should each show kindness and respect to each other in keeping with the Philosophies and principles of the Montessori method.

### **Little Monties Parents**

The parents of Little Monties pay an integral role in the success of the school as well as the development of the children. It is important that we have the support of our parents and the involvement in events like Sports days etc to set an example and be good role models to our children.

### **Birthdays**

Birthdays are celebratory days for our children. At Little Monties we believe it is important to express to the child the importance of their birthdays. We host birthday circles and share in this special day with our children and their family.

Family and extended family are welcome to come and share in the Birthday ring with their child. We allow only cupcakes or cookies on the day of the birthday circle. Strictly party packs, sweets and large cakes are **NOT** allowed!!

### **Healthiness and well-being**

#### **Germes and Bugs**

We try at all costs to avoid the spread of infection within the classes and try to do what is in the best interest of all those in our care. Little Monties therefore request that all parents monitor their children's health carefully.

#### **Please don't send your child to school if:**

- o They have a 'green' runny nose, as this is extremely infectious.
- o They have an elevated temperature, as this can make the child extremely miserable and lethargic.
- o They have a persistent cough, as this is easily spread between the children.

- o Children who are still taking the first two days of their anti-biotic. If they are well enough on the third day they will be welcome back at school.
- o Children who have upset tummies or are vomiting will be sent home as these bugs spread between children and teachers at a rapid pace.
- o We will dispense medication for asthma and allergies. Please send medication to the appropriate staff member with a clear set of instructions and do not leave it in your child's bag.

### **Medication**

Please inform the teacher if the child is required to take any form of medication whilst at school. There must be a clear note in the child's communication book and the teacher must be notified. Please do not send or leave medication in your child bag. A teacher will not administer medicine without prior consent from the parent first.

### **Medical emergency**

Should the need arise for a child to be treated for a scrape, bump, or minor laceration, all parents will be notified before the end of the school day, and ALL incidences are recorded in an Incident book. By law, under NO circumstances, is any staff member allowed to administer medication to a child in their care. ALL medication is to remain at home. In the case of a more serious injury, the parent/parents/guardian will be contacted immediately telephonically. In the case of an emergency, an ambulance will be called. Please be aware that should your child NOT be on a Medical Aid Scheme; a state ambulance will be called. If you have supplied us with your Medical Aid details and a copy of your membership card, a private ambulance will be called.

We do understand that there are many working parents who find it difficult to keep their children at home when they are sick. Unfortunately, we will not allow sick children to come to school as this would increase the risk of infecting the others in the class.

### **Termly assessment/reports**

A short-written assessment will be provided at the end of the first term. This will provide a brief description of the child's progress at the beginning of the school year.

The reporting for term 2 will comprise of a parent teacher discussion. The visit will include of a short observation period which will allow the parent to observe their child as well as others in the prepared environment. The parents will be requested to complete a short questionnaire to be discussed during the discussion time. This will serve as the reporting method for term 2.

A full and detailed report card will be given at the end of the year i.e. Term 3 giving a more elaborate description of the years progress.



