



ENROLMENT FORM

Dear Parent/s

Please ensure that you complete all the necessary documentation attached and return to the school as soon as possible in order to ensure a placement for your child/children. Please could you attach copies of the listed documents when submitting your enrolment form.

- A completed enrolment form
- A copy of your medical aid card/medical insurance
- A completed permission to administer treatment form
- Copy of ID and proof of residence for both parents
- Copy of vaccination and inoculation form
- Copy of any important medical records or health issues from a doctor/therapist
- Copy of your child's birth certificate
- A proof of payment of the registration fee of R1000.00

I look forward to a happy and long lasting relationship with you and your child.

Yours sincerely,

Tracy Smith
Owner/Principal

Personal Details

Name of Child	
Surname of Child	
Date of Birth	
ID Number	
Gender	
Home Language	
Admission Date	
Previous School	

	Mothers Information	Fathers Information
Name		
Surname		
ID Number		
Physical Address		
Postal Address		
Tel No. Home		
Tel No. Work		
Mobile		
Email Address		
Marital Status		
Religion		
Occupation		
Employer		

Please initial to confirm having read information contained on this page.

Medical Details

Name of Doctor	
Telephone Number	
Allergies	
Medical Aid Organisation	
Main Member	
Medical Aid Number	

In case of emergency, please contact:

Name	
Contact Number	
Relationship	

Additional Information

Chronic Medication	
Reason	
Special Needs	
Therapy/Assessments	
Reason	

Please initial to confirm having read information contained on this page.

Medical Consent

- Should the need arise for a child to be treated for a scrape, bump, or minor laceration, all parents will be notified at 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/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.

Bee Sting

Should your child/ren be stung by a bee at school and an allergic reaction is immediately

evident to the staff member, I _____parent/guardian of

_____ ,

Give permission

Do not give permission

for a trained staff member at Bryanston Montessori to administer 1 teaspoon of Allergex, until medical assistance arrives on scene.

CPR (Cardio Pulmonary Resuscitation)

Should your child/ren require CPR, Cardio Pulmonary Resuscitation at school, I

_____parent/guardian of

_____ ,

Give permission

Do not give permission

for a trained staff member at Bryanston Montessori permission to start CPR (Cardio Pulmonary Resuscitation), until medical assistance arrives on scene.

Consent and Indemnity

I, we _____ (Full Names)

The parent/guardian of _____ (Child's Full Names)

Please initial to confirm having read information contained on this page.

Hereby consent to:

- The participation of my child in the activities of Bryanston Montessori Pre-Primary School.
- I hereby unconditionally and irrevocably indemnify and hold harmless Bryanston Montessori Pre-Primary School and/or its employee's and other staff against all and any loss, claims, actions, damages or costs which may be made against and/or suffered by Bryanston Montessori Pre-Primary School and/or employees and other staff, whether arising out of injury to the child who is enrolled at Bryanston Montessori Pre-Primary School, while the child attends and/or participates in the activities of Bryanston Montessori Pre-Primary School, whether such claims, actions, losses, damages (whether direct, consequential or otherwise) or costs arise from breach of any contract relating to the said child's admission to Bryanston Montessori Pre-Primary School and whether such contract is terminated or not, or arising from any negligence (whether total or contributory) on the part of Bryanston Montessori Pre-Primary School or its employees or other staff.
- I hereby agree to enrol the above child at Bryanston Montessori Pre-Primary School, subject to the terms and conditions as laid down.
- In the event of an emergency we authorize the school or responsible staff member to employ the services of any emergency service, medical doctor, hospital or other competent person. Any cost for such services will be borne by the signatory/signatories.

Mother

Sign: _____ (Mother/Guardian) Date: _____

Print Name: _____ Place: _____

Father

Sign: _____ (Father/Guardian) Date: _____

Print Name: _____ Place: _____

School Social Media Facebook/Website

Throughout the year we love to share our beautiful school with parents through our Facebook/School Website page. This may include photographs of your child busy with activities within the school day or celebrations held at school. (Birthday's etc.)

I/we _____ parents/guardian

of _____ ,

Give permission

Do not give permission

for my child/ren photograph to be used for the school social media.

