



1 Duiker Vlei Road, Bothasig, 7441
Tel: 082 781 1515
admin@piccolomontessori.co.za

HANDBOOK

SCHOOL TERMS

We open at 7:20am and close at 5pm. Our calendar is set up for the year ahead and a copy is sent to parents. We follow the Western Cape Education department term dates. These are subject to change, but we will inform you with ample notice.

SCHOOL FEES FOR 2023

Our 'private school' fees are reviewed annually. Fees are payable by the last day of the month and before or on the 1st of every month. This is for the month ahead and is paid by electronic fund transfer (EFT) or in cash.

NB: Fees are calculated for the year and have been divided into 12 months, for ease of payment. A full calendar month notice is required for termination of attendance. In November a 2-month notice is required.

BANKING DETAILS ARE

Name: Piccolo Montessori School
Type: Cheque account
Bank: FNB -- N1 City branch (250655)
Account number: 62 85 42 17 207 Reference: your child's name

The Morning Session

(Includes breakfast cereal)

Toddler Class: Ages 2 to 3 years | 7:20am to 1pm ---- R2300.

Preschool Class: 3 to 6 years | 7:20am to 1pm ---- R2300

Aftercare

1pm - 3pm ---- R500 (R2300 morning session + R500 = R2800 to 3pm)

1pm - 5pm ---- R800 (R2300 morning session + R800 = R3100 to 5pm)

Please send a photo of the person collecting your child,
to the school phone, if it is someone other than yourself.

Late Collections

Charged R20 per every 10 minutes or part thereof

*Please send a WhatsApp if you note that are running late.

Date night

We occasionally hold a date night for parents so that
they get out and spend quality time together.

MEALS

It is important to let us know if your child has any allergies or food intolerances.

Breakfast:	We provide full cream milk with cereal.
Morning snack:	As provided from home (sandwich, cheese, crackers etc.)
Lunch:	As proved from home (We can heat it if necessary).
Afternoon snack:	School will provide fruit and occasionally some popcorn.

THE PRESCHOOL-MORNING

7:20am - 8:25am	Children arrive and have breakfast.
8:30am - 11:30am	3-hour Montessori work cycle.
11:30am - 12pm	Circle time (Songs/theme of week).
12pm - 1pm	Outdoor play (Story time with a fruit platter).
1:15pm - 2pm	Rest / nap time.
2pm - 2:30pm	Lunch from home which can be warmed.
2:30pm - 4:30pm	Outdoor and free play - snack at 4:15pm.
4:15pm - 5pm	Clean up and come indoors for parents to collect.

The Toddler Class morning is very similar. They have a 90-minute work cycle and a longer rest period.

HOLIDAY CARE

We follow the Western Cape school terms and close our work shelves for the holidays. Our educational program closes but we offer a Holiday Club (R50 till 1pm and R70 full day) We will make a craft or do some baking.

ENRICHMENT PROGRAMS

Monkeynastix; ballet; dance classes, art lessons etc. are on offer. These are updated every year.

DROP OFF, COLLECTION AND PARKING PROCEDURES

Please note that due to the traffic department regulations, we need to keep congestion and parking to a minimum. Drop off your child as quickly as possible in the morning. This also aids independence and helps them to settle in. Drive slowly in our road please.

DO NOT obstruct the neighbouring houses driveways or park on or next to the 'Stop Street' road markings. Kindly turn your music/radio down on arrival at school. NO hooting. Supervise your child walking into or out of school every day, crossing the road with care.

If someone else is going to be dropping off, or picking up your child, please let us know, especially if this is someone we have not met. A photo of the person collecting your child must be sent to our school's WhatsApp number. Children will not be sent home with anyone other than their regular caregiver unless the school has been notified in advance.

As we are a school, please respect our morning learning time. Arrive on time for class each morning (before 8:25am) so as not to disrupt the children's morning work cycle.

SECURITY AND ACCIDENT INSURANCE

We have a panic button which is monitored by District Watch. We regularly do fire and "danger at the door" evacuation drills. Our school has a R100 000 emergency accident insurance cover per child, with One School (underwritten by Mutual and Federal) The school pays for this and includes an ambulance service to the nearest private hospital. If you have medical aid, this will always take precedent. Please ensure your emergency contacts and allergy notifications are always up to date.

SCHOOL COMMUNICATION, SOCIAL-MEDIA, AND VIDEOS

Our school has a Facebook and Instagram page. If you specifically do not want photos of your child on these platforms, please let us know. If we do not hear from you, we will assume that you are fine with us posting photos on these social platforms. The Toddler class and Preschool class each have their own WhatsApp group. This is for notifications and the odd special event photo.