### **Meals**

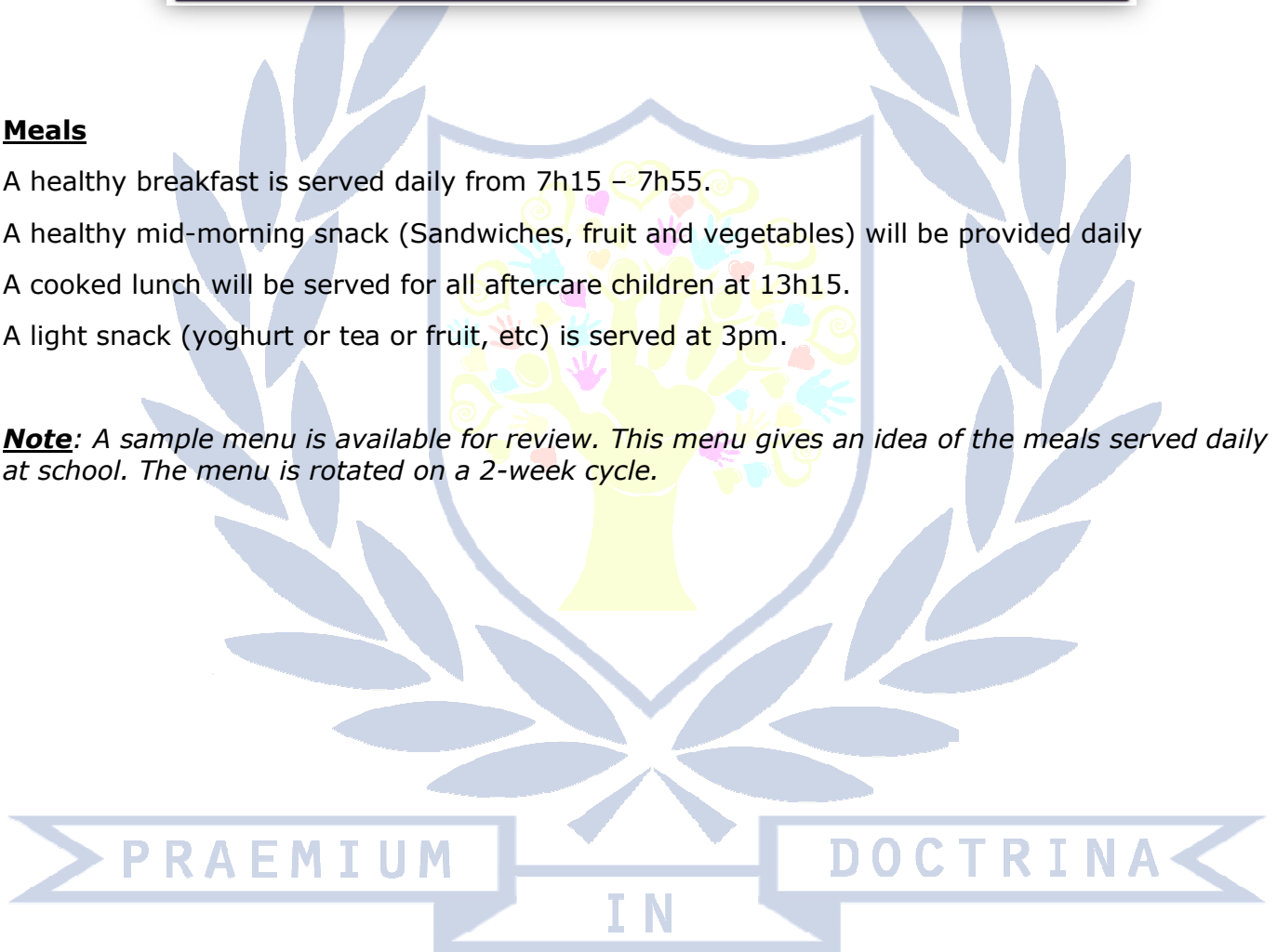
A healthy breakfast is served daily from 7h15 – 7h55.

A healthy mid-morning snack (Sandwiches, fruit and vegetables) will be provided daily

A cooked lunch will be served for all aftercare children at 13h15.

A light snack (yoghurt or tea or fruit, etc) is served at 3pm.

**Note:** A sample menu is available for review. This menu gives an idea of the meals served daily at school. The menu is rotated on a 2-week cycle.





## **Children requirements**

### ➤ Toddlers

- ❖ Please pack 2 spare sets of clothes in your child's bag.
- ❖ Diapers, wet wipes and bum cream. Please ensure that there are at least 4 diapers in the bag to change the child during the day.
- ❖ Please send pre-measured water in bottles and premeasured formula, if your child is still on formula
- ❖ We have a strict "No hat, no play" policy. Please send a hat at the beginning of the week to stay at school and sent home on Fridays.
- ❖ A water bottle. Kindly note no fruit juices are allowed.

### ➤ Preschool

- ❖ Please pack a spare set of clothes in your child's bag
- ❖ We have a strict "No hat, no play" policy. Please send a hat at the beginning of the week to stay at school and sent home on Fridays.
- ❖ A water bottle. Kindly note no fruit juices are allowed.

## **School notice for parents**

- ❖ The school opens at 7h10 daily.
- ❖ Please ensure that your child is at school by 7h55 in order for them to receive breakfast and begin their work cycle.
- ❖ Should the child be unable to get to school by 7h55, please ensure they have breakfast before coming to school, as the work cycle begins at 8h00.
- ❖ Please use the communication book for any important notices or questions that you may have. The teachers will not be able to discuss any matters arising in the morning as this will take away from the children's work cycle. Should you require to speak to the teachers please make relevant appointment.
- ❖ Kindly label all of your child's clothing and bags to prevent from being lost or misplaced. The school will not be held responsible for any lost unlabelled items.
- ❖ Children may only be released to those persons who have been nominated by the parents/guardians. The school must be notified ahead of time of any additional person that may collect the child from school.
- ❖ No toys from home are allowed at school.
- ❖ Please ensure that the sign out register is signed by whomever is collecting the child from school daily.

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## **School calendar 2019**

Little Monties follows a 3-term school calendar.