Please initial to confirm having read information contained on this page.

Fees Agreement
Acknowledge of Debt

Fees

School fees are compulsory and payable in advance.

Payment of Fees

- Fees are payable on or before the 1st of each month for monthly and termly option.
- If paying annually, fees are due to be paid in full by the 7th January.

Withdrawal Notice:

- A full calendar month's written notice is required if you intend to remove your child from the school.
- In cases of absence from school owing to illness or holiday, the monthly fee is still payable.
- Fees will be deemed unpaid until proof of payment is received.
- In the event of late payment of the outlined school fees, interest will be charged at a maximum rate permissible in law.
- The parents and/or legal guardian authorize Bryanston Montessori Pre-Primary School to carry out any checks and/or traces that may deem fit with any registered credit bureau or credit reference and also to list them with any credit bureau in the event of this account not being paid within the period for payment.
- 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.
- 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.

Persons Responsible for Payment of School Fees:

We the parents _____ (Father) and _____
(Mother) acknowledge and accept all conditions of payment.

Father Signature: _____

Date: _____

Mother Signature: _____

Date: _____

Half/Full Day Attendance

Please tick your preferred attendance:

Half Day (7am to 1pm)

Full Day (7am to 5pm)

Please initial to confirm having read information contained on this page.

Method of Payment and Fee Structure

Please tick your preferred method of payment:

Annual Payment

Term Payment

Monthly Instalments

Please initial to confirm having read information contained on this page.

2021 Fees Structure

As in the past we have the pleasure in offering a 5% discount on annual fees, settled on or before Monday 30th November 2020.

R1000 Non-Refundable Registration Fee

Half Day Annual Tuition: R43160.00

Full Day Annual Tuition: R46170.00

HALF DAY 07H00 – 13H00

Annual Tuition:	R 45430.00
Termly Tuition: (3 Terms)	R 16200.00
Monthly Tuition: (11 Months)	R 4750.00

FULL DAY 07H00 – 17H00

Annual Tuition:	R 48600.00
Term Tuition: (3 Terms)	R 17270.00
Monthly Tuition: (11 Months)	R 5550.00

Banking Details

Bryanston Montessori Pre Primary
Nedbank
Northern Gauteng Branch, 146905
Account Number: 103 288 8148
Ref: Child's Name and Surname

Please initial to
confirm having
read information
contained on
this page.

Policies and Procedure Agreement

Please read through all pages pertaining to the policies and procedures document for Bryanston Montessori Pre Primary school.

I, we _____ (Full Names)

The parent/s/guardian of _____ (Child's Full Names) hereby acknowledge that we have read and understood the policies and procedures of Bryanston Montessori Pre Primary school.

Mother

Sign: _____ (Mother/Guardian) Date: _____

Print Name: _____ Place: _____

Father

Sign: _____ (Father/Guardian) Date: _____

Print Name: _____ Place: _____

Please initial to confirm having read information contained on this page.

PARENT HANDBOOK

Mission

The mission of Bryanston Montessori is to provide a carefully planned, stimulating Montessori environment which will help children develop within themselves the foundation for a lifetime of learning, thinking and living. We are a child centred community that honours individuality and encourages respect for one another and oneself. We believe that the deep commitment and dedication of our small community, which is made up of our school's children, parents and staff members, is vital in the fulfilment of this mission.

Values and Objectives

Our program rests on these core values and objectives:

- Respect Self-respect, respect for others, tolerance, honesty, integrity and responsibility.
- Compassion Concern for one another, for humanity, kindness, peacefulness, understanding, acceptance and warmth.
- Love of Learning Discovery, exploration, working together, curiosity, and ownership.
- Service A lifelong commitment to give something back through service to others who are in need.
- Independence Doing for oneself, understanding one's own capabilities.
- Interdependence Responsibility to and healthy dependence upon one another, a love of community.
- Excellence Quality in all that we do to serve the children, and the cultivation of the pursuit of excellence within our students.
- Universal Understanding A global perspective, and an understanding of being part of something bigger than.

