



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 2025/2026

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:

Preschool Class:	3 to 5 years	7:20 am to 1 pm	R2650
Grade R	5 to 6 years	7:30am to 1pm	R2700
Grade 1 to 4	7 to 10 years	7:30am to 2pm (Fridays to 1pm)	R3200

Bothasig campus: (Preschool ages 3, 4 and 5 years)

1pm - 3pm R500 (R2650 morning + R500 = total of **R3150 to 3pm**)
1pm - 5pm R800 (R2650 morning + R800 = total of **R3450 to 5pm**)

Panorama campus: (Grade R to Grade 5)

R200 per hour in Aftercare per month.

Please send a photo to the school phone of the person collecting your child, 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 or prearrange a late collection the day before, for a more reasonable rate.

Date Night/Movie Night:

We occasionally hold a movie night for the children. Parents 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 4 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:

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 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 return indoors for parents to collect.

We are a 'toilet-independent' school. Children must be completely potty-trained and independent before starting Preschool.

Holiday Club:

We follow the Western Cape school terms and close our work shelves for the holidays; Our educational program closes, and we offer a Holiday Club (R60 till 1 pm; R80 till 3 pm/5 pm – *NB* whatever your regular Aftercare arrangement is, this is the time you would collect during Holiday Club). During this time we offer art, crafts, baking and fun activities.

Enrichment Programs on Offer:

Preschool:

Monkeynastix; Ballet; Wiggle and Jam; Art and Craft; and Yoga/Pilates.

Grade School:

Robotics and Coding; Music; Choir; Sport coaching; Cooking and Nutrition; Art; Chess and Public Speaking.

Drop-off, collection, and parking procedures:

Due to Traffic Department regulations, it is imperative that we keep congestion and parking to a minimum. Drop your child off as quickly as possible using the 'drop-and-go' method. This benefits independence and helps your child to settle into their day. **Drive slowly** on our road. Drop-off or collection time may not be the best time to have a lengthy discussion with the class teacher. Please use WhatsApp messaging or make an appointment.

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.

NB - As we are a school, please respect our morning learning time. Arrive on time for class each morning (before 8:30 am) so as not to disrupt the teacher and your child's morning work cycle.

Security and Accident Insurance:

We have an alarm system that 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 an 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. Each class has their own WhatsApp group.

Toys:

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

School Items Required:

- Medium-sized bag. No **bags on wheels** 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.
- 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 that have Velcro straps or slip-ons are preferred. Preferably not laces, until your child can do laces.

Please send your child to school in comfortable clothing that you don't mind getting dirty or possibly damaged on the playground. Fantasy dress-up clothing (fairy 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 WhatsApp messaging, especially if your child is not attending school that day so that we may note any patterns of circulating illnesses. By Education Department legislation, we keep a daily class register. In an emergency, call the school phone, your child's teacher or Mandy on 082 781 1515.

Health, Sickness, Medication, First-aid, and Allergies:

We are an academic school and not a crèche. If your child seems unwell, you will be asked 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 has 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 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 parental assistance with lifts. All children must be buckled in, perhaps using a booster or car seat for the trip there and back. The parent who offers lifts may not drink alcohol 24 hours before the outing and must obey all traffic regulations while the children are in their care. We drive as a collective and our One School Emergency service applies to outings.

Reports and observations:

In terms 1 and 3, a timetable will be set up for parents to make appointments to meet with their child's teacher to discuss their 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 predetermined period, or find alternative schooling, should a pattern of inappropriate behaviour 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 this 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. Maria Montessori scientifically suggested not to do something for a child that they can do for themselves. We encourage parents to follow through with this at home.

Please get involved in 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 the Montessori education philosophy and methods. Attendance is compulsory to support your child's progress.