<b>Term 1</b>		
Start	Wednesday 16 January	
Close	Friday 12 April *	
Mid-term break	Close	Thursday 28 February *
	Return	Tuesday 5 March
*School closes at 12h00 for half-day children. Aftercare as normal. *		
Public Holidays	21 March (Human Rights Day)	

<b>Term 2</b>		
Start	Tuesday 7 May	
Close	Thursday 8 August *	
Mid-term break	Close	Friday 28 June *
	Return	Monday 8 July
*School closes at 12h00 for half-day children. Aftercare as normal. *		
Public Holidays	16 June (Youth Day)	
	17 June (Public holiday)	

<b>Term 3</b>		
Start	Tuesday 10 September	
Close	Friday 6 December *	
Mid-term break	Close	Thursday 24 October *
	Return	Tuesday 29 October
*School closes at 12h00 for half-day children. Aftercare as normal. *		
Public Holidays	24 September (Heritage Day)	

## **Fee Structure 2019**

**Note:** School fees are calculated over 12 months and is an annual contract. Monthly payments are merely a payment plan to assist with payment of annual fee. Below is a breakdown of the annual fees and discounts that apply. Please read the school prospectus for further information regarding withdrawal of your child whether temporary or permanent from school during the school year.

➤ **Registration fee**

A non-refundable registration fee of R1000.00 will be charged upon registering your child at Little Monties.

➤ **Cheque book allowance**

An annual allowance of R1000.00 for consumables used for your child during the school year.

➤ **Half day - Toddlers (12 months – 3 years) 07h00 – 13h00**

- ❖ Monthly Fee: R2 750.00 (Total annual fee = R33 000.00)
- ❖ Termly Fee: R10 670.00 (3% discount)
- ❖ Annual Fee: R31 020.00 (6% discount)

➤ **Half day - Preschool (3 – 6 years) 07h00 – 13h00**

- ❖ Monthly Fee: R2 950.00 (Total annual fee = R35 400.00)
- ❖ Termly Fee: R11 446.00 (3% discount)
- ❖ Annual Fee: R33 276.00 (6% discount)

➤ **Full day – Toddlers (12 months – 3 years) 07h00-17h00**

- ❖ Monthly Fee: R3 300.00 (Total annual fee = R39 600.00)
- ❖ Termly Fee: R12 804.00 (3% discount)
- ❖ Annual Fee: R37 224.00 (6% discount)

➤ **Full day – Preschool (3-6 years) 07h00-17h00**

- ❖ Monthly Fee: R3 600.00 (Total annual fee = R43 200.00)
- ❖ Termly Fee: R13 968.00 (3% discount)
- ❖ Annual Fee: R40 608.00 (6% discount)

**Note:**

School fees are calculated over 12months or 3 terms.

*Fees include meals for the duration of the child's day at school.*

*Fees are inclusive of one intramural (i.e. yoga class) once a week*



**Transport:**

We offer a drop off service to all half day children at an additional fee.

Within Kelvin: R300 (single trip)  
R500 (siblings at same residence)

Kelvin surrounds: R400 (single trip)  
R550 (siblings at same residence)



➤ **Payment of Fees and withdrawal notice**

1. The monthly and termly options of payment are a **contractual payment plan** to assist you. The payment plan should be managed separately from the child's attendance of school.
2. Fees are payable on or before the 6th of each month for monthly and termly option.
3. Note: the above is with exception for the month of December whereby fees must be reflecting by the 1<sup>st</sup> of the month. (Fees are calculated over 12-month contract)
4. If paying annually, fees are due to be paid in full by the 15th January.
5. Late payments will attract interest at the end of each month for the amount outstanding for the term.
6. Fees are payable via EFT. No cash is accepted on the premises. Please note that all direct bank deposits or ATM deposits will incur an **extra R100.00** added to the school fees.
7. A **full term's** written notice is required if you intend to remove your child from the school during the school year or year end. Should you fail to provide notice then you are liable for one term's school fees after withdrawing the child from school.
8. Note that withdrawal is considered whether for a **temporary or permanent** period of time.
9. In cases of absence from school owing to illness or holiday, the monthly fee is still payable.
10. Fees will be deemed unpaid until proof of payment is received.
11. Should the school fees not be paid by the 6<sup>th</sup> of the month, the child will not be allowed back to school from the 7<sup>th</sup> of the month.
12. In the event of late payment of the above fees, within the first 7 days of the new month/term, a 10% penalty will be added to your account.
13. Any outstanding fees incurred for longer than one month, will be handed over for collection and all legal fees incurred will be for your account.
14. The parents and/or guardian confirm that any notice that is required to be delivered to them as required in law may be delivered to them at the address as set out in the Application Form.
15. The parents and/or legal guardian hereby confirm that they are jointly liable as co-principle debtors for the payment of any fees notwithstanding any other indication and/or nomination of any other person in the "Person Responsible for Payment of School Fees" below.
16. In the event of the agreed instalment amount not being paid by the date stipulated in the contract payment plan, the child will be automatically deregistered from Little Monties Pre-Primary until the fees have been paid in full.

**Banking details**

**Account holder: Little Monties Pre-primary**

**Banking institution: First National Bank**

**Account number: 62737718158**

**Branch code: 250 655**

**Reference: [Child's name]**