Pre-Primary Curriculum

The Montessori preschool classroom is a "house" for children. Children choose their work from among the self-correcting materials displayed on open shelves, and they work in specific work areas. Over a period of time, the children develop into a "normalized community," working with high concentration and few interruptions. Normalization is the process whereby a child moves from being undisciplined to self-disciplined, from disordered to ordered, from distracted to focused, through work in the environment. The process occurs through repeated work with materials that captivate the child's attention. For some children this inner change may take place quite suddenly, leading to deep concentration. In the Montessori preschool, academic competency is a means to an end, and the manipulative materials are viewed as "materials for development."

In the Montessori preschool, five distinct areas constitute the prepared environment:

- Practical Life area enhances the development of task organization and cognitive order through care of self, care of the environment, exercises of grace and courtesy, and coordination of physical movement.
- The Sensorial area enables the child to order, classify, and describe sensory impressions in relation to length, width, temperature, mass, colour, pitch, etc.
- Mathematics area makes use of manipulative materials to enable the child to internalize concepts of number, symbol, sequence, operations, and memorization of basic facts.
- Language area includes oral language development, written expression, reading, and the study of grammar, creative dramatics, and children's literature. Basic skills in writing and reading are developed through the use of sandpaper letters, large and small movable

alphabet, various presentations allowing children to link sounds with letter symbols effortlessly and to express their thoughts through writing.

- Cultural area activities expose the child to basics in geography, history, and life sciences. Music, art, and movement education are part of the integrated cultural curriculum.

The Bryanston Montessori pre-school environment unifies the psychosocial, physical, and academic functioning of the child. The primary objective of our environment is to provide students with an early and general foundation that includes a positive attitude toward school, inner security, a sense of order, pride in the physical environment, abiding curiosity, habit of concentration, habits of initiative and persistence, the ability to make decisions, self-discipline, and a sense of responsibility to other members of the class, school, and community. This foundation will enable them to acquire more specialized knowledge and skills throughout their school career.

SCHOOL POLICIES & PROCEDURES

We undertake to provide a safe and loving environment for your child and cherish him/her as an individual. Please carefully read the school policies & procedures so that the general running of the school is understood by all.

Admission to Bryanston Montessori School

1. School tour
2. Receive validation from school regarding an available placement.
3. Completion of school application form and submission of related documentation
4. Proof of payment of deposit.

Each child will need:

Please pack a backpack for your child on a daily basis including the following:

- A change of clothing
- Snack in a labelled lunch box
- Water in a labelled water bottle

Yearly Supplies

Each child is required to supply at the start of the New Year:

- 4 Carlton/Roller Towels
- 4 Boxes of Tissues
- 12 Rolls of Toilet Paper
- 2 Bottles of Liquid Hand Soap
- 6 Packets of Wet Wipes (Pack 64 wipes or more in each packet)
- 1 Ream of White Photocopy Paper

These supplies are used throughout the year by all the children in the environment. Should your child start during the course of the year these supplies will be prorated.

Tips for "Tear Free Goodbyes"

- Arrival – you will be greeted by the teacher at the door who is on duty. Allow the teacher to show the child where their locker is. He/she will unpack their bag and lunch boxes and then its best to say good-bye.
- When it's time to go, make sure to say good-bye to your child. Never sneak out. As tempting as it may be, leaving without saying good-bye to your child risks his/her trust in you.
- Once you say good-bye, leave promptly. A long farewell scene might only serve to reinforce a child's sense that preschool is a bad place.
- Don't linger. The longer you stay, the harder it is. Let your child know that you'll be there to pick him/her up, and say "See you later!"
- Learn the other kids' names. When you can call your child's classmates by name ("Look, Matthew, there is a space at the train table with Eli and Katie"), it makes school seem much more familiar and safe.
- Communication. You will receive a message by no later than 10am to let you know how your child is doing. This will be for the first week only.

School Hours

Bryanston Montessori offers 2 options:

- Half day: 07:30 - 13:00 (COVID 19 New Times)
- Full day: 07:30 - 16:30 (COVID 19 New Times)

Both half and full day attendance, include a hot lunch and a snack is included in the afternoon for full day children.

Our school runs on the three-term independent school calendar. The Holiday program's operate for two major holidays in the year and are available to all children. The school's annual shut down is in December.

