

Piccolo Montessori Handbook

School Terms:

We open at **7:30am** 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 2025:

Our 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:

Toddler Class:	2 to 3 years	7:20 am to 12:30 pm	R2450
Preschool Class:	3 to 6 years	7:20 am to 1 pm	R2450
Grade R	5 to 6 years	7:30am to 1pm	R2450
Grade 1 to 4	7 to 10 years	7:30am to 2pm (Fridays to 1pm)	R3000

Aftercare: **NB** – Toddlers who are still in nappies are not able to stay for aftercare. Once potty trained, they may apply for aftercare.

Bothasig campus: (Toddler and Preschool)

1pm - 3pm R500 (R2450 morning + R500 = total of **R2950 to 3pm**)
1pm - 5pm R800 (R2450 morning + R800 = total of **R3250 to 5pm**)

Panorama campus: (Grade R to Grade 3)

2pm to 5pm R600 (R3000 morning + R600 = **R3600 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 run late.

Date Night/Movie Night:

We occasionally hold a movie night for the children. Parents can get out and spend some quality time together.

Meals: (Preschool only)

You must inform the school if your child has any **allergies** or food intolerances. **Please pack a fruit every day or bring a bag of 5 fruit on Monday, for the communal story-time fruit platter.**

Breakfast: -	We provide full cream milk with 5 cereal options and occasionally, toast.
Morning snack: -	As provided from home (sandwich, cheese, crackers etc.)
Lunch: -	As proved from home (We can heat it if necessary).
Afternoon snack:	The school will provide fruit and occasionally some popcorn.

The Preschool morning:

(The Toddler morning will be pasted into the message books).

7:20am	- 8:25am	Children arrive and have breakfast.
8:30am	- 11:30am	2.5 hour Montessori work cycle. (Toddlers 90 minutes)
11:30am	- 12pm	Circle time (Songs/theme of the week).
12pm	- 1pm	Outdoor play (Story time with a fruit platter).
1:15pm	- 2pm	Rest/nap followed by a story.
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.

Toddler parents: If you do not want your child to nap at school, please collect them by 12:30pm.

Holiday Club:

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; R70 till 3pm/5pm – whichever you normally do) We do art, crafts or baking.

Enrichment Programs on Offer:

Preschool:

Monkeynastix; Ballet; Music; Art and Craft; Science and Yoga/Pilates.

Grade School:

Robotics; Music; Sports; Cooking; Art; Chess.

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** on our road, please.

DO NOT obstruct the neighbouring houses' driveways or park on or next to the 'Stop Street' road markings. 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 8:30am) so as not to disrupt the children's morning work cycle.

Security and Accident Insurance:

We have an alarm system which is monitored by ECP. We regularly do fire and “danger at the door” evacuation drills. Our school has **R100 000 emergency accident insurance** coverage per child, with **One School** (underwritten by Mutual and Federal) The school pays for this, and it includes an ambulance service to the nearest private hospital. If you have medical aid, this will always take precedence. **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:

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 Items Needed:

- 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 adhere the best.
- A change of clothing for accidents or if the weather changes (**all marked with your child’s name**) – include an extra pair of socks, underwear, and a top and bottom clothing item. NB: Shoes preferably Velcro straps or slip-on. Preferably not laces, until they can do their laces (independence being key).
- Children in nappies must 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 (net skirts etc) 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**. No war/fighting games. There is already too much violence in the world :(

Attendance:

Please contact the school phone via a WhatsApp message, if your child is not attending school that day. It is prudent for us to know what illnesses are current to warn others. By 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 an academic 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 engage 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 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, flu, 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 scheduled 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 permission.

We appreciate assistance with lifts, from our school parents. All children must be buckled in and use a booster seat or a child car seat for the trip there and back. The parent that offers lifts, 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 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 the class.

NB- The school may request that your child stay home for a set period, or find alternative schooling, should a pattern of inappropriate behavior be noted. An assessment will be required from a professional (for example: an education psychologist, play therapist etc). Pending a report and a plan going forward from the professional, the school reserves the right to re-admit the child back to school.

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. During 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 to 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 the coordination 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. By 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.