TOYS FROM HOME

We discourage children from bringing toys to school. They become emotional when they cannot play with it during work time. However, if you have an educational item of special interest that your child would like to bring to school for 'show and tell', on a Monday, this would be welcomed.

SCHOOL CAND OTHER ITEMS

Each child should have:

- A medium sized bag. No bags on wheels please as these do not fit in our lockers.
- Sunblock (already applied before morning drop off) with the highest factor. Try an organic version as they stay on the best.
- Piccolo Montessori School
- A change of clothing for accidents or if the weather changes (all clearly marked) – include an extra pair of socks, underwear, and a top and bottom clothing item. NB: Shoes preferably Velcro straps or slip on's. Preferably not laces, until they can do their own laces (independence being key).
- Children in nappies to have a bag of nappies sent to school every month, or when your teacher advises.

Please send your child to school in sensible, comfortable clothing that you don't mind getting dirty or possibly damaged on the playground. Fantasy dress-up clothing may look cute, but it is not practical. It is best if girls wear ski pants or shorts under their dresses. Strictly NO guns, swords, or other weapon-like toys at school. We promote peace play. Not war / fighting games. There is enough violence in the world ☺

ATTENDANCE

Please contact the school by means of a WhatsApp message, if your child is not attending school that day. It is good for us to know what illnesses are doing the rounds. In accordance with Education Department legislation, we keep a daily class register.

In an emergency call the school phone, Mandy on 082 781 1515 or your child's teacher.

HEALTH, SICKNESS, MEDICATION, FIRST AID AND ALLERGIES

We are a SCHOOL and not a crèche. If your child seems unwell, you will be contacted to collect him/her. A sick child cannot participate fully or participate in learning. Keep your child at home if he/she seems unwell or if they have been unwell overnight or that morning.

A child with any kind of infectious disease should stay at home even if they seem well. This is for their own care and that of other children and staff. For example, this would include things such as: skin conditions (Hand-Foot-and Mouth), Conjunctivitis, Chickenpox, Scarlet Fever, colds (intense runny noses) or heavy coughing.

The school reserves the right to require that any child who appears to be unwell, be sent home. If your child has any known allergies, please let the school know in advance. If your child suffers from specific allergies or food sensitivities, it is the parent's responsibility to bring this to the attention of the staff.

School staff are not permitted to administer any schedule medication of any sort. If your child is sick enough to require medicine, please keep him/her at home where medications can be administered and monitored safely. All our staff have completed a First Aid and CPR course, which is renewed every 2 years, as required by the Health Department.

EXCURSIONS AND INDEMNITY FORMS

If your child's class goes on an outing, you will be asked to sign an indemnity form or agree to a Whatsapp indemnity message. No child will be allowed to go on an outing without one.

We appreciate assistance with lifts from our school parents. All children must be buckled in, use a booster seat or a child car seat for the trip there and back. If a parent is offering lifts, he/she may not drink alcohol 24 hours before the outing and must obey all traffic regulations while the children are in their care.

REPORTS AND OBSERVATIONS

In term 1 and 3 a timetable will be set up for parents to make appointments to meet with their child's teacher to Piccolo Montessori School discuss your child's progress. However, you are welcome to set up a meeting at any time with your child's teacher should you wish to discuss an issue or observation. Children will receive a written report at the end of the school year in term 4. If you wish to observe our Montessori class in action, we encourage you to make an appointment to observe.

PARENTAL INVOLVEMENT

Parental involvement is an important aspect of Montessori education. We encourage parents to contribute and participate in the school as much as possible. In school, your child will be expected to clean up after themselves. We do not do for a child what they could do for themselves.

We encourage this be done at home as well.

We require parents to help us with our concert, sports day, parents dance and other fundraising activities. Each class has a class representative who assists with co-ordination of these events.

The Montessori approach to learning is based on an individual approach tailored to each child. It is more of a learning experience and due to its success...it is the fastest growing educational system in the world.

The teacher's task is that of a keen observer, a motivator, and a role model. She treats the child with respect and courtesy. She is not authoritarian, nor disciplinarian. Through respecting the child and his/her needs she will help the child to self-regulate and attain self-discipline.

During the year we hold at least 2 parent evenings to explain and discuss Montessori education philosophy and methods. Attendance is compulsory to support your child's progress.

At any stage, please contact us to discuss ideas, concerns, or feedback.