Holiday Fee:

- All fees include the Holiday Program as per our school calendar.

Drop Off/Pick Up Times

- **Children are to be dropped off by no later than 08:30.**
- **A late arrival causes a child to miss part of the work cycle and is also extremely disruptive for the class, not to mention a security risk to all inside the school.**
- **Our school gate is LOCKED at 08:30 sharp.**
- **Should you be late, please know you will be required to return the next day. Your assistance with this would be appreciated and I ask that you please do not ring the school bell and put my staff in an awkward predicament of turning you away.**

- Should your child/ren be in any form of therapy and require arriving late on certain days, please communicate this to a teacher.
- If somebody else is collecting your child, please notify us in advance as we will not release your child until we have made contact with a parent.

Late Pick Up

Pick up times: 13:00 Half Day
17:00 Full Day (or throughout the afternoon)

- A fee of R50 will be charged for every 5 minutes you are late(after 1pm & 5pm)
- You will be required to sign acknowledgement of lateness and an invoice will be emailed to you, which is required to be settled immediately.
- All late fees will be paid directly by management to the relevant staff member that was asked to care for your child outside of required school times.

Fee Conditions and Payments

School fees are compulsory and payable in advance.

- Fees are payable on or before the 1st of each month for monthly and termly payment options.
- If paying annually, fees are due to be paid in full by the 7th January of the New School Year.
- Late payments will attract interest at the end of each month.

Withdrawal Notice:

- A full calendar month's written notice is required if you intend to remove your child from the school.
- In cases of absence from school owing to illness or holiday, the monthly fee is still payable.
- Fees will be deemed unpaid until proof of payment is received.
- In the event of late payment of the school fees, interest will be charged at a maximum rate permissible in law.
- The parents and/or legal guardian authorize Bryanston Montessori Pre-Primary School to carry out any checks and/or traces that may deem fit with any registered credit bureau or credit reference and also to list them with any credit bureau in the event of this account not being paid within the period for payment.
- 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.
- 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"
- A 15% discount will apply for a second sibling who attends school during the same period.
- We reserve the right to deny admittance to any child whose tuition is not paid by the due date.

Attendance and Tardiness

- Regular and punctual attendance is critical to ensuring a positive experience for your child. Consistency and routine are essential elements in a child's Montessori experience.
- Erratic attendance can lead to missed lessons and interruptions in the child's natural learning process, a sense of alienation from the classroom activities and routine as well as a feeling of social isolation.
- Please notify the school of your child's absence for any reason.
- Punctual attendance is also expected of all children, for reasons other than illness.

- Consistent tardiness disrupts the classroom and shows disrespect for the teacher and other students. It is not uncommon for children who regularly arrive late to school or miss school frequently to exhibit negative behaviour.
- If a parent and child are consistently arriving late, the parent will be asked to come in for a conference with the office to discuss rectifying the situation.
- If the behaviour continues, we may ask that the child be taken home upon late arrival to school.
- Should it become apparent that a family cannot be supportive of the school's missions or goals, it may be necessary for the administrator to consider whether it is in the best interest of the school to keep the child enrolled at Bryanston Montessori.

Medical

Emergency Care

- In the event of an accident or sudden onset of illness, the school will not hesitate to seek proper care for a child.
- The child's individual emergency instructions are on file, the school will contact the parents immediately.
- If necessary the child will be transported to the hospital by ambulance or emergency vehicle.
- Your child's medical details on file, will determine whether a private or government/state ambulance/medical vehicle is called.
- The consent statement, signed by parents, will accompany the child so that treatment can be given immediately in the absence of the parent.

Injuries

- In the event of a minor injury, first aid will be administered by a qualified staff member and the child will be made as comfortable as possible.
- A written accident report will be filled out for any injury requiring first aid and the report will be given to the parent at the end of the school day.
- On occasion, parents will be called regarding accidents or injuries that do not require emergency care, but may require a parent's further attention, or for which a parent may want to seek non-emergency medical care.

* Please note that while every effort is made to give parents an accident report in a timely manner, there may be situations when an accident is communicated verbally before the report is completed (e.g. a minor injury occurring on the playground just before pickup time).

Vital Information

It is imperative that you please keep us informed of any change of address, telephone numbers, medical conditions, change of medical scheme's as well as change of legal guardianship. It is the parents responsibility to keep the school notified of any changes.

Sick Procedure

- Please notify the school before 8:30 if your child is unable to attend school.
- A sick child or a child showing signs of illness may not be brought to school until he/she has fully recovered.
- Should your child be on any medication such as antibiotics, please keep him/ her at home.
- No staff member is allowed to administer any kind of medicine at school.
- Should your child be absent due to a contagious or infectious illness, please notify the school immediately.

Symptoms requiring removal of child from school:

- **Fever:** Fever is defined as having a temperature of 37,8 degrees Celsius or higher taken under the arm (a child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of fever reducing substance-e.g. Panado.)
- Fever AND sore throat, rash, vomiting, diarrhoea, earache, irritability, or confusion.
- **Diarrhoea:** runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- **Vomiting:** 2 or more times in a 24-hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care

Note: If you are not sure whether or not it is okay to bring your child, please call ahead to ask us. We may require a doctor's decision as to whether or not the child is contagious.

Snack Time

- Please provide your child with a healthy snack and label his/her lunch box and water bottle.
- No sweets, chocolates or fizzy drinks allowed.
- WE ARE A **NUT FREE SCHOOL**, NO PRODUCTS CONTAINING NUTS OR NUT TRACE MAY BE PACKED IN SCHOOL LUNCH BOXES!
(Nutella and peanut butter included)
- The school takes no responsibility for lost water bottles and lunch boxes that do not have your child's name clearly marked.

Reports/ Communication

We believe that communication is essential and encourage every family to speak with their child's teachers whenever a problem arises, or something occurs in the child's life that may be significant.

Bryanston Montessori have a strong focus on maintaining regular communication with our parents:

- Weekly feedback in Friday diaries/opportunity for parents to comment too
- Monthly newsletters
- Information via email throughout the year

Termly feedback is as follows:

- First term Parent/Teacher Meeting
- Second term Brief written report for the term and Parent/Teacher meeting
- Third term Detailed written report on your child's progress for the year

We have a record keeping file which keeps an up to date record of all activities your child is working within the classroom as well as what your child's activities are in the outside area. If you would like to discuss your child's progress or any concerns you are most welcome to set an appointment to discuss the matter.

Cell Phone Communication:

In keeping with the times of today, we make use of the WhatsApp facility to communicate, however I would kindly request that all parents respect the school times, 07:00am to 17:00pm when communicating with any staff member. This is out of courtesy for their private time. Please do not message before or after school hours.

Non-Discrimination Policy

- Bryanston Montessori admits students of any race, colour, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.
- It does not discriminate on the basis of race, colour, national and ethnic origin in the administration of its educational policies and admissions policies.
- We pledge to represent our school truthfully and accurately to the general public and internally to our parent community.

EXTRA MURAL ACTIVITIES

Bryanston Montessori pre-school has an extensive extra-mural program which is made available to children. We offer the following extra-murals:

MONDAY

KIDS YOGA

Today, it is all about perfection for children: school, sports, social media, and parents. Let's give children their childhood back. Let's show them how to be strong, and calm in their own way. Yoga and Mindfulness is a powerful meditation and practice for children to learn how to cope, and be present in this 'hurry-up' world.

The benefits are extremely invaluable: flexibility; balance; concentration and focus; confidence; health and wellness; coping tools for stress, and anxiety.



TUESDAY

OH CRUMBS

Oh Crumbs is a mobile baking and craft class for kids. We cater for school classes, private classes, events and parties.

Oh Crumbs visits different schools on a weekly basis and provides yummy baking and creative craft classes for your little one. When enrolling your child in the Oh Crumb's classes, your little one will enjoy baking delicious recipes one week and the following week they will get creative with a fun craft. The best part of the Oh Crumbs classes is that your little one will come home with their creation after each lesson.

Some of the benefits of the Oh Crumbs classes include:

1. Creative thinking
2. Social skills
3. Mathematical skills
4. Problem solving
5. Decision making
6. Hygiene
7. Safety in the kitchen



WEDNESDAY

KINDERMUSIK

Kindermusik has been voted the best international early childhood music and movement programme. Based on decades of research since 1978, a team of experts, therapists, child psychologists, and of course musicians have developed each and every activity.

The programmes are all age appropriate and incorporate basic school concepts.

To have Kindermusik in the early years can make a profound difference to a child's life. It contributes significantly to the musical, physical, social, emotional and cognitive development. The programme is based on the belief that musical activities stimulate development in every area of the brain and therefore nurture the development of the whole child. Activities are designed to encourage multisensory learning, which employs and integrates several senses at once, stimulating multiple areas of the brain

"Changing the world one child at a time"



Please initial to confirm having read information contained on this page.

THURSDAY

DANCE MOUSE

The primary aim of DANCE MOUSE is to encourage children to enjoy dance expression and to increase their passion and love of dance. Should children only want to dance for fun (whether talented or not) or to do exams and competitions they have the freedom to choose.

- Teaching children technique and rhythm, and increasing their overall self-confidence.
- Dancers are exposed to proprioception skills and various other activities that enhance their sensory, vestibular (balance) and gross motor skills at a steady and controlled pace. Vagus Nerve centring techniques used to self-calm and refocus.
- Offers a solid foundation of dance, body and spatial awareness. Dancers become very aware of their own body, its limitations and strengths.
- A great emotional release and cardio workout for both boys and girls offering them an overall sense of well – being.

Dancers achieve all of the above while dancing to the latest music and most importantly having loads of FUN!

DANCE MOUSE uses an array of equipment: hedgehogs, wobble boards, silk, scarves, hula hoops, cheerleader shakers, ribbon sticks etc. Techniques are presented in such a way as to make it fun. We are opposed to any form of stress or pressure being placed on children in order to achieve results.

Genetia King • Bryanston
083 600 9826
bryanston@dancemouse.co.za
www.dancemouse.co.za



FRIDAY

PLAYBALL

Playball is a sports program that is age appropriate and covers, very important life skills, the fundamental physical development of young children: stability (balance), locomotion (movement) and manipulation (ball skills).

The small class numbers (maximum of 8 children in a class) facilitate personal attention and individual development. Our mission statement embodies our approach to learning and how the responsibility of teaching the children weighs on us as teachers and sports coaches.

Playball's mission is to use sport as a means to develop every aspect of a child's life. The program includes a variety of skills that prepares the children for confident and competent sports participation in all the popular ball sports.



Please initial to confirm having read information contained on this page.

Parking

- When collecting your child/ren from school, it is necessary for you to park and exit your vehicle.
- Please pull into one of the parking spaces of the driveway. In this way, we can more easily control traffic during arrival and departure.
- It is important to move traffic through the parking area smoothly in order to avoid lines or traffic in the parking lot.
- Please follow the general rules of the road when entering and exiting the parking lot.
- Do not leave unattended cars parked in the driveway while running.
- Never leave children unattended in cars. It is not the responsibility of the security of the school to watch them.
- Children must be supervised in the parking lot at all times.
- Once the children leave the school through the gate into the parking area, the person picking them up is responsible for their care and safety.

Discipline

- Bryanston Montessori uses positive discipline, which is implemented in a developmentally or age-appropriate fashion to meet the needs of the individual child.
- Our focus is on how to help children resolve problems and empower them to have a successful experience in the classroom and school community.
- The goal of our discipline policy is to provide an environment that promotes respect and safety for each person as well as the space we share.
- The need for discipline within a Montessori classroom is greatly reduced by the prepared environment.
- The teachers make a point of keeping engaging activities available for the children so there is never a lack of something interesting for each student to do.
- The teacher may also redesign the work areas, jobs available, number of children allowed in a work area, etc., in response to classroom behaviour.
- For younger children, the primary method in a Montessori classroom is redirection – moving the child from a disruptive activity and engaging him or her in something more productive. Emphasis is put on directing a child to what they may do (making appropriate choices) rather than telling them what they may not do.
- For older children, the primary method used in a Montessori classroom is involving the child in making respectful and constructive choices. This may be done using mini-conferences, reflective listening and questioning, giving limited choices, making agreements, helping to resolve conflict, etc.
- On occasion, in the event of unsafe physical or verbal behaviour, or a persistent problem, a child may be removed from the classroom for a period of time to collect him or herself and to give the staff an opportunity to help resolve the situation.
- Parents will be notified of significant or persistent disciplinary problems at school in a timely manner. If it is necessary to involve parents in the resolution of a problem at school, it will be done with a spirit of cooperation and with the aim of helping the child.
- Parental support during that time is very much appreciated. Through conferences, goals will be mutually agreed upon. If the goals are not able to be met within an allotted time, further professional help or other school placement will be considered for the child.
- Parents or faculty may call upon the administrator to act as facilitator at any time. Should it become apparent that a family cannot be supportive of the school's missions or goals, it may be necessary for the administrator to consider whether it is in the best interest of the school to keep the child enrolled at Bryanston Montessori.
- In order to provide an environment that is physically and emotionally safe for all children, suspension or expulsion procedures may be executed in the event of serious and/or persistent behaviour problems. Such behaviour includes, but is not limited to: defacing or damaging property (school or other), profanity (verbal or written), and violence, threats of violence, blatant disrespect, disorderly conduct, and endangering safety of self or others. This kind of disciplinary action will be determined by the principle upon consultation with the faculty.

Language

Bryanston Montessori is an English medium school. Children will be addressed in class and material presented to them in the English language.

Clothing

- Children should be dressed in clothing that they can put on and remove easily. This encourages independence and minimizes toilet accidents.
- The school will not be held responsible for clothes that become torn, misplaced or soiled, and encourage parents to dress your child in clothes that allow for them to paint, play and take full advantage of their school environment.
- Please mark all clothing items and shoes clearly.
- A school sun hat will be supplied for your child that will be kept at school.
- A spare set of clothing for emergencies must be kept in your child's school bag at all times. The school does not have spare clothing therefore should your child require a change of clothes and there are none in their bag, we will contact you in order to drop clothing off for your child.
- If your child is not toilet trained, please ensure you supply sufficient nappies and baby wipes in your child's bag daily.

Sun Protection Policy

- Sun protection is applied at school daily, before the child is allowed on the playground.
- All children are required to wear their school hat while outside.
- We have a strict rule: "No hat, no play!"

Playground And Activities Policy

- Children are free to play on the playground, and invent their own games and entertainment.
- However, the staff of the school has the right to terminate any activity (or game) detrimental to any child/ren involved.
- The staff of the school also have the right to terminate any activity (or game) if children are being excluded from the activity. This will be assessed on a daily basis and will be dealt with in daily circles as a "Grace and Courtesy".
- If the continuation of this activity (or game) develops into a positive outcome it will be allowed to continue.
- Continuous negative effects of the activity will result in a permanent termination of the game.

Anti-Bullying Policy

Physical:

- Inflicting physical pain of any form.
 - Taking, using or damaging any article belonging to another without permission.
 - Making/forcing another to do something against his/her will.
 - Any other physical action which may diminish the dignity of another.
 - Saying or writing anything hurtful or damaging about another person.
 - Verbally attacking, threatening, teasing, mocking, racial slurs, hate-speech, foul language and name-calling, thereby diminishing the dignity of another.
- Bullying will be dealt with by:
- As far as possible, bullying behaviour should be identified and addressed proactively.
 - If a bullying incident is reported, all parties involved will be interviewed and investigated and documented.

- A Peace Corner meeting will be held in order to stop any further bullying incidents. Should the Directress deem it necessary, parents of both parties will be contacted.
- Close observation of both parties will be done for a period of two weeks. If bullying behaviour occurs again, a follow-up investigation and report will be done, a parental interview arranged, and behaviour modification will be outlined.
- This could include professional counselling with regular report backs.
- A positive improvement in behaviour will be required if the child is to remain in the school.
- If the behaviour does not improve, the child will be suspended and possible dismissal may occur.

Equal Opportunities And Inclusive Practice Policy

- As part of the Montessori Cosmic education, religious festivals and traditions from across the globe are explored and discussed from a cultural point of view.
- We welcome children and families from all different cultural, socio-economical and racial backgrounds.
- Our resources and practices include non-sexist materials which value the achievements of woman as well as men.
- Children with different needs and abilities are welcomed to our school, if we are able to cater for their needs, and subject to our Admissions Policy.
- We aim to create a happy, safe and rich environment in which all children can prosper and thrive.

Immunisation Policy

The school requires a copy of every child's immunisation card, to be handed in with their enrolment form.

Child Protection Policy

Keeping our children safe and from harm is our highest priority. If any form of abuse or neglect is suspected, the school will take action immediately.

Emergency Plans And Evacuation Procedures

- Emergency plans will be adhered to in terms of the instructions posted in each environment.
- These plans include fire emergency.
- All staff members are familiar with the school's fire drill procedure.
- These fire drills are held regularly to ensure that the children have a good understanding of the procedure.
- Each environment is fitted with a hand-held fire extinguisher and staff members are trained in using them should the need arise.

Birthday Rings

- These are celebration days and we would like to make it extra special for your child.
- On the day of your child's birthday, we have a special birthday ring for your child that we would love you to attend.
- You are asked to bring ONE of the following: a cake or some cupcakes, popcorn or ice cream & cones or ice-lollies are great too.(normally in summer) it will begin at 11:00am.
- Please liaise with one of the teachers to book a suitable date for your child's birthday ring.

Toys

No toys are allowed at school, this is a distraction to the children and causes strife amongst them. All toys are to please be left at home or in the car.

School Equipment

If bits of our school materials come home in suitcases or pockets, please return them. The Montessori materials are very costly and it is important that the materials are complete.

Disabilities

Bryanston Montessori welcomes all children, including a child/children who may be impeded by minor physical disabilities.

HIV/Aids

We teach all the children never to touch someone else's blood and we always use gloves to treat any wounds. All cuts must be covered with plasters. Staff are first aid trained.

Sexual Curiosity

It is not uncommon for children at various ages to become sexually curious. Our policy is to distract the child and watch for further episodes. We will inform the parents of the offenders and we will explain that parts of your body covered by your swimming costume are private and no-one may touch or look at them (except Mom, Dad, Doctor, Nanny).

We explain to the children that if someone tries to touch you in a private place, shout NO, NO, NO and tell an adult that looks after you. We advise parents never to over-react.

The children's general ground rules

- Respect for others – you may not hurt (this includes hitting/kicking/biting/pinching/bullying) another child or disturb another child's work.
- Respect for self – you may not do things that may endanger your safety.
- Respect for equipment – you must use the equipment with care and return it to its place ready for someone else to use.
- You must be shown how to work with the equipment before it becomes available for choice.
- We have daily "grace and courtesy" presentations. These groups demonstrate positive social behaviour which help the children adapt to life in a group and learn socially acceptable behaviour. (For example: how to say please and thank you.)

Acceptance Of Policies And Procedures

2021 SCHOOL CALENDAR

TERM 1

Staff Development Days:	Monday 11 and Tuesday 12 January 2021
School Commences:	Wednesday 13 January
Ends:	Wednesday 31 March
Half Term:	Thursday 25 February Return Tuesday 2 March
Public Holidays:	Sunday 21 March (Human Rights Day) Monday 22 March (Public Holiday for Human Rights Day on Sunday) Friday 2 April (Good Friday) Monday 5 April (Family Day)

TERM 2

Staff Development Day:	Monday 26 April 2021
School Commences:	Wednesday 28 April
Ends:	Friday 6 August
Half Term:	Friday 11 June to Return Monday 21 June
Public Holiday:	Tuesday 27 April (Freedom Day) Wednesday 16 June (Youth Day)

TERM 3

Staff Development Day:	Monday 6 September
School Commences:	Tuesday 7 September
Ends:	Friday 3 December
Half Term:	Thursday 21 October Return Tuesday 26 October
Public Holiday:	Friday 24 September (Heritage Day)

HOLIDAY PROGRAM

April Holiday School	Tuesday 6 th April To Friday 23 rd April
June Mid Term Holiday School	Monday 14 th June To Friday 18 th June
August Holiday School	Tuesday 10 th August To Friday 3 rd September

SCHOOL CLOSURES FRIDAY 3RD DECEMBER